

Dear Sir / Madam,

Sub: - Procedure for providing Girls Hostel Accommodation at NIFT, Hyderabad is as follows:

You are requested to submit the following documents for providing the hostel accommodation at NIFT Girls Hostel, Hyderabad.

- (1) Request letter for hostel accommodation along with contact number and email id,
- (2) Hostel Application Form duly filled-in and signed along with photographs
- (3) Copy of Admission Receipt
- (4) Copy of the Online Transaction/Demand Draft for Rs.66,500/- drawn in favour of NIFT, Hyderabad payable at Hyderabad.
- (5) Copy of the Online Transaction of Rs.13,500/- for semester as advance of mess charge.

The scan of the documents should be sent initially through email and later you may submit the original documents at the time of reporting.

Limited Seats Available: Seat allotment will be done on first cum first serve basis, depending on the vacancies available. First preference will be given to the outstation students only.

If any seats are left vacant after allotment to outstation students, then the hostel accommodation will be provided to local students.

The rooms once allotted will not be changed, under any circumstances.

CHECK LIST:

- Request letter
- Hostel Application Form
- Hostel Rules & Regulations Certification
- Admission Receipt
- Copy of the Online Transaction/Demand Draft for Rs.66,500/- drawn in favour of NIFT, Hyderabad payable at Hyderabad.
- Copy of the Online Transaction of Rs.13,500/- for semester as advance of mess charge.

Hostel will be allotted only on submission of the above checklist, by email hostel.hyderabad@nift.ac.in to confirm the hostel and submit the original application along with DD's/ online payment transaction details before occupying the hostel room.

Note 1: Students can start report/occupying the hostel two days prior to Orientation Program

2. All the First-Year students seeking admissions in the Girls Hostel are compulsory to pay the advance Mess Fee for semester.

For further details, you may refer our web site www.nift.ac.in/hyderabad – [hostel information \(i.e, Hostel application, hostel rules and regulations and Procedure for providing Girls Hostel Accommodation etc](#) and Email-Id: hostel.hyderabad@nift.ac.in

Encl: a) Hostel application form and Hostel rules and regulations

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
HYDERABAD**

Hostel Rules and Regulations

Allotment of Rooms:

Hostel accommodation is allotted purely at the discretion of the NIFT management and upon the condition that the student agrees to abide by all the rules and regulations of the hostel.

The management has authority to refuse hostel facility 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.

Ragging in any form is banned inside and outside the campus. Serious action will be taken against the students violating the rule. Suspension or withdrawal from the hostel/ college is one of the actions taken as per the guidelines issued from time to time by Ministry of HRD. Government of India.

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 girl students and the room allotted 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 by all the hostellers. No student will be permitted to go out after 9.30pm and all are required to return to the hostel by 10.30pm. The main gate will be closed by 10.30pm.
5. The students coming late beyond 10.30pm. will be dealt with as under:
 - i) A strict warning will be given for the first time
 - ii) A fine of Rs. 500 will be charged for the second time; and
 - iii) For the third time, the students will be expelled from the hostel.
6. Students are required to show their ID card at the both main gates, while going out and coming back.
7. Students who wish to go out for any reason such as. Night/late journey, etc. must take prior permission from the warden. No student should stay away from her room during the night except with prior permission of the warden and their parents.

Signature of the Student

Signature of the Parent

8. Roll call will be conducted around 10.15pm, at which time: students are advised to be present in their rooms for taking the attendance.
9. 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 at least 5days in advance.
10. When a student of the hostel wishes to leave the hostel/station on vacation for holidays etc. the following steps needs to be ensured:
 - i) Prior permission is required from parents and warden.
 - ii) It is mandatory in all such absences to record departure/return date and time and place to which are going along with the postal address and telephone/mobile number.
- 11. Once the student vacates the hostel due to disciplinary action, she will not be re-allotted accommodation.**
12. All visitors including parents/guardians will be entertained only in the reception. A visitors' pass will be obtained from the warden, well in advance by the concerned students.
13. 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 during the day or night.
14. The students who wish to vacate the hostel must meet the warden for necessary formalities and required documentation.
15. Refund of Refundable Hostel Security deposit: Refundable security deposits will be paid at the time of on vacating the hostel room. This will be done on production of prescribed 'No Dues certificate' from the hostel warden along with 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 security deposit received after six months will not be considered and the Security Deposit will be forfeited.
16. 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 regularly to acquaint themselves with latest information/orders.
17. All hostel inmates must report any problems concerning their room – mate/neighbour(s) to the warden. 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 hostel authorities.
18. Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 10.00pm. to 6.00am. on all days. No. noise of any sort will be permitted during the 'silence hours. Serious action will be taken for the violation of this rule by any student.

Signature of the Student

Signature of the Parent

19. Substance abuse, consumption of alcohol, smoking or chewing of tobacco and other related products are strictly banned in the hostels and in the NIFT Campus. Those violating this rule will be initiated for disciplinary action.
20. Television is not permitted to be kept in the hostel rooms by the students.
21. Partying in the rooms on birthdays, etc. in the hostel is not permitted, playing of out door games in the hostel corridors is not permitted.
22. Residents of the hostel are not permitted to convene meeting of any sort in the Hostel premises without prior of the hostel authorities.

SAFETY MEASURES: -

23. Fire hazards and safety: Candles and incense sticks, which are a fire hazard, are not permitted in the hostel. 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 in necessary to avoid any inadvertent fire.
24. In case of Fire: The inmates must raise an alarm and call the hostel warden. They should also alert the NIFT Security guards, warden and NIFT authorities.
25. 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. Inmates must bring to the notice of the warden of any failures/breakdown in the electric supply and no one should attempt to repair the defects in the distribution system as the electrician is available in the campus round the clock to attend to any defect in the electric system or fittings. While leaving the room, the occupants must take care to see that the fan and lights are switched off to save the power.
26. The students are advised not to keep heavy cash/valuables in the room. The resident is responsible for the safety of their 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 including ATM/Debit Cards.
- 27. Any student damaging the hostel property will be fined to the actuals and disciplinary action will be taken. Students are not permitted to re-paint or do any alteration of any nature in the hostel.**
28. The rooms and surroundings must be kept clean. The service of the cleaners must be availed toe ensure that the rooms are swept and toilets cleaned while the residents are in the room.
29. In order to maintain hygienic condition inside the washroom, all sanitary wastes should be properly wrapped and disposed only in the bins provided and do not flush the wastes in the western commodes.

Signature of the Student

Signature of the Parent

30. 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 to hostel authorities.
31. Day scholars are not allowed to stay in the hostel rooms without prior permission of the hostel authorities.
32. The warden is available round-the -clock in hostel /on telephone, and may be contacted in case of any emergency.

Place: Hyderabad
Date:

UNDERTAKING BY THE HOSTEL STUDENT

I..... of (Dept.) of Semester, of Room No..... read and understand the rules and regulations of the hostel. I hereby undertake that I will abide by the rules and regulations during my stay at NIFT, Hyderabad hostel. Further I undertake that in case of any violation of rules by me, the management may take disciplinary action against me.

Place:

Date:

Signature of the student:

Mobile No.:

Email ID:

Signature of the Parent:

Mobile No:

Email: