



Ref: SITE/AO/SA/09/2021-22/01

Date: 06.09.2021

Orders of the principal dt. 06.09.2021

CIRCULAR

Sub: HOSTEL RULES & REGULATIONS –reg.

Ref1: Letter dt.06.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2: AQAR-7.1.10. The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard

HOSTEL RULES & REGULATIONS

- Students are hereby informed that while staying in the hostel, it is essential to be responsible in maintaining dignity by upholding discipline. They must be obedient to the hostel warden/floor in – charges.
- **Every student should compulsorily use a mask and carry a sanitizer at all times.**
- Every ward has to pay, the entire fee prescribed by the Hostel Authorities before admitting to the hostel
- No gatherings are permitted anywhere in the campus / hostel.
- Valuable items like jewelry etc. should not be kept with students while staying in the hostel. It is student's own responsibility to safeguard her/his Laptops, Money by locking suitcases and bags. If any loss is found, management will not take any responsibility.
- Student has to intimate to the hostel authorities before you giving police complaint against losses.
- Students are not allowed to indulge in smoking; consumption of Alcohol, Narcotic drugs etc., and defaulters will be strictly viewed upon.
- Students are directed that after locking their rooms they have to hand over the keys to security and can collect them on returning back to the hostel.
- Students must switch off Fans, Lights, Geysers, A/C's etc., before leaving their rooms.
- Visitors are not allowed inside the hostel at any time, however they are allowed into the visitor's hall with the prior permission of the warden. Only family members listed

by the parents are allowed to contact the student. Visiting hours are up to 7.30 pm only and after 7.30 pm visitors are required to leave premises.

- Those students who are utilizing computer lab, library etc., after the times specified have to submit the permission slip to the security while entering into the hostel.
- During public holiday outings, those who seek permission to leave the hostel will have to obtain a written permission from warden. Permission will be given only to those students who get permission from parents to leave the hostel during holidays/outings. Moving out of campus without permission is strictly prohibited.
- Strict study hours from 7.30 pm to 10.00 pm (or 5.00 pm to 7.30 pm) shall be maintained in the hostel. The hostellers must be in their allotted rooms during study hours.
- The general complaints of any kind should be noted in the complaint register, which is available at the hostel office. Registered complaints only will be entertained.
- Any health problem should be brought to the notice of Warden/Floor In – charge for necessary treatment.
- General breakage charges will be collected from every inmate at the end of the academic year / Semester for issuing the hall ticket by the concerned institute.
- Any damage / misbehavior made by the inmate to hostel / mess property will attract the fine.
- Inmate should not leave the hostel without prior permission of the Hostel In Charge/Warden.
- Inmates who want to use the stationary / book stores under credit bases has to pay 5,000/- as caution deposit. Otherwise, they have to pay cash every time they purchase required material.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: PA to Principal
Mail & Hard copy to: Director
Mail & Hard copy to: HoDs- CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H/MS
Mail & Hard copy to: Exam/Section/Automation/Library/IQAC/AO/Hostel Section
Mail to: All faculty members
Mail to: All student members


PRINCIPAL
Principal

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