

# NIELIT CALICUT

## RULES TO BE FOLLOWED BY THE INMATES OF THE HOSTEL

1. Inmates are individually and jointly responsible for the proper upkeep of furniture, fixtures and other items provided in the room. At the time of vacating the room, they have to hand over all the items intact and in proper condition, failing which the cost of the damaged item shall be recovered from them. The inmates should not damage/destroy the floor, ceilings, walls or any structure of the Hostel.
2. Hostel will remain closed during class timings.
3. Visitors are permitted only between 7.00 AM and 6.30 PM. No visitors shall be allowed to stay in the Hostel.
4. The inmates are expected to maintain proper discipline and decency while in the campus. If any behavior to the contrary is noticed, they shall be removed from the Hostel forthwith without any notice.
5. Smoking, usage of tobacco products, and alcoholic drinks inside the Hostel and campus and entering the Hostel/campus in inebriated condition are strictly prohibited.
6. The inmates should take care of their valuable items during their stay in the Hostel and the Centre shall not in any way be responsible for any loss or damage to their personal property.
7. **Hostel rent and caution deposit have to be paid in advance.** Fine shall be charged for delayed payments. The rent has to be paid for the probable duration of the stay. In case the inmate has to overstay due to course extension, etc. rent shall be collected on daily/monthly basis with fine, as applicable.
8. **The caution deposit is refundable on vacation of the Hostel, for which the inmate has to apply in writing to the Competent Authority before vacating the Hostel. Clearance Certificate should be submitted for receiving the caution deposit.**
9. The inmates should not put any nails, ropes, etc. on the walls/windows.
10. The room should be kept tidy and clean. All waste materials should be put in the waste paper basket provided. **Food items and plastic carry-bags are not allowed in hostels.**
11. All lights and fans should be put off when moving out of the room. Water taps should not be kept open when not in use. All the windows and ventilators also should be closed at the time of moving out.

12. **Usage of kettle, induction cooker, electric heater, iron box, etc. in the Hostel is strictly prohibited.**
13. The inmates are not permitted to carry with them any electrical/electronic items such as Desktop PC, Camera, musical instruments, sports equipment, etc. inside the campus. Photography inside the campus is strictly prohibited.
14. **The time of entry for Ladies Hostels is fixed at 7.00 PM and for Boys Hostels is at 10.00 PM. All have to strictly adhere to the timings. The inmates, who need late permission for genuine reasons, have to obtain it in writing from the concerned authority during 9.30 AM and 5.00 PM on working days well in advance.**
15. Inmates shall stay in their respective rooms allotted to them after 9.00 PM.
16. Details of Local Guardian have to be produced at the time of admission.
17. Representatives of the Office/Hostel are authorized to enter the Hostel rooms for any inspection/clarification.
18. **Unauthorized absence for more than 2 weeks shall result in cancellation of his/her accommodation in the hostel without any intimation.**
19. For all the Hostel inmates joining the Mess is compulsory. Monthly Mess fee of Rs.4000/- should be paid every month. Mess includes Breakfast, Lunch, evening tea & refreshments and Dinner. Detailed menu is available in the Canteen which is managed through a Canteen Committee. An advance amount of Rs.1000/- should be paid to the Canteen Contractor at the time of joining the Mess which will be adjusted in the last month Mess fee. Inmates not paying the Mess fee before 5<sup>th</sup> of every month will be expelled from the Hostel with immediate effect. Inmates should strictly adhere to the Mess timings.
20. The Hostel rent paid shall be refunded only on the following conditions:
  - a) Hostel rent collected shall be refunded only if the candidate is not selected for the course or the course is cancelled by the Institute.
  - b) In case, the allottee vacates the hostel within 2 days of allotment, the rent will be refunded after deducting an amount of Rs.500/-.
  - c) Hostel rent paid in excess shall be refunded on student's request through Course Co-ordinator and Hostel Warden.

**HOSTEL WARDEN**