

EPGI -HOSTEL RULES & REGULATIONS

The Hostel occupant (he or she) is a student, authorized to stay in the hostel by the college authorities. Rooms are allotted to each student on his / her personal responsibility. All the residents are expected to behave courteously and fairly with everyone, both inside and outside the campus.

“ A Hostel is a Home away from your home where Friends form part of your Family “

RULES:

1. Student must be disciplined and follow all the rules and regulations of the hostel.
2. Admission to the hostel cannot be claimed as a matter of Right. The management reserves the right of admission.
3. The parents are advised to visit the College at least twice a year and enquire about their wards from their class coordinators/wardens
4. The parents should invariably respond to the letter/phone calls of the warden or Principal's office.
5. Hostel students are particularly required to maintain regularity in their academic life. Their failure at the examinations or irregularity in work/shortage of attendance may result in the cancellation of their hostel admission.
6. Hostel students are NOT permitted to go out of the Campus during class hours. During the non working hours and holidays, students wish to go out of hostel, must make an entry in the outward / inward register kept in the Hostel Reception and at the Main Gate. However, they should come back to the campus before 6.30 PM. Students are responsible to keep their Parent/Guardian informed about such outings. College authorities are not responsible for any incidents outside the hostel. This rule may differ from one course to another depending on the instruction for their respective Principals.
7. Students are permitted to go on leave during any short holidays with prior written permission from their respective wardens /Class coordinators after confirmation from the parents.
8. Functions, celebrations, meetings or formation of any kind of organization is not permitted without the prior permission of the chief warden.
9. Students shall not undertake repair work of any kind of damage in the hostel or any alteration therein. He/she should report the damage caused to the hostel authorities.
10. Students shall be held responsible for the damage to the furniture, windows, doors, walls, electric fittings etc which is under their custody and the cost of the damage and penalty as decided by hostel authority shall be recovered from them.
11. Wastage or improper use of water, electricity etc. is not allowed. Misuse of electricity is strictly prohibited and the defaulter will be penalized.
12. Students are required to switch off the lights, fans etc. in their rooms every time they go out.
13. Students shall have to bring their own mattress, bed sheets and blankets, mosquito-net, bucket, Mug, tumblers and other required items.
14. Rooms, corridors and premises must be kept scrupulously clean and tidy. Dustbins provided must be used and waste should not be thrown out of the windows or in the corridors.
15. Students must not enter other's rooms without official permission of the warden after 9 pm.

16. Parents/Visitors are not allowed to enter the hostel rooms and students should not take their friends including day scholars or relatives inside the room.
17. Student must carry their identity card within and outside the campus.
18. Every case of illness must be reported to the warden immediately.
19. Students must vacate his/her room within three days after the examination at the end of the academic year. Any rare extension cases beyond that will be charged separately.
20. Disciplinary action will be taken against the students if they are found guilty of willful disobedience or defiance of authority or non-observance of hostel rules or mischievous and immoral behavior.
21. The students should stay in the room allotted to them by the warden. They should not interchange their rooms without permission of the warden. The warden may shift any student from one room to another without assigning any reason for administrative reasons.
22. The students should close all the windows and doors and lock their rooms and cupboards before leaving the room to avoid possible thefts of valuables. The hostel authorities are not responsible for the losses.
23. Students are not allowed to use iron box, kettles, induction stove, heating coils etc. in their rooms.
24. Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Please report any incident of ragging immediately to any member of the Anti-Ragging Committee /Warden/HODs/Any Faculty/Principal directly at any time of the day/night. All the students are required to sign an anti ragging undertaking form.
25. Complaints and grievances, if any should be brought to the notice of the warden. No one shall take the law in their own hands and take direct action. Mass agitation for any reason is prohibited.
26. Possession and / or consumption of alcoholic drinks, tobacco, gutaka, narcotic drugs smoking etc are strictly prohibited in and around the hostel campus. If a student is found violating the above, severe action will be taken.
27. Any student on continuous medication, prescribed by the doctor should inform the same in writing to the warden. Storing of medicines in the room is not permitted.
28. Collection of money by the students for any reason such as organizing a function shall not be permitted.
29. The hostel authorities have full powers to suspend / expel any student from the hostel if he/she is found guilty of any offence related to the hostel.
30. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property. In such cases the deposit shall be forfeited and fees will NOT be refunded. In this regard the decision of Chief Administrative Officer and Principal would be final and binding.

"" KEEP CALM,HAVE LOTS OF FUN, YET MAINTAIN DISCIPLINE AND ENJOY YOUR HOSTEL LIFE ""

MESS RULES

- Students are not allowed to stay in the hostel without being a member of the mess and it is compulsory for all to dine in the Mess without any exceptions.
- Once a student joins a hostel, he / she shall be deemed to have become a permanent member of the mess throughout their stay in the hostel.
- All the Hostel Students are expected to download "Space Basic App" wherein meal booking is compulsory to have their food in the Mess. Students can also see official announcements, raise complaints if any and get their leave approved.

- The students should strictly adhere to the mess timings.
- Food will not be supplied to the hostel rooms except to sick students, that too with the permission of warden, neither the students are permitted to take Food to their rooms.
- Students are forbidden from entering the kitchen, and they should treat the mess staff with courtesy.
- Students should produce identity card whenever the Mess authorities feel necessary to identify them before taking food.

Mess etiquette: -

- All the students are expected to maintain mess decorum and high standard of discipline. Should maintain a descent dress code for dinner, Sunday's and holidays. Avoid discussing loudly or making any type of noise in the mess. Students are expected to follow mess timings and clear the mess within the given time.
- Menu will be decided by the management. All efforts will be made to provide quality food. However no representation will be entertained. Students should take whatever they want and eat everything they have taken. Strict action will be taken against students wasting food

ADDITIONAL GUIDELINES FOR STUDENTS

- Students must look up the hostel notice board every day as important notices are put up there.
- All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others is strictly prohibited.
- All the students shall vacate the hostel rooms before they leave for the vacations, so that the annual repairs can be carried out. All the hostel articles issued to the students should be returned to the hostel warden before the students vacate rooms. They will be held responsible for any loss and the loss, if any, will be made good from the defaulters.
- Students must have a copy of the rules to aware themselves with all the rules and regulations of the hostel, and must observe them strictly. Ignorance of rules will not be considered as an excuse.
- Dress Code: The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops, sleeveless, torn jeans etc. are forbidden outside the room. For boys, shorts, pants with multiple pockets, T-shirts with indecent write-ups, torn jeans etc. are forbidden. The decision, as to what constitutes a decent dress remains vested with the Hostel authorities.
- Silence: Strict silence shall be observed in the hostel from 9.00 pm to 8.00 am. Care should be taken at all times to ensure that loud talking is NOT audible outside the room. Any manner of festivities and celebrations including birthday celebrations which may cause disturbance to other in the hostel premises will not be permitted.
- No gambling of any kind shall be allowed within the Hostel premises.
- No student shall bring or store any firearm, ammunition, explosive and inflammable goods in the hostel.
- Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Hostel/Institute.
- If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drill nails into walls or stick posters on walls, windows and doors. Student shall not bring any extra furniture or other fixture to the room.
- Students should take care of all furniture and fixture in the rooms, if not, they will be required to pay double the original cost of any item found missing/damaged from their room. Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another.

- Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items in the room.
- Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the warden will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room, students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion.
- Attendance Register: Attendance will be taken by the warden every night. After that' students are not allowed to go out of the hostel. Going out of hostel will lead to absence. Any student not found in the room will be considered absent from the Hostel and strict disciplinary action will be initiated.
- Cleanliness: Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The warden has the right to confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.
- Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
- Hostel Staff: Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind shall be given to the staff of the Hostel.
- Combining Cots or sleeping on the Floor is not permitted.

“HOSTEL Life is a great event that teaches us about the independence and community living. Memories with right people will always remain priceless”

Maj. CU Monnappa (Retd)
Chief Administrative Officer

Dr. S Prakash
Senior Vice President