



Hindupat Institute of Teacher Training

(A unit of Vijaya Educational Charitable trust, New Delhi)

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RULES AND REGULATIONS FOR HOSTEL

HITT has a hostel facility for girls with capacity of fifty students. Admission is offered on the date of admission/ counseling based on the availability of the seats. Candidates from distant places are given preference. A new students, on arrival, will report to the Hostel Warden/Administrator who will allot him/her a room/ seat in one of the Hostels after the student has paid fees' and got registered.

The following are the Standing Orders for Hostel inmates:

1. At the time of occupying the room:
 - A student is required to check the room furniture, fixture, electrical fitting etc.
 - The student will sign a receipt for, the same.
 - The student will be responsible to upkeep of the same during his/her stay.
 - Any shortage will have to be made good by the students staying in that room before handing over the charge of the room at the end of the academic session or while leaving the room.
 - He/she will be charged for any damage done to furniture, fixture, fittings and the articles issued to him/her along with the disciplinary action if so warranted.
2. Any student may be required to vacate his/her room as and when notified by the competent authority.
3. Students are cautioned to be solely responsible about the safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Any theft either of a student's personal property or of the Institutes property should be reported immediately to the Warden/Administrator.
4. Students should not keep surplus money or valuable articles with them or in their rooms. They are advised to open a Savings Account in a Bank.
5. Hostellers should not indulge in activities such as loud playing of musical instruments, radio, loud singing, dancing etc. which may disturb others at study or work in the Hostel.

6. Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
7. Consumption of liquor/intoxicants/drugs inside or outside the campus is strictly prohibited. Any violation will invoke rustication from the Hostel and even from the Institute. Smoking is prohibited inside the campus.
8. Keeping obscene literature/video films/CDs in their possession is prohibited. Any violation in this regard will result in disciplinary action.
9. Electrical appliances like electrical irons, Heaters, VCD/DVD players, T.V., etc., are not to be used in hostel rooms. These will be available in common room.
10. Hostel inmate's fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance/gadget will be confiscated.
11. Lights, fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed after use. Electricity and water are scarce resources conserve them.
12. Students, unless permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within three days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
13. Before proceeding on summer vacation, students must hand over the charge of their rooms' furniture; fittings etc. to Hostel Supervisor/Caretaker and get a receipt from them. If a student fails to do so, the Warden/Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The Institute authorities shall not be responsible for the private belongings of the students found in such rooms.
14. The Warden/Administrator is assisted by a Supervisor/Caretaker in day-to-day working of the Hostels. The hostellers shall refer their difficulties of whatever nature to the Warden/Administrator who will take necessary action. Matters related to indiscipline shall be reported to the warden/Administrator.
15. Students are not allowed to bring Cars, Two Wheelers inside the Campus. Use of bicycle is encouraged.
16. No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/Administrator.
17. No student is allowed to engage private servant. Also no pets such as dogs/monkeys/cats etc. are allowed in the Hostel.

18. Female members in the boys hostel and Male members in the girls hostel are not allowed to visit or stay in the rooms of the students. They shall however be allowed to meet their ward in earmarked parents room or cafeteria.
19. Students are prohibited from giving shelters to any other student/outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/shelter to any outsider will be reported to local administration for suitable action.
20. With the permission of the Warden, girl students may be permitted to go out in batches of three or more but not singly, for shopping, purchases etc.
21. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden.
22. Any student, who does not occupy the Hostel room allotted to him/her within seven days of his registration, shall lose the Hostel seat and the same may be allocated to the next student in the queue.
23. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
24. All students staying in the hostels during summer vacations shall have to abide by the Hostel rules in vogue.
25. Students are required to observe the mess timings religiously. They will be denied entry & food beyond the prescribed timings.
26. Hon Supreme court has notified ragging as criminal act. Ragging in any form is unlawful and strictly prohibited. Student found ragging may be expelled from the Hostel as well the Institute. FIR will also be lodged against student indulging in ragging.
27. Students not returning back from outside, to their hostels by 07:00 P.M. without the permission from the warden will attract disciplinary action if found guilty. The student will be expelled from the Hostel forthwith in case of repeated offences.
28. Students can be permitted to visit their parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
29. Students staying in the Hostel may visit their parents & LGs provided; name, address & phone Nos. are registered with the warden's office, on weekends by obtaining an out pass. Out pass during week days will not normally be given unless there is an emergency. Delay in returning back for any reason whatsoever must be notified to the warden immediately and his/her permission sought.
30. All students should make a entry in the register provided in the hostel while leaving and arriving inside hostel

PROCEDURE FOR OBTAINING OUT-PASS

1. Day out pass on working days will be issued by the Warden/Administrator.
2. Out pass for overnight/out station leave will be issued by the respective wardens for whom students are required to submit applications to Hostel Superintendent by 06:00 P.M. the previous evening.
3. In case of grave emergency immediate out pass will be issued by the warden.
4. Girl students wanting overnight out pass/ station leave are required to get written permission of their parents/guardians in writing/E-mail.
5. For medical care the patient and attendants can move out on medical officer's advised.
6. In their own interest students are advised:-
 - a) Not to visit Guna or nearby towns without any specific work/purpose.
 - b) Not to eat in road side Dhabas and unhygienic places.
7. The out pass has to be submitted at the gate with the security guard and can be collected while returning back.
8. Make entry in the register provided at the gate
9. No out pass is required to move out of campus on Sunday/Holidays from 09:00 A.M.
10. All students are required to be back inside the hotel by 07:00 P.M. on all days.

