



HOSTEL RULES & REGULATIONS

Allotment of Rooms:

Hostel accommodation is allotted purely at the discretion of the Joint Director and upon the condition that the student agrees to abide by all the rules and regulations of the hostel. The Joint Director has authority to refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may also be required to vacate their rooms at short notice in case of disciplinary issues. Students may also be directed to shift to alternate accommodation at short notice due to administrative reasons. In such cases where the student does not vacate the room, the hostel management reserves the right to break open the rooms and remove the contents which will be stored separately for the students claim. No complaints of breakage or loss in these cases will be entertained.

RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. GUIDELINES ISSUED FROM TIME TO TIME BY MINISTRY OF HRD, GOVERNMENT OF INDIA WILL BE FOLLOWED FOR PUNISHMENT FOR RAGGING. RAGGING SHOULD BE REPORTED TO THE COMPETENT AUTHORITY IMMEDIATELY.

Rules and Regulations:

1. The hostel fee should be paid at the time of hostel registration/ admission at the center.
2. Every attempt will be made to provide hostel accommodation to all the girls students. Preference would be given to 1st semester students. The room allotted to the students at the time of admission is only for one academic year.
3. Students must occupy rooms specifically allotted to them and swapping / change of rooms will not be entertained.
4. The hostel timings will be strictly adhered to. All residents will return to the hostel by **9.00 p.m.** At 9.30 p.m. hostel gates will be closed. Students who wish to go out to places such as railway or bus station/airport etc. for the night/late journey must take prior permission from the Warden/Joint Director. Any student found loitering in the campus after 9.30 p.m. is liable to surrender their I-Card to security staff on duty on demand.
5. No students should stay away from her room during the night except with prior permission of the Warden, parents & Joint Director.
6. Roll call will be conducted around 10.00 pm, students are advised to be present in their rooms. Late comers will be reviewed every month. Warning will be given for first time and if it is repeated, they will be expelled from the hostel.
7. **Students are required to register one mobile no. (either father/mother/guardian) and an e-mail with the Hostel Warden (the form is attached to be signed by the parents). Father/mother/guardian should use only the registered number and e-mail seeking permission for night out.** This permission has to be taken atleast 5 days in advance.

8. When a resident of the hostel wishes to leave the hostel/ station on vacation/ holidays etc. the following steps needs to be ensured:
 - [i] prior permission is required from parents & warden,
 - [ii] It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the postal address and telephone/ mobile number.
9. Once the student vacates the hostel due to disciplinary action, she will not be re-allotted accommodation.
10. The NIFT authorities reserve the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities, on the basis of security risk perceived or if the student is absent from her room for a long period without prior information or any other valid reasons. This will, however, be carried out by the security person in the presence of the hostel warden, lady guards and one more person at the discretion of the Joint Director/ Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room.
11. All visitors including parents/ guardians will be entertained only in the reception and only during visiting hours. A visitors' pass will be obtained from the warden, well in advance by the concerned students. In the absence of visitor's pass residents have to meet their visitors only outside the NIFT Campus. Except the residents no one else including parents are permitted to stay in the students' room.
12. Entry of males is strictly forbidden inside girls hostel except NIFT official on duty with valid passes accompanied by a Lady guard. NIFT authorities may enter any room for verification at any time of the day or night.
13. Residents who wish to vacate the hostel must meet the Warden for necessary formalities and required documentation.

Refund of Refundable Hostel Security Deposit:- Hostel fee security deposits paid at the time of admission is refundable on vacating the hostel room. This is done on production of prescribed 'No Dues Certificate' from the Hostel Warden along with original SD paid challan/receipt. The student should claim the refundable security deposit **within six months** from the date of vacating the hostel. The application for refund of deposit received after six months will not be considered and the SD will be forfeited.

14. All the instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instruction and notices will not be accepted. Residents are advised to look at the notice board/website every day to acquaint themselves with latest information/orders.
15. All hostel inmates must report any disciplinary matter or problems concerning their room-mate/neighbor(s) to the Warden/Joint Director directly. In case their room-mate is absent from the room or is sick/ admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden (Mob # 99452-25261) or the Joint Director (Mob # 9663175325)

16. Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 10.00 p.m. to 6.00 a.m on all days. No noise of any sort will be permitted during the 'Silence Hours'. Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates.
17. If a resident falls sick, she or room-friend must immediately inform the Warden on duty who will make arrangements to shift/ evacuate the student to the hospital and look after her. All cases of sickness must be immediately reported to the Warden. In case a resident is unable to leave the room and go to the Hospital, the matter must be reported to the Warden. Information regarding any resident falling sick or getting admitted in the hospital must be reported to the hostel/ college authorities on priority. Doctor will be on call during emergencies.
18. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the NIFT Campus. Those violating this rule will be initiated for disciplinary action.
19. Partying in the rooms, in corridors in the hostel is not permitted, whatever be the occasion. Playing of outdoor games in the hostel corridors is not permitted.
20. Residents of the hostel are not permitted to convene meeting of any sort in the Hostel premises without prior permission of the Warden/ Joint Director. Disobedience of this rule will be severely dealt with.
21. Proxy or dummy room- mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit/ Identity cards and if it is not forthcoming, the matter should be brought to the notice of the Warden for further action.

SAFETY MEASURES:-

22. **Fire hazards and safety:** Candles and incense sticks, which are a fire hazard, are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/ candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms. This is necessary to avoid an inadvertent fire.
23. **In case of Fire:** Residents must raise an alarm and call the hostel warden. They should also alert the NIFT Security guards, warden and NIFT authorities.
24. The electric points provided in each room are to be used for connecting table lamps, mobile and laptop charging. Use of any domestic electric appliance etc. is not permitted. Residents must bring to the notice of the Warden any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. An Electrician is available round the clock to attend to any defect in

the electric system or fittings are available in campus. While leaving the room, the occupants must take care to see that the **fan and lights are switched off**. Every effort must be made to economize the use of electricity.

25. Television is not permitted to be kept in the hostel rooms by the students. Students have to watch TV in the common room provided in the hostels.
26. **The residents are advised not to keep heavy cash/ valuables in the room.** The resident is responsible for the safety of her items inside the rooms. Giving the room keys to any person in good faith is at their own risk. The management will not take any responsibility for any loss of such costly articles/money. The residents must lock the rooms and their lockers with their own locks. It is the responsibility of the Hostel residents to get their laptops, mobile phones and valuables insured on their own.
27. **Security of ATM/Debit cards:** All residents must take care of their ATM/Debit cards. They must not disclose their PIN to anybody-even to their best friends. The management will not take any responsibility for any loss.

DAMAGE OF HOSTEL PROPERTY:

28. Any student damaging the hostel property will be fined to the actuals and disciplinary action will be imposed. Residents are not permitted to re-paint or do any alteration of any nature in the hostel.

MAINTENANCE OF ROOMS :

29. The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and toilets cleaned while the residents are in the room.
30. In order to maintain hygiene condition inside the washroom, all sanitary wastes should be properly wrapped and disposed only in mentioned bins. **The same should not be flushed in western commodes.**
31. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported Warden.

COMPLAINTS AND REPRESENTATIONS:

32. Complaints regarding maintenance must be entered in the register(s) available with the warden. The complaints will be attended at the earliest. Residents are not permitted to employ any outsiders for any such job without the permission of the Joint Director. For other complaints if any, applications shall be made in writing addressed to the Warden/ Joint Director.
33. The Warden is available round-the-clock on telephone, and may be contacted in case of any emergency. The telephone numbers are mentioned in this handout and also displayed at various places in the entire Hostel.

Do's

Don'ts

<ol style="list-style-type: none">1. Daily mark your attendance.2. Check into your room every day before 9.30 p.m.at time of attendance.3. Always carry you ID cards and show it to NIFT authorities when demanded.4. Always lock your room with a good lock, even when going out for short durations.5. Keep your valuables and cash under lock.6. Take special care of your mobiles and give your number to only to your near and dear ones.7. Observe silence hours (10 pm to 6 am) every day.8. Read the notice board (both at your college and the hostel) regularly. NIFT web site.9. Observe curfew hours.10. Enter your complete details in the in-out register, when leaving the hostel for more than one day.11. Obtain visitors pass well in advance for your visiting parents/ relatives or any technician from Joint Director.12. Dine in the campus as per notified time.13. Inform your lady guards/ Warden if you are sick.14. Follow the code of conduct for the students.15. Read the hostel rule book and follow the rules.16. Take care- your life is precious- we value it.17. Keep your mediclaim cashless service card with you to meet any emergency.18. To maintain hygiene, always discard sanitary napkins in a proper way.19. Contact your warden or Joint Director in case of any problems.	<ol style="list-style-type: none">1. Cook in your rooms.2. Play loud music anywhere (in your room or campus.)3. Play or create disturbance in the corridors.4. Conduct or attend parties (in your room or anywhere on the campus).5. Smoke, Consume alcohol or indulge in substance abuse.6. Indulge in ragging.7. Disclose your pin/secret code of your credit/debit card to anybody.8. Keep or play televisions in your rooms.9. Keep valuables or heavy cash in your rooms.10. Damage NIFT property or assets.11. Act in a manner that offends the local cultural and social values and local sensibilities and rule of the land.12. Loiter anywhere inside or outside the hostel campus during curfew hours.13. Permit proxy/ dummy room-mates in your room.14. Permit nonresidents to stay in your room.15. Burst crackers in and around the hostel premises.16. Waste water or electricity.17. Violate hostel rules.18. Inviting your friends, Pizza & dinner suppliers to the main gate after 9.30.p.m.19. Throwing / flushing the food wastage inside the commodes.20. Write on walls or on the floor or on the furniture or pasting stickers / posters.21. Keep or feed pets in your room or campus.
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NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
BENGALURU

PARENT UNDERTAKING FORM FOR HOSTEL

I _____ father/mother/guardian of :-

- Student Name: _____
- Department : _____
- Batch : _____

have read the rules and regulations of the hostel. I hereby undertake that my ward will obey the rules and regulations during her stay at NIFT-B'lore hostel. Further, I undertake that, in case of any violation of rules by my ward, as per the rules, action may be imposed on her.

I am hereby furnishing our contact details as below:-

Particulars	Father	Mothers	Guardian
Name			
Contact No.			
Email ID			

I wish to register the following contact number and email ID for the purpose as mentioned at Point No.7, Page No.1 of Hostel Rules and Regulations.

Mobile No. _____

Email ID : _____

Place : Bengaluru

(Parent/Guardian Signature)

Date: