



राष्ट्रीय फैशन टेक्नॉलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

निफ्ट कैम्पस, करवड़, जोधपुर-342 037, राजस्थान, भारत

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

NIFT Campus, Karwar, Jodhpur342037Rajasthan,
India

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 the authority to refuse the 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.
- The hostel fee should be paid during hostel registration/ admission at the center.
- The room allotted during admission is only for one academic year.

Hostel Leave Rules:

- In case of taking leave from the hostel during weekdays students need to submit a leave form (in prescribed format) with the email (from registered mail Id) from parents stating the duration and purpose of leave to the Hostel Warden at least **two days** before leaving the hostel. Without which, the leave may not be sanctioned by the Hostel authorities.
- In case of taking leave from the hostel during weekends, parents should email the Hostel Warden 2 days prior and mention the duration and place of students' stay (after 8:00 PM, no student will be allowed to leave). And, taking leave from

the hostel during long official holidays, students need to submit a self-certified application to the hostel guards before leaving and inform the guards at the main gate before 8:00 PM. At the same time, the parents need to inform the Hostel Warden by sending an email from their registered ID only. Failing to which, the student will be considered absent without prior notice, and the same will be informed to the parents. The concerned student shall be **debarred from the hostel after three such incidents in a semester.**

Disciplinary Procedure:

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

- Any act of indiscipline or misconduct of any sort in the campus, hostel, or outside.
- Submission of false, wrong, or incomplete information in the activities application form or subsequently while seeking permission, etc.
- Default in payment of dues within the stipulated period.
- Organizing noisy, inappropriate, undignified activities and inviting unauthorized persons to visit their rooms.
- Repeated late reporting for the night and any act that will cause embarrassment to NIFT management would be sufficient ground for treating that as a breach of discipline.
- **Any unauthorized absence in the night will amount to an act of indiscipline and is liable to be expelled without any warning**
- **If students are found in an intoxicated condition or indulgent in consuming drugs, alcohol, tobacco products, smoking, gambling, or any other illegal activities in the hostel, it will be considered a violation of the code of conduct. The offending residents are liable to be debarred from the hostel without any warning.**
- Visit by the boys to the girls' hostel (rooms and living areas) and vice versa

will not be permitted. Those violating this clause would face strict disciplinary action amounting to expulsion. Entry of males is strictly forbidden inside the girls' hostel except for NIFT officials on duty with valid passes accompanied by a lady guard. NIFT authorities may enter any room for verification anytime during the day or night.

- The parents and visitors will not be allowed into any hostels' rooms and living areas. Visitors should meet the hostel residents in the visitor's room with the warden's permission.
- All cases of sickness must be reported immediately to the warden. This is a joint responsibility of the sick student, their roommate, and those in the adjoining rooms. Any emergency or accident should also be immediately reported to the concerned warden.
- Plying vehicles inside the campus is strictly prohibited. All vehicles should be parked in the common parking lot of the campus and not elsewhere.
- The students must always carry their Student's ID Cards while going out of campus, and guards are authorized to check them. Any misbehavior with the guards/wardens/ officials will be considered an act of indiscipline, and disciplinary action will be taken for such behavior.
- NIFT resident students are expected to be present in their respective room in the hostel on or before 10:00 PM, at which time the hostel warden will take attendance.
- Students who are not found in the hostel rooms when taking attendance will be issued a warning letter in the first instance, and their parents will be informed. In case of habitual late coming, the same will be considered an act of indiscipline, and appropriate disciplinary action will be taken as per NIFT Rules, including expulsion from the hostel.
- Residents are not allowed to shift, or exchange their allotted room or stay in other rooms without Hostel Warden's permission.
- Entry & exit from campus and hostels will have to be strictly registered in the

Register Book/Bio-metric System installed in the hostel and the campus gate for student's access. If students do not follow this rule, then strict action will be taken against them, and they may be debarred from the hostel.

- Residential students working late hours (beyond 10:00 PM) outside the hostel should obtain a daily letter from the Department Coordinator and get permission from the management. Also, for industry visits or other academic activities outside campus, students should have written or email permission from Department Co-ordinator/Concerned faculty and submit the same to the hostel warden/hostel staff.
- While moving in and out of the hostel/campus, the guards are authorized to check students' bags for any illegal or unauthorized materials/ substances. Students may be debarred from the hostel if any such material is found.
- Students who misbehave or disrespect any hostel staff shall be debarred from the hostel.

Hostel Conduct Rules:

- **Ragging is strictly prohibited in the hostel/campus.** Ragging (defined as "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 institute") will be treated as a major act of indiscipline and offenders (direct or indirect) will be treated as per guidelines of the Hon'ble Supreme Court of India vide its ruling on the subject. Any complaints on the issue are to be made to the Students Development Activities Coordinator (SDAC) for disciplinary action.
- The student must return to the NIFT campus **before 08:00 PM** and hostel premises **before 10:00 PM**. Late reporting to the hostel will be informed to their parents. Habitual late reporting will be considered as an act of indiscipline, and if any student repeats this more than three times in a semester, then the student will be debarred from the hostel.
- Students who wish to go out for any reason such as. night/late journey, etc.,

must take prior permission from the Warden. No students should stay away from her room during the night except with the warden's and parents' prior permission.

- Mess timings should be strictly adhered to to ensure academic and campus discipline.

Breakfast- 7:30 AM to 8:45 AM

Lunch- 12:00 PM to 01:00 PM

Dinner- 8:00 PM to 9:30 PM

- The hostels are under surveillance through CCTV installation.
- Residents are advised not to keep a large amount of cash or valuables with them. Hostel management will not be responsible for any theft or loss of residents' belongings.
- Residents are required to take care of their belongings and lock the doors of rooms when they are out. NIFT Hostel Management is not responsible for the loss or theft of any article. Residents will have to hand over the keys to the hostel wardens at the end of the academic session (One year) before going on vacation.
- Non-resident students/day scholars are not allowed to enter the hostel premises. If found guilty, they will be imposed a penalty of Rs. 1000/- with intimation to their parents. Repeated defaulting will attract disciplinary action as per NIFT Students Rules.
- Residents are prohibited from cooking food in the hostel and are not permitted to bring the utensils of the mess/ canteen to the hostel.
- To ensure safety, residents are not permitted to use any heavy-duty electrical/electronic appliances in the hostel rooms, including electric kettles, irons, radio, tape recorder, etc. If found guilty, a fine of Rs.250/- will be imposed for possessing such items, and the same will be confiscated.

- Residents shall not tamper with any electrical installation, furniture & fixture, wardrobes, and other equipment/ assets in the hostel premises. Damage caused, if any, residents shall be liable to pay the penalty levied by the management and also bear the expenses for repairing the damage.
- Residents must switch off ACs, lights, fans, geysers, and other electrical gadgets and equipment when not in use. The hostel warden, in-charge, and/or hostel committee may make surprise visits, and non-complying residents will be fined as deemed appropriate.
- During the summer season, the ACs will be shut down during the following times:

Weekdays: 08:00 AM – 06:00 PM

Weekends: 06:00 AM – 10:00 AM

- Apart from the above timings, ACs will not operate in winter.
- Residents will be responsible for the upkeep and maintenance of their rooms and hostel premises, thereby adhering to the Swachh Campus Initiative of NIFT Jodhpur. The housekeeping staff will maintain common areas while residents are solely responsible for the cleanliness of their allotted rooms.
- Residents are not allowed to use candles. In emergency, they are advised to use a torchlight. However, both hostels are provided with generator backup.
- Birthday celebrations of residents are allowed only with the prior permission of the management. If permitted, the celebrations should wind up before 10:00 PM.
- Wardens of the respective hostels will be responsible for handing over personal couriers/letters of residents. The students may collect the same from the warden's office.
- Repair & maintenance work at the hostel premises is allowed only on working days between 10:00 AM and 4:00 PM with the prior permission of management.

- 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 instructions and notices will not be accepted. Residents are advised to look at the notice board/website daily to acquaint themselves with the latest information/orders.
- 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 the hostel warden.
- Ex-Residents and Alumni are not allowed to enter the hostel without prior permission.
- NIFT students from other NIFT campuses are permitted to stay for internship or industry programs for a maximum of 8 weeks with permission from management provided:

They should be hostellers in their respective campuses of study.

If any student is not a hosteller, they will have to pay the hostel fee monthly instead of the guest fee.

All such students will vacate the hostel one week before the commencement of the new semester.

- The warden is available round-the-clock on the telephone and may be contacted in case of any emergency.

Place: NIFT Jodhpur

Date:

UNDERTAKING BY THE HOSTEL STUDENT

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

Place: NIFT Jodhpur

Date:

Signature:

Mobile No.:

Email ID: