National Institute of Fashion Technology - Chennai

Hostel
Rules & Regulations
2022 - 2023

Girls Hostel

Boys Hostel

National Institute of Fashion Technology - Chennai

HOSTEL RULES & REGULATIONS – 2022

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National Institute of Fashion Technology - Chennai

Hostel Rules and Regulations – 2022

A) Hostel Admission Procedure:-

A.1) It is to be understood that the hostel accommodation is **allotted purely at the discretion of the NIFT management;** upon the condition that the student agrees to abide by all the rules and regulations of the hostel and thereby uphold the decorum of the institute.

A.2) Preference is given to the outstation students belonging to semester I to VI. If any seats are left vacant after allotment to the above-said students, then the hostel accommodation will be provided to the Sem-VII outstation students and local students, in that order of preference.

A.3) Seat allotment will be done on a first cum first serve basis, depending on the vacancies available.

A.4) The room allotted at the time of admission is for one academic year ONLY. The students have to re-register for the allotment of hostel rooms in the consecutive academic years and based on the conduct/ discipline, they will be considered for admission.

A.5) Resident students are required to register one mobile no. (either father/ mother/ guardian) and an e-mail during the hostel admission process, from which the communications are to be made to the warden requesting permission towards leave/ permission etc. Sending

communications through any other mobile number/ email id - will NOT be considered for approval.

A.6) During the admission process, the students and their parents are required to submit the Undertaking/ Declaration form given in Annexure-1 and 2 respectively.

B) Local Guardian for NIFT resident students:-

B.1) NIFT resident students are expected to submit the details of the **Local guardian at the time of admission**, the person who is declared as a contact person in Chennai and **approved by the parent**.

B.2) The **details** of the local guardian, namely, name, Aadhaar card no., address, mobile number, email id, business card (if any) attested by the student's parent is to be **submitted during admission and updated as and when there is a change**.

B.3) The resident students are permitted for **night out/ stay with the registered local guardian** ONLY. This will be permitted by the hostel authorities **only after the receipt of authorization letter/ email** from the parents 3 days in advance to the respective hostel official email ID.

Girl residents :	girlshostel.chennai@nift.ac.in
Boy residents :	boyshostel.chennai@nift.ac.in

The **letter also should indicate** the time **period (check-out and check-in),** which will be counter filled in the "**LG register**" by the respective hostel warden.

B.4) **On return**, the resident students are mandated to **submit** the letter for '**proof of stay'** that is duly endorsed by their Local Guardian mentioning a) Date/s of stay and b) Number of days.

C) Facilities for the hostel residents: -

C.1) **Rooms:**

i Students can choose between AC or a Non-AC room offered at different tariffs.

ii Each resident student will be provided with a single cot, writing table, chair and almirah. Additional items like mattress, blanket, bedding, linen etc. should be brought by the individuals for their stay.

C.2) **Food:**

i.Girl residents:

- Monday – Friday (Weekdays): Breakfast, Tea & Dinner will be provided at the Girls Hostel mess. Lunch will be provided in the allotted space at the NIFT Chennai campus.
- Weekend and holidays: Breakfast, Lunch, Tea & Dinner will be provided at the Girls Hostel mess.

ii.Boy residents**:**

On all days: Breakfast, Lunch Tea & Dinner will be provided at the Boys Hostel mess at the NIFT Chennai campus.

I. iii. All resident students (Boys and Girls) are expected to avail food within the stipulated time and in the designated area only. Plates will be provided in the mess. The resident students should bring their own coffee mugs and spoons.

II.

III. iv. **Food from the mess / ordered from outside are not permitted to be carried to the rooms and should be consumed in the designated dining area ONLY. If unwell, permission should be sought from the hostel warden. Violations will be dealt as per NIFT Hostel rules.**

C.3) **Water:**

Potable drinking water in the bubble top container is sourced on a daily basis. The water dispensers are available at each floor.

C.4) **Solar Heater**:

Solar water heater is installed at both boys and girls hostel premises.

C.5) **Laundry facility**:

Washing machines are available in the hostel and the resident students shall use under supervision. Ironing facility is also available.

C.6) **Health Care:**

A Doctor will be available at the NIFT Campus and Hostel during specific schedules. The facility of an in-house nurse will be available in the girls' hostel. First Aid Kit and General Medicines will be available with the warden.

i. The resident students may also visit any OTHER doctor of their own choice after informing the hostel warden and the copy of prescription/ doctor details to be submitted to the warden on the same day of availing the treatment.

C.7) **Wi-Fi facility:**

Internet Wi-Fi connections are provided in the hostel 24x7. For any assistance, contact itteam.chennai@nift.ac.in.

C.8) **Lift Services:**

Lift services are available for girls' hostel.

C.9) **Cafeteria and stationary shop:**

The girls' hostel has the facility of Cafeteria, Stationary shop and Desk top publishing services will be functional during specific schedules.

C.10) **Public Address system**:

The girls' hostel has the facility of Notice boards and PA system for the dissipation of important information from time to time.

C.11) **Security and Housekeeping services:**

i Security personnel are deployed for 24 x 7.

ii All common areas of the hostel are under CCTV surveillance.

iii Hostel premises are maintained by specialized housekeeping services.

iv Each block has a separate warden, who reports to the Hostel in-charge.

C.12) **Parking facility:**

Parking space is available for both Boys and Girls hostel.

C.13) **Recreation facility – Student Multi activity centre (SMAC)**

i Space and facilities for indoor & outdoor games is available (Basketball, Cricket, Table Tennis, Badminton, Kho-Kho, Futsal, Volleyball/ Throwball ground).

ii TV, newspaper & magazines are available for the students.

C.14) **Availing Hostel Facilities during Summer Break**

i. Due to annual maintenance related work in the hostel**, hostel facilities are not available during summer break** and the resident students must compulsorily vacate their rooms. They are advised to bring minimum luggage during the admission so that it

is easier to vacate during summer break. S**torage of luggage** or any items during summer holidays **is not permitted.**

ii. Resident students are allowed to stay in the hostel during the summer break (June-July) **for academic activities specific to department with prior information** (at least 10 weekdays) authorized by their respective Department coordinators clearly **mentioning the required days of stay at the hostel. <u>However, the allotment is purely at the discretion of the NIFT management based on the total requests received from all departments.</u>**

iii. **If approval is granted to stay in the hostel,** the resident students are expected to pay the Hostel fees at least 5 weekdays prior to the stay and the charges per student are:

- **AC room:** Rs.750/day/ person (Accommodation without food*)
- **Non- AC:** Rs. 500/ day/ person (Accommodation without food*)

iv. The resident students need to pay for the food charges on actuals. If there is no mess facility available during the summer break, the students will be permitted to order food from outside as mentioned in clause **<u>D.27</u>**.

v. **The parents are required to send a**n authorization letter/ email stating the a) Date/s of stay and b) Number of days to the hostel official email id (as mentioned in the **clause B.3**).

C.15) **Accommodation for NIFT students from other campuses**

i. NIFT students from other NIFT campuses are permitted to stay for an internship or industry programme for a maximum of 8 weeks with **prior permission from the Institute Management.**

ii. The students are expected to pay the Hostel fees at least 5 weekdays prior to the stay for the number of days. The charges for the stay will be as mentioned in the **clause C.14.iii.**

iii. **All such students will vacate the hostel one week prior to the commencement of the new semester**.

D) Rules of Conduct – NIFT Hostel

The resident students are expected to go through the conduct rules and if found not following the same will be treated as an act of indiscipline and will be imposed with a penalty and also recorded for the purpose of providing the hostel facility in the future.

D.1) The resident students are required to **show their ID card** at the main gate both, while going out and coming back.

D.2) The resident students will not be permitted to enter or exit the hostel/ campus without a **proper entry in the register maintained/ biometric facility at the entrance of the hostel.**

D.3) The resident students are advised to **look at the notice board/ website** every day to update themselves. All the instructions/ notices displayed on notice boards/announced through PA system will deemed to have been known by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Students are strictly forbidden to write on the posters displayed on the notice board. On each instance of violation, a penalty of Rs.5000/- will be levied along with the issue of warning memo.

D.4) The resident students **are not allowed to shift** or exchange rooms allotted to them without prior permission from the authorities. ***Single occupancy in a room is strictly NOT ALLOWED*****,** in view of the safety of the students. If any resident student vacates the room, his/her vacancy will be filled immediately or will be requested to shift to another room where there is a vacancy (at any point of time during the academic year). The resident students should abide by this rule strictly.

D.5) The resident students (Girls/Boys) who are going out for sourcing material or for any such work shall return to the NIFT campus before 8.00 pm. Late reporting to the campus will be informed to their parents and more than

three late entries per semester or even one single late entry at 10:00 pm and above will be considered an act of indiscipline and appropriate disciplinary action will be taken as per NIFT Rules including expulsion from the hostel.

D.6) The resident students working late hours (beyond 8.00 pm) either within or outside the campus should obtain a letter from the Department Coordinator on a daily basis and get permission from the Warden.

D.7) The resident students are expected to be present in their respective rooms in the hostel by 9.30 pm during 'Roll call' taken by the hostel warden. Students who are not found in the hostel rooms at the time of roll call will be given a **warning letter in the first instance** and their parents will be informed.

D.8) Since there are two occupants in a room, the resident students visiting other rooms are informed to maintain decorum without disturbing them.

D.9) Group assignments/academic discussion etc., to be carried out only in the common areas.

D.10) As all the common areas of the hostel are under CCTV surveillance, the resident students are advised to be vigilant.

D.11) NIFT management will not be responsible for any theft or loss of any cash/ valuables/ personal belongings of the resident students.

D.12) The resident students are advised to **keep their room cupboard keys safely,** if there is damage to the padlock of the cupboard door, a penalty of Rs. 1,000/- will be levied.

D.13) The resident students must ensure to **switch off** A/Cs, lights, fans, geysers and electronic gadgets **when not in use**. To ensure the safety of the students, they are not allowed to use electric items like induction stove/hot plates, kettles, irons etc. On each instance of violation, a penalty of Rs.2000/- will be levied along with a warning memo for possessing such items and the appliances are liable to be confiscated.

D.14) The resident students are required to **lock the doors while leaving the room**. No personal lock/ security device should be used/ installed by the resident student. Every room will be provided with a lock and key by NIFT Chennai management. Resident students should keep room keys safely. In the event of loss of keys, d**oor locks should not be broken.** Students are liable for a penalty of Rs.1000/- if they misplace their room keys leading to breaking of lock.

D.15) The resident students **shall not tamper with any infrastructure including electrical installation/ equipment/ furniture/ fixtures** and all other

property in the hostel. If any damage is caused to any of the installations, the students shall be liable to pay the amount for repairing the damage/ replacement in addition to an appropriate fine imposed by the NIFT management.

D.16) The hostel campus is equipped with a Generator. Emergency lights are also provided in the common area. Students are **not allowed to use candles**. They are advised to use torch light in the absence of electricity.

D.17) **Usage of personal air cooler/ refrigerators is prohibited** inside the room. The penalty of Rs.2,500/- will be levied along with a warning memo for possessing such items and the appliances are liable to be confiscated.

D.18) **Playing of Loud Music/ Sticking posters/ stickers/ fairy lights** or any such materials on the walls of the room/ mess/ any area inside/ outside the hostel premises is **prohibited**. Indulging in the above acts, will attract a penalty of Rs. 2,500/- on each occasion.

D.19) Students' **belongings such as** footwear, clothes, laptop or any other item are **not permitted to be kept in the corridors**. If found, it will be confiscated.

D.20) Birthday party celebration by the resident students are permitted with prior approval of NIFT management in the designated area only till 9.30 pm. **Midnight**

Birthday parties are prohibited and will be considered as act of indiscipline. Any violation, a penalty of Rs. 5,000/- will be imposed and a warning memo will be served.

D.21) The resident students are **strictly prohibited to cook in the hostel rooms**. **Any violation, a penalty of Rs. 5,000/- will be imposed and a warning memo will be served.**

D.22) The students are **not permitted to keep pet animals** in the hostel premises and the NIFT Chennai campus. **Any violation, a penalty of Rs. 5,000/- will be imposed and a warning memo will be served.**

D.23) The resident students are **not allowed to visit the hostel rooms during the working hours** of the Institute **without prior permission from respective Course Coordinator. Necessary entry should be made in the registers available in the O/o Hostel Affairs before proceeding to the rooms in case of any exigency. Violation leads to disciplinary proceedings.**

D.24) Resident students **leaving the hostel between 8.30 pm to 6.00 am for** boarding a train / flight to hometown / official visits should submit a **request letter** duly endorsed by the parent(s) and authorized by the respective Course Coordinator. Such requests should be submitted for approval, at least before 2

days of the journey. **Violation leads to disciplinary proceedings.**

D.25) Resident student leaving the hostel to go home, anytime during the semester should submit a written request to the Hostel Warden duly endorsed by the parent at least a week before the scheduled journey.

D.26) Resident student returning to hostel after visiting hometown/ official visits should strictly avoid reaching the hostel between 9 pm – 5.00 am. In case resident students report at odd hours, they should carry an undertaking by parents mentioning that they are totally responsible for the safety of their ward.

D.27) Students are not allowed to **order food** from outside **beyond 8.00 pm. No delivery of food will be permitted after 9.00 pm.**

D.28) Resident students are **not permitted to hold meetings / gatherings** without prior permission. **Violation leads to disciplinary proceedings.**

D.29) The resident students should avoid discarding/ flushing the food wastage/ sanitary pads in the commodes. In the girls' hostel, the sanitary napkin should be disposed in the incinerator facility provided in the wash room area.

D.30) The resident students should **dry their clothes in the respective** cloth hangers / racks provided in

the designated area and refrain from hanging them inappropriately in corridors and railings.

D.31) Frisking of bags and belongings by security guards (female & male) is mandatory on entry and exit of the hostel premises.

D.32) Couriers/letters/packages of resident student will be **collected by the Security guard** at the Hostel gate. While picking up, **the student must open it in front of the security guards to reveal content.**

D.33) N**on-residents are not permitted to enter** the hostel room(s). Any violation, a penalty of Rs. 5,000/- will be imposed to the resident student and a warning memo will be served. The trespasser will be imposed a penalty of Rs. 10,000 and face disciplinary proceeding.

D.34) **Resident students must report any act of indiscipline** or problems concerning their room-mate(s)/neighbor(s)/service providers to the Warden/Hostel in-charge only. No other channel of communication warrants action.

D.35) NIFT authorities / authorized person reserve the right to inspect / audit the hostel rooms any time.

D.36) NIFT authorities / authorized person reserves the right to break open any locked room, in case of the resident

students indulging in any unlawful act / act of indiscipline.

D.37) It is **mandatory** for all resident students of the first year in the girls' hostel **to avail transport facility provided by NIFT Chennai.** Whereas, from the second year onwards, they can opt for own transport. Those who intend to bring vehicles (2/4 wheelers) must seek prior approval from the NIFT Chennai Management.

D.38) Any Misconduct with employees and service providers of NIFT Chennai will not be tolerated. Violation leads to disciplinary proceedings.

D.39) Damage to any infrastructure in any of the hostel floors, all resident students of that floor will be equally charged with repair / renewal / replacement cost on actuals.

D.40) The potable drinking water provided in each floor should be strictly used for drinking only. In cases of misuse / use for other purposes, a penalty of Rs. 5,000/- will be imposed and a warning memo will be served.

D.41) Ragging* is a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid down by the supreme court in its ruling on the subject. Any complaint on the issue is to be made to the Hostel Warden.

(*Ragging has been defined as the "Display of noisy, disorderly conduct doing any act which causes physical or

psychological harm or raises apprehension or fear or shame or embarrassment to a student in any educational institution)

D.42) Unclaimed items/ materials including vehicles left by the residents after vacating the hostel will be disposed of and related expenditures will be recovered from their hostel security deposit.

D.43) **Hostel Leaving Procedure during breaks**

When a resident student intends / be directed to vacate the hostel rooms at any time, the following needs to be ensured:

i **Authorization letter** to be sent by the parents at least **5 days in advance from date of travel** with the date of departure and copy of the travel tickets**.**

ii It is mandatory to **record departure/ return date and time and place** to which they are going along with the postal address and telephone/ mobile number.

iii The resident students must **handover the keys and AC remote control** to the hostel **wardens** before they leave the hostel.

E) Disciplinary Action: -

Resident students are liable to be expelled from the hostel and the institute, if they are found guilty of any of the following;

i Any act of indiscipline or misconduct, in the hostel / campus / outside.

ii Submission of false, wrong or incomplete information at any stage.

iii Defaulting payments within the stipulated time.

iv Organizing noisy, indecent, undignified activities and inviting any unauthorized persons to visit their rooms.

v Beyond three late entries per semester.

vi Instance of late entry beyond 10.00 pm.

vii Instance of unauthorized outing between 8.30 pm to 6 am.

viii Instance of unauthorized absence in the day / night.

ix Imposed with 03 warning memorandums for acts of indiscipline / misconduct

x Visiting the local guardian without authorization and permission.

xi Indulging in activities of substance abuse/ consuming drugs, consumption of alcohol, smoking or chewing of tobacco and its related products, any act construed as a society offense at large inside and/or outside the hostel / Campus.

F) Grievances and redressal: -

Students floor leaders will be nominated by the Hostel I/C in both girl's and boy's hostels. They will represent students in case of any concern to be informed to the authorities. In case of grievances, the students are advised to make an entry in the **'Complaint register'** provided in the hostel or report it to the hostel warden in writing. Alternatively, the students can also forward their grievances to the Hostel Official mail ID as given in the clause B.3.

G)Hostel Fees/ Refund: -

G.1) Hostel fees is collected every year **for a period of 10 months (August to May)** which is to be **paid during hostel admission** (at the beginning of the academic year).

G.2) Hostel **security deposit** paid at the time of admission **is refundable** on vacating the hostel room on *completion/ discontinuance of the course, if they are not booked for any act of misconduct*.

G.3) While vacating the hostel, the student is expected to submit the “No Dues certificate" in the prescribed format to the hostel warden along with a hard/soft copy of the security deposit challan/ receipt within six months from the date of vacating. The application for refund of deposit received after six months will not be considered and the SD will be forfeited.

Contact person for any queries related to Hostel fees/ Refund

Accounts Officer, NIFT-Chennai
accountsofficer.chennai@nift.ac.in
044- 22542765

G.4) Resident students expelled from the hostel due to disciplinary action will not be re-allotted accommodation and will be ineligible to receive any refund from the institute.

H) Important contact details – NIFT Chennai: -

	Phone	e-Mail
Administration		
NIFT Chennai campus	044-22542759 (Phone& Fax)	nift.chennai@nift.ac.in
Hostel in-charge		
Boys Hostel In-charge	044-22542772	boyshostel.chennai@nift.ac.in
Girls Hostel in-charge & **Girls Hostel Link in-charge**	044-22542772	girlshostel.chennai@nift.ac.in
Girls Hostel Warden		
Ms. Durga (A Block) Ms. D. Kamini (B Block)	70102 50006 94872 33673	girlshostel.chennai@nift.ac.in

I) Sustainability Checklist for the Resident students:-

NIFT, Chennai campus strives to give the right to privacy, personal safety and property with earnest experiences to catalyze academic success to the students. In turn, our students shall evolve as a responsible and honourable citizen, culturally and socially intellectual, internationally competitive and skilled at socialization for which:

- We are concerned about your well-being & safety. Take care and help us to help you.
- Aim for excellence in your academic pursuits and stay away from distractions.
- Follow a wellness regimen to maintain “A sound mind, in a sound body”.

- Read the hostel rule book meticulously and follow the rules in letter and spirit.
- Keep the room and your surroundings clean for a safe environment.
- Use precious resources such as water, food and electricity judiciously. Be punctual. Time is most precious of all. Report to the institute and hostel as per the stipulated time. Be mindful in conserving all the precious resources.
- Safeguard your belongings and the facilities provided by the campus with utmost care for longevity.
- Safe keep your pin/secret code of your credit/debit card and contact details.
- Inform your Warden/lady guards if you are sick.
- Treat every employee and service provider in the campus and hostel with utmost respect and dignity.
- Outside the campus, act in a manner respecting the cultural and social values and local sensibilities, as you are now NIFT Chennai “Brand Ambassador”.

J) Important Notice – Ragging: -

i Ragging in any form is strictly prohibited, within the premises of the Institute/ Department/ Classrooms/ Canteen/ Hostel and locations outside the campus.

ii Students indulging in ragging, face summary rustication. Such a student cannot get admission to any other college for five years from the date of dismissal.

iii If a prima facie ragging case is established, the accused student will be suspended and the complaint will be forwarded to the local police station.

iv Punishment includes expulsion from hostel, a penalty along with a public apology, imprisonment for a term up to two years and/or penalty which may be extended to Rs.10,000/-.

Ragging for the purpose of Ordinance XV-C of the Hon'ble Supreme Court of India means any act, conduct or practice by which power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which, involve physical assault or threat, or use of physical force;

(a) violate the status, dignity and honor of women students;

(b) violate the status, dignity and honor of students belonging to the scheduled caste or tribes;

(c) expose students to ridicule and contempt and affect their self-esteem;

(d) entail verbal abuse and aggression, indecent gestures and obscene behavior.

* For the purpose of this Ordinance, abetment of ragging will also amount to ragging.

To prevent the ragging menace in NIFT Chennai, an anti-ragging committee is constituted with the following Officials. In case of any problem related to ragging, the Committee members may be contacted.

National Institute of Fashion Technology - Chennai

Annexure-1

Hostel Student Undertaking form

Date: _____

I Ms./ Mr. _____ roll no._____pursuing _____ Semester _____ in the Department of _____ is staying in Room No _____ of NIFT Chennai Boys / Girls hostel. I hereby read and understood all the rules and regulations of the hostel. I give my undertaking to abide by the rules and regulations. In case of any violation, I will accept the decision of NIFT management.

_____

Signature

Mobile No : _____

Email ID : _____

Place : _____

National Institute of Fashion Technology - Chennai

Annexure-2

Parent Declaration Form – Hostel

Date: _____

I have read and understood the NIFT hostel rules and assure that my ward will follow and adhere to the same.

I am aware that

- In case of any non-compliance by my ward, the institute will expel him/her without any further notice.
- I take responsibility for any unethical/ illegal/ unauthorized activity done by my ward, anywhere.
- In case of any medical emergency, NIFT will arrange for first aid and inform me. I will take the responsibility for further medical care and will not be hold the institute responsible.

_____

Signature of Parent

Name of the Parent: _____

Phone : _____

Email : _____