



BHUBANESWAR

HOSTEL RULES 2024 - Revised

GENERAL RULES FOR OBSERVANCE

BY

HOSTEL RESIDENTS (STUDENTS)

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1 INTRODUCTION

1.1 Objective

1.1 The Hostel provides an ideal place for a disciplined, healthy and congenial atmosphere for peaceful stay and study. To the residents, it is a home away from home, hence they consider themselves to belong to one family and treat one another in friendly & courteous manner. The hostel is governed by a set of rules & regulations contained in this Manual, to be strictly followed by the hostel residents.

1.2 Scope: All hostel residents of NIFT,

2. HOSTEL MANAGEMENT

2.1 Hostel is managed by Asst. Warden under supervision & guideline of Hostel Committee constituted by competent authority.

2.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

3. ACCOMMODATION

3.1 Statutorily, hostel accommodation is available to all the Girl students, only during working semester. Students will have no right to occupation of a room during vacation. But she may be permitted to stay on request, if she is doing any course work /project work for which staying in the hostel is necessary and on prior approval of the concerned authority.

3.2 Hostel accommodation is allotted for one year only and renewed every year subsequently subject to availability.



4.FOR OUTSIDE STAY WITH THE PARENTS/LOCAL GUARDIAN

- 4.1 If any student wishes to be away from the hostel for **more than 3 days**, her parents or authorized Local Guardian will have to **fill up Form no.2 Leave approval Form** to take prior permission from the Warden/ Asst. Warden by Hand/Mail along with the **print copy of their confirmed tickets (train/bus/plane)** before leaving the hostel.
- 4.2 Permission to be taken **one week prior** and parents should confirm with the warden on WhatsApp text only from their registered number given during admission.
- 4.3 If any students wishes to be away from the hostel for **less than 3 days**, Students should have to **fill up Form no.2 Leave approval Form** signed by the Dept CC and Warden along with the necessary details and signature of parents /local guardian. Warden will intimate the same to AD(Academics) andAD Administration.
- 4.4 Permission to be taken **24 hrs prior** and parents should confirm with the warden on WhatsApp text only from their registered number given during admission.

5.ROLL CALL FOR ATTENDANCE

- 5.1 There will be a roll callfor the students from 10.00pm to 10.30pm every day to be done by the warden. The students should be present in their respective rooms and they should show their ID card. If students are not present in their rooms, they will be marked absent and necessary action will be taken. There will be a surprise visit once/twice a month.
- 5.2 Students should mark their attendance during the entry and exit from the hostel on **Bio Metrics** without fail. If not, necessary action will be taken.



6.LATE ARRIVAL TO THE CAMPUS AFTER 9.00PM

6.1 If the student arrive late to the campus after 9.00pm, the following rules will be imposed. **(In a particular semester)**

- a. **First time Late Entry** - Warning Letter will be issued with undertaking and intimation will be sent to the Parents through Mail
- b. **Second time Late Entry** - Warning Letter will be issued with undertaking and intimation will be sent to the Parents through Mail/Call
- c. **Third time Late Entry**- Fine of Rs. 1000 + GST 18% and intimation will be sent to the Parents through Mail/Call
- d. **Fourth time Late Entry** - Fine of Rs. 3000 + GST 18% for third time and intimation will be sent to the Parents through Mail/Call
- e. **Fifth time Late Entry** - Expulsion from the hostel with intimation to the parents without any refund of Hostel Fees.

7.USE OF ELECTRONIC APPLIANCES

7.1 The use of electrical appliances such as immersion heaters, electric stove, heaters, electric induction cooker, etc. is forbidden in any of the rooms allotted for residence. Private cooking in the hostel/student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

7.2 When the students go out of their rooms they should switch off all the electrical/ electronic appliances (as allowed by the hostel management), and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

7.3 Lights should be switched off by midnight. Study lamps can be used for self study henceforth. Use of additional electrical equipments with permission will be on chargeable basis.

7.4 Students stay in AC rooms must switch off the MCB trip when they leave the room, if it is found on, necessary action will be taken.



8. DAMAGE OF HOSTEL PROPERTY

8.1 General damage to the hostel property will borne by the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

8.2 The resident of a room shall be responsible for any damage to the property in the room during her occupancy of that room and will be required to make good the damage, if any. She is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good working condition when she changes\vacates the room / hostel.

8.3 In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the residents of the hostel, as decided by the Warden / Asst. Warden and Administration Department.

8.4 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than that above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden/ Asstt. Warden, failing which she will be charged a penal rent as decided by the Warden/ Asstt. Warden / Administration Department.

8.5 The resident shall not remove/change any fitting from any other room to her room.

8.6 The residents are required to sign **Form No. Hostel Upkeep Undertaking form**, a copy of which is given in the annexure. In case of any damage, the cost and a fine amount proportionate to the damage shall be levied and recovered from the resident(s) by the Hostel Management.



9. RAGGING AND INTOXICATION

9.1 If students being found in possession of or consuming of alcohol drinks and any intoxicating substance like GANJA , cigarette, etc. on the premises will result in disciplinary actions, which may include suspension or expulsion from the institute.

9.2 If found intoxicated while entering the campus, disciplinary action will be taken.

9.3 If any student exhibits suicidal tendencies, the Institute authorities are not liable for any such matter.

9.4 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students (s) will be dealt with very severely. For details kindly go through the Anti - Ragging policy and regulations.

9.5 Ragging is a CRIMINAL & NON- BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any acts which Causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt
Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do".

9.6 The jurisdiction of NIFT is confined to the campus. If any NIFT, Bhubaneswar students create law and order problems outside the campus, they are themselves answerable to the police.

9.7 All hostellers are required to fill up and sign Form No.5 Anti - Ragging Undertaking form.



10.Hostel Timings

- Entry of Hostellers into college campus through **College Main Gate - 9.00pm**
- Entry into **NIFT Girls Hostel - 10.00pm**



National Institute of Fashion Technology, Bhubaneswar

Form No.1: Hostel Application Form for Girls Students Only

(To be filled in by the applicant in her own handwriting clearly and carefully in capital letters). Hostel fees Payment Receipt Number

.....

To,
The Director
NIFT- Bhubaneswar
Madam,

I wish to apply for providing accommodation in girls Hostel managed by NIFT for the academic year I have read and hereby agree that I will abide by the Rules and Regulations of the hostel in force from time to time. I furnish the following particulars.

PERSONAL DATA:

Full Name (with Surname) :

.....

Residential Address :

.....
.....
.....
.....
.....
.....

(Email) :

Contact No. : (M)

3) Date of Birth :

4) Nationality:

5) Blood Group :

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above is found to be incorrect my admission is liable to be cancelled.

Date: Signature of the Applicant



FAMILY BACKGROUND:

- 1) Full name of the parent/Guardian:.....
- 2) Relationship
- 3) Occupation:.....Designation (If Service):.....
- 4) Office Address
- Email:.....Tel. No. (With STD code)--

NEAREST LOCAL GUARDIAN

- 1) Name and address of contact person who should be contacted (in case of emergency)

Name & Address

Tel. No. (Mob/Res)

I request you to admit my ward Ms.to the NIFT hostel. I hereby undertake that she has read all Rules & Regulation of the Hostel & will abide by then. In case of any violation the competent authority may take any action as per student rule book, hostel rule book, academic manual or any other rules framed by NIFT from time to time.

Yours faithfully

Date Signature of the parent/ Local Guardian

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

Date:

Signature of parent

Signature of student



K. R. ...

National Institute of Fashion Technology, Bhubaneswar

Form No. 2: Leave application

Respected Sir/ Madam,

With due respect I would like to inform you that Ms.
..... course bearing roll. no and staying in room no
..... in hostel name permitted to avail leave from
..... to

Reason:

.....

.....

Kindly approve her leave for the same and grant her
permission. Yours truly

(Sig. of Parent/Guardian)

Name:

Mob. No.:

Contact No. while on leave :

CENTER CORDINATOR

HOSTEL WARDEN

INTIMATION TO ADMIN

GUARD FILE MAIN GATE

K.P. All



National Institute Of Fashion Technology, Bhubaneswar

Form No. 3: Room Allotment Slip

I....., D /oadmitted to programme bearing Roll No. have been allotted in Block _____Floor_____Room No..... in hostel name..... The following items have been provided to her by the institution during her period of accommodation.

Sl. No.	Items provided to the student by the institution	Signature of student while getting the items from the warden	Signature of warden while receiving the items from the student.
1			
2			
3			
4			
5			
6			
7			

I hereby undertake that, I will be responsible for losing, damaging of above mentioned items provided to me and abide by all the rules of the hostel laid down by the competent authority from time to time.

Signature of the student with Date

Room allotment slip
TO BE FILLED UP BY COMPUTER ENGINEER
(To be teared & handed over to student)

Name: -	Roll No- _____
Room No. Allotted: Block_____ Floor_____	Programme: - _____
Room No _____	Date of allotment: - _____

Signature of Student

Signature of Computer Engineer



K.P. Jena

National Institute of Fashion Technology.
Bhubaneswar

Form No.4 Room vacating slip

From the warden (to be filled up at the time of student leaving the hostel)

This is to certify that Ms..... of course bearing Roll No..... and staying in room no..... in hostel name has submitted all the articles /equipments on (Date)..... which had been issued to her at the time of joining the hostel.

Signature of Hostel Warden

Date:



K.P. Singh

National Institute of Fashion Technology Bhubaneswar

Form No.5: Educational/Industrial Trip Consent Slip

From (Place and date):.....

To (place and Date).....

Dear Sir/ Madam,

I agree to undertake the said educational/ industrial trip at my own responsibility.

Name of the Student :

Course/Roll No. :

Person to be contacted :

In case of emergency:

Emergency contact no. :

Email id: :

Blood Group of the student :

Signature of Student:

Signature Signature

Hostel Warden. Admin Dept.



K.P. d

National Institute of Fashion Technology.
Bhubaneswar

Form No.6 Hostel Undertaking Form

To,
The Director
NIFT, Bhubaneswar.

I D /o of Admitted to course,
bearing Roll

No. and staying in Room No _____ of Block _____, Floor
in hostel name hereby undertake that :

- I will not smoke or chew betal/ gutka/ tobacco or similar products inside the hostel.
- I will not take liquor or drugs during my stay in NIFT hostel.
- I will not indulge in ragging directly or indirectly and will not resort to any undesirable activities inside the hostel, which may tarnish the image of NIFT.
- In case of any harassment to others or me inside the hostel, I will bring immediately the facts to the notice of the Director / Joint Director / SDAC / Warden or any other official of NIFT present inside the hostel/Campus.
- I will not cook food in my room / Hostel premises.
- I will not create disturbance of any sort (whether noise or physical) inside the hostel.
- I will abide by the hostel timing and the mess timings as mentioned in the manual.
- I will maintain cordial relations with everyone inside the hostel and will help others in getting settled in the hostel as well as the campus.
- I will keep my room clean and tidy and will not indulge in destruction of any article/
equipment provided to me by NIFT.
- I will give my full cooperation in keeping the hostel neat and clean and creating a comfortable environment to stay.

K. P. Jha



Contd.....02

(2)

- In the absence of hostel warden or any other officer of NIFT, I will maintain healthy environment inside the hostel and will ensure that no disturbance is there till the, time, the warden and/or concerned officer returns.
- I will be regular in the night attendance and will ensure that others are also present for the same every day.
- I shall maintain the dignity and sanctity of the hostel by not creating noise/nuisance, especially after 09:00 pm. Management is free to take any action including rustication if I found breaching any rules/regulations.
- While going on leave, I will submit the required format duly filled and signed by Parent/Guardian to the hostel warden or any other concerned officer of NIFT and will keep the warden informed about my well being and date of return.
- During vacation / semester break, I will vacate my room.

received from Ms. _____ Roll
No. _____ department _____ Semester _____

towards hostel fee for the academic session July 2017 to June 2018.

Room No. Allotted _____

Signature of Sr. Assistant(Accounts)

Signature of Asst. Hostel Warden

Signature of AO• At the time of vacating the hostel, I will hand over the keys of my room to the hostel warden along with the articles/equipments in proper working condition given to me by NIFT.

- I will abide by the above undertaking and all instructions given to me orally as well as in writing from time to time. If I am found breaking the rules and



K.P. Jadhav

instructions in any way at any time, I am liable to be debarred from continuing with my course or subject to any other action deemed fit by the NIFT authorities

- I will update the authority in case of any change of address of my parent and contact No. of self and parent.
- I have read and gone through the hostel manual and promise to abide by the rules and regulations mentioned therein.
- Hostel fees once paid will not be refundable under any circumstances.

PLACE:..... DATE

SIGNATURE:

NAME:

ADDRESS:

STUDENT'S FEEDBACK AND SUGGESTIONS ARE ALWAYS WELCOME HELP US TO KEEP THE CAMPUS CLEAN AND GREEN.

K. P. J.



Form No.7

National Institute of Fashion Technology

Bhubaneswar

Hostel Re-registration Form

I, _____ D/o _____

—
bearing Roll No _____ studying in the programme of _____, Semester _____ want to avail the hostel facility for the academic session July 2017 to June 2018. I am hereby making payment of Rs _____ towards the annual hostel fee for the academic session July 2017 to June 2018 by demand draft No _____ dated _____ issued by _____ bank. (Draft enclosed in original).

Name of the Student :

Deptt :

Sem :

Full Signature of the student :

Date :

Place:

Signature of Asst. Hostel Warden

Date:

For Office use only:

DD No _____ dated _____ amount Rs _____



Handwritten signature