

**National Institute of Fashion Technology
Delhi Campus**

NIFT HOSTEL RULES

I. General Rules

1. Students seeking admission to the hostel must read the rules and regulations carefully.
2. NIFT reserves the right of admission to the hostel.
3. NIFT Management may deny or cancel the hostel accommodation of any student without assigning any reason, if it has reasonable ground to believe that her presence would be detrimental to the interest of NIFT or other students.
4. NIFT Hostel facility is only for the bonafide students coming from outside the city where the allotted campus is situated and not for the residents of the city.
5. The hostel accommodation to the full-time UG/ PG degree students is available only for the semester period and all hostlers are required to vacate their rooms along with all the belongings during the summer break.
6. On arrival, student will report to the Hostel Warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
7. The resident students are expected to uphold the decorum of the Institute by abiding to the rules of the hostel.
8. Any act of intimidation or violence, willful damage to property or drunken and riotous behavior constitutes an offense.
9. Use of narcotics, smoking, consumption of alcoholic beverages and gambling are strictly prohibited.
10. The hostel dues shall be paid as per the directives of NIFT.
11. NIFT hostel at Delhi Campus has a hostel committee which is an advisory body to monitor the activities of hostel, comprising of Joint Director, SDAC, 02 Senior faculty members & Warden.
12. Since it is a privilege to gain admission to the NIFT Hostel, residents are expected to appreciate the time and money spent in the maintenance of the Campus. Misuse of the Campus & causing damage to campus property including plants and trees, littering in the campus will invite disciplinary action.
13. In case of any grievance, the students are advised to register it in the complaint book provided in the hostel or report it to the hostel warden in writing.
14. The students are advised not to keep large amount of cash or valuables with them, the hostel authorities will not be responsible for any theft, or loss of the belongings of the resident students.
15. Original fee receipt has to be kept safely by all resident students.

II Student accommodation facilities:-

1. The resident students would be provided with single cot, writing table, chair and inbuilt almirah.
2. Each resident must bring her own mattress, pillow, blanket, linen, curtains, bucket and mug and other personal belongings etc.
3. For the resident students, food will be available on payment in NIFT canteen.

III Local Guardian:-

1. NIFT resident students are expected to furnish the name of a **Local Guardian*** their address, telephone numbers and business card, if any, which shall be duly attested by their parents at the time of joining the hostel.
2. NIFT resident students are permitted to stay out in the night at their Local Guardian's place with a prior approval of Warden on the written request made by the student, which will also be entered in the 'In & Out' Register available with the Hostel Warden. On their return the resident students are expected to submit the proof of stay duly endorsed by their Local Guardian mentioning the actual dates and number of days.

(*Local Guardian means any responsible local resident declared by the parents at the time of joining at NIFT, Delhi.)

IV. Timing of the Hostel

1. Resident Students are expected to be inside the Campus not later than 09.00 p.m. everyday.
2. Resident students are expected to be present in their respective rooms in the hostel by 10.30 P.M at which time the attendance will be taken by the hostel warden.

V. Health Care:-

A doctor will be available at the NIFT Campus and Hostel during allotted times on all working days. Resident Students may also visit any other doctor of their own choice on payment of fees.

VI Hostel conduct rules:-

1. The resident students are not allowed to shift or exchange rooms allotted, on their own.
2. The resident students are required to lock the doors while leaving the room.
3. The Resident students would be issued room keys, key rings which must be kept safely. In case of loss, a token charge of Rs.500/- for a duplicate key, key ring will be charged separately.
4. Non-resident students/ Outsiders are not allowed to enter the hostel, if found they will be imposed with a penalty of Rs.1,000/-.
5. The resident students are prohibited to cook food in the hostel rooms nor should they bring the utensils of canteen to the hostel.
6. The resident students shall not tamper with any furniture and fixture, electrical installation and any other equipment in the hostel premises. If any damage is caused to any of the installations, the students shall be liable to pay the amount for repairing the damage plus appropriate fine that may be levied.
7. Resident students must ensure switching off 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 kettles, irons, induction, cooker etc. A fine of Rs.500/- will be levied for possessing such things and these are liable to be confiscated.
8. The resident students will be responsible for the upkeep and maintenance of furniture and fittings in their rooms. The housekeeping staff in the presence of the resident students will do the cleaning of room.
9. Resident students are expected to keep their room neat and tidy. Rooms are subject to inspection by the warden at any time. Residents are also required to maintain cleanliness and sanitation of the bathroom and corridors. Bins are provided for collection of the litter, fruits peels etc. Disciplinary action as deemed fit will be initiated against offenders. Severe disciplinary action will be taken against students who break rules or abate other students to break the rules or undermine the discipline of the hostel.
10. The students are not allowed to use candles. They are advised to use torch light in the absence of electricity. (NIFT has a 24 hour power back up.)
11. Birthday parties of the resident students are allowed only with prior permission which should wind up latest by 10.30 P.M.
12. Personal couriers/letters of students will be collected by Warden & Lady Security guard at Hostel Gate.
13. The Resident students who are going out for sourcing material or for any such work, shall return to NIFT campus by 9.00 p.m. Late reporting to the campus will be informed to their parents. Habitual late reporting will be considered as an act of indiscipline and action will be taken as per NIFT rules. Any late coming will have to be informed in writing to the warden before going out.
14. Resident students who are not found in the hostel rooms at the time of taking attendance will be given a warning letter in the first instance and their parents will be informed. If any student is in the habit of continuous late coming, the same will be considered as an act of indiscipline and appropriate disciplinary action will be taken as per NIFT Rules including expulsion from hostel.

15. Residential students working late hours (beyond 9.00 p.m) either within or outside the campus should obtain a letter from the department Co-ordinator on daily basis and get permission from the Warden.

16. Every student will be responsible for the care of the room allotted to her and the furniture provided. No furniture can be removed from the room. No additional furniture can be brought into the Hostel without prior permission of the Warden.

17. Defacing walls, door, corridors and cupboards by writing, painting or pasting poster, notes etc. with glue/tape/nails etc. is not permitted. Any violation, whatever the extent, will lead to severe disciplinary action.

18. Hostel is available to all Residents from 1st day of the semester till the last day of semester before break.

19. Residents must hand over possession of the room to the Warden before leaving and obtain a Clearance Certificate from her. This will include clearance from all service providers, specifically, from the launderette, the canteen contractor to confirm that all bills have been paid.

20. Students from other NIFT Campuses are permitted to stay for internship or industry programme for maximum of 8 weeks with permission from Institute Management. All such students will vacate the hostel one week prior to the commencement of the new semester.

21. Ragging* will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid down by Supreme Court in its ruling on the subject. Any complaints on the issue are to be made to the Students Development Activities Coordinator (SDAC) of the Campus.

(* Ragging has been defined as " Display of noisy, disorderly conduct doing any act which causes physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in ay education institution").

VII. LEAVE:-

1. Residents are entitled to night leave/late night leave and extra ordinary leave.

2. A resident is permitted a total of 6 night leaves/ late night Leaves per month.

3. These can be availed of for either Saturday or Sunday nights or for both.

4. Residents on night leave on Saturday must report by 9:30 pm on Sunday.

5. Residents on night leave on Sunday must report by 8:30 am on Monday.

6. Late night leave is till 10.30 pm

7. Additional night leave/late night leave are also allowed on all holidays observed by the Institute.

VIII. Procedure for application and sanction:

1. Residents must apply for night leave/ late night leave a day before in prescribed format.

2. Leave will be sanctioned by the Warden only.

3. In case a student requires late night leave for a specific institute/ department sponsored or recommended activity, she will require the prior approval/ recommendation of the concerned faculty member.

4. All other leave will be '**extra ordinary**' leave. Decision on these will be based on the merit of the case and must be accompanied with a written request from the parents. It will be sanctioned by the leave granting authority (Joint Director).

5. CC/faculty member-in-charge of a department/ club will be required to recommend the approval of leave, if it is for a specific NIFT/ department activity. The leave granting authority may consult a faculty member before deciding a specific case.

6. No Resident may leave the Hostel without the written permission of the Warden. Leave will not be sanctioned on telephone call from the Local Guardian.

7. No Resident will be permitted to stay overnight at any place except those authorized by the parents. If a Resident is found doing otherwise, the authorities shall take appropriate action as deemed fit, including cancellation of Hostel seat.

8. Each Resident will be issued a Leave permission letter, which must be countersigned by the local guardian before joining hostel.
9. The Night Leave privileges will be withdrawn for a specified period, if students stay away from the Hostel without obtaining prior permission from the Warden or for any other act of indiscipline in the Hostel/ Institute.
10. Residents will be allowed to leave only after the classes are over.

IX. Disciplinary Procedure:-

NIFT resident students are liable to be expelled from the hostel as well as the course, if they are found guilty of any of the following:-

1. Any act of indiscipline or misconduct of any sort, in the hostel or outside.
2. Any alleged act of Ragging.
3. Submission of false, wrong or incomplete information in the application form or subsequently while seeking permission etc.
4. Default in payment of dues within the stipulated period.
5. Organizing noisy, indecent, undignified manner of activities and inviting any unauthorized persons to visit their rooms.
6. Repeated late reporting for the night as well as any act, which will cause embarrassment to NIFT management, would be sufficient ground for treating that as a breach of discipline.
7. Any unauthorized absence in the night will amount to act of indiscipline and is liable to be expelled without warning.
8. Indulging in activities of consuming drugs, alcohol or any other activity in Hostel which is construed as a society offence at large.

X. Withdrawal and Refund

A formal application may be submitted to the hostel warden alongwith a "No Dues Form" duly signed by the respective authority. The depositor's copy of the Hostel charges Receipt in original has to be produced for their refund.

1. Full hostel charges will be refunded except non-refundable security deposit, if withdrawn before joining the hostel.
2. In case of withdrawal within one month of joining the hostel, only 50% of the Hostel charges except non-refundable security will be refunded.
3. In case of withdrawal after one month of joining the hostel, only refundable security deposit will be refunded.