



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.), INDIA
माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत

A GOVT. AIDED UGC AUTONOMOUS & NAAC ACCREDITED INSTITUTE, AFFILIATED TO R.G.P.V BHOPAL (M.P)



STANDARD OPERATING PROCEDURES

Hostel Residents





Scope of the Procedures

This procedure is applicable to all the residents of Hostels provided by the Madhav Institute of Technology and Science, Gwalior. All the residents are required to maintain the decorum and regimen on the Institute premises. If any student is found indulging in any undesirable, illegal, antisocial, and/or destructive activities in the Institute and/or Hostel premises, suitable disciplinary action will be taken against the resident.

A. Hostel Management

The following officers constitute the *Hostel Administration Committee (HAC)*:

- a) The Chief Warden
- b) Warden
- c) Caretaker

Each hostel is managed by a Warden who is at regular position in the Institute. The students need to follow proper protocol for help, guidance, and grievance redressal. Representations to higher officers must be forwarded through proper channel.

B. Hostel Allotment Rules

1. Hostel accommodation shall be available to only registered students of the Institute.
2. Admission to the Hostel is semester-wise. At the conclusion of the semester, the Hostel room needs to be vacated.
3. Students will be admitted based on a first come first serve.
4. In case shortage of accommodation in the hostel, preference shall be given to the students according to distance of native place.
5. Students shall occupy a seat/room only during the semesters and for a maximum period of four years. No student will occupy a room during vacation. However, he/she may be permitted by the hostel authorities to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.
6. At the end of the programme, they must vacate the Hostel.
7. Accommodation would be provided only after paying the requisite fees and rents.
8. No student will be allowed to stay in the Hostel without formal admission.



9. The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
10. At the time of admission, every student must submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
11. At the time of admission every student and his/her parent/guardian must submit an affidavit for anti-ragging in the prescribed form.
12. Any student inculpated in any undesirable/destructive activity in the past will be debarred from taking the Hostel accommodation.
13. Hostel fee and Development fee once paid is not refundable. If one wishes to leave the hostel mid of the session, he/she has also to pay the mess fee for the period of the stay.
14. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed Personal Data Form. Any change in this information at any point of time must be intimated to the Hostel office in writing.
15. Hostel residents will be provided a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting, side table and cupboards.
16. All residents must arrange their own mattress, bedsheet/bedcover, blankets, bucket, mug, lock and multiple keys for the room, pillow, curtains, and basic medicines.
17. Allotment of rooms shall be the sole discretion of the Hostel administration.
18. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic semester will not be changed except under special circumstances.
19. Under no circumstances, the inmates should exchange seats/rooms without the knowledge of the hostel authorities.
20. Residents shall respect the equal rights of their roommates.
21. In exigencies, the hostel administration, without assigning any reason, may shift inmates from one room to another.
22. The students are entitled for accommodation in the Hostel if they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the Institute,



will automatically cease to be an inmate of the Hostel. Such students must immediately leave the Hostel.

23. Before vacating the rooms, the students must get 'No dues' signed from hostel warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all must be handed over in proper condition to the Hostel administration at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the hostel administration shall be recovered from the boarder concerned.
24. At the end of semester, each student shall vacate his/her room and may keep their luggage at a place designated by the concerned hostel authority.
25. On allotment of the room to the student/group of students, they should check for the fixtures and the furniture in the room and should sign a receipt for the same. The deficiency/damage at the time of handover/leaving the hostel, shall be recovered from him/her.
26. The hostel will not issue any locks to the students. They should procure their own locks and preferably keep their rooms locked when they are away. No hostel resident can break open a lock without consulting the hostel Management in case if he/she has lost the key.
27. Occupancy of rooms shall be given to the students on the submission following documents:
 - i) Completely filled hostel form
 - ii) Copy of hostel fee deposited.
 - iii) Copy of mess advance receipt.
 - iv) Copy of Aadhar Card.
 - v) Affidavit from the parent in regard with ragging*
 - vi) Affidavit from the student in regard with ragging*

C. Code of Conduct

28. All are expected to maintain strict discipline within the premises of the hostel. Any misbehaviour, misconduct, indiscipline, or breach of hostel rules and regulations will invite severe punishment on the resident and may even result in his/her expulsion from the hostel with or without any notice.



29. The residents shall always maintain a high level of social and moral etiquette, and shall not create any kind of nuisance to the others in whatsoever manner.
30. Ragging in any form is banned. Severe punishment and a strong disciplinary action shall be imposed on any resident if he/she is found to have indulged in ragging.
31. In the hostel premises, the following activities are strictly prohibited:
- Smoking
 - Consumption of alcoholic drinks
 - Gambling
 - Intimidation or violence
 - Entering the hostel premises in an intoxicated state
 - Using abusive languages
 - Cooking inside the room
 - Disruption of property
 - Any act that prevents, disrupts, or disturbs regular academic activity.
 - Unlawful assembly and rioting.
 - Public nuisance.
 - Violation of moral code of conduct.
 - Extortion.
 - Trespassing.
 - Any act of abuse both physical or/and mental.
 - Attempts to commit any or all the above-mentioned offenses.
 - Threat to commit any or all the above-mentioned offenses.
32. Punishment if found guilty:
- Suspension from attending classes and other academic privileges.
 - Withholding/withdrawing scholarship/fellowship and other benefits.
 - Debarment from appearing in any test/examination or/and other evaluation processes.
 - Withholding results.



- e. Debarment from appearing in any campus placement process.
 - f. Fine imposed by hostel or/and suspension/expulsion from the hostel.
 - g. Rustication from the institution for periods ranging from one to four semesters.
 - h. Expulsion from the institution and consequent debarment from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
 - i. Admission cancellation.
 - j. Imposed Penalty.
33. It is suggested to all inmates to maintain cultural harmony. No discretion based on caste/culture is acceptable.
34. Loud conversations/Music disturb the others and hence should always be in low and audible tones.
35. Playing games, music, watching TV and using Gym are strictly prohibited between 11.00 pm and 6.00 am.
36. The hostel premises should not be used for any business purpose or promotion.
37. Residents shall not fix posters / notices / pictures or anything that might damage the surface of the walls/doors or any place in the hostel. Students can fix posters / notices only at notice board only in hostel premises.
38. Keeping electrical appliances such as heaters, immersion rods, or any cooking elements such as induction, etc is not allowed in the hostel room. Any resident found using unauthorized electric appliances (viz. heater, cooler, heating rod, geyser etc.) will have appliances confiscated and monetary fine subject to the market value of the appliance or decided by the hostel authorities will be imposed.
39. Private cooking in the hostel residents' room is strictly prohibited.
40. Students shall not bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. The students will be required to pay double the original cost if any item is found damage or missing from the room due to careless/negligent handling. Students are responsible



- for their possessions of all valuables and they should be kept in the cupboard under lock and key. Students shall not leave mobile, ornaments and other valuables unguarded.
41. Theft/damages to hostel assets in common areas/corridors shall be recovered from all residents of the hostel involved.
 42. The common room will be kept open till 11:00 P.M. For any deviation the permission should be sought from the warden.
 43. Any damage to the room furniture/any other hostel/Institute property shall be charged along with the fine from the concerned student. Every hostler is responsible for damage to the hostel property. Any damage to common items/infrastructure shall be recovered in the form of fine.
 44. In case of disciplinary action against a student physical presence / undertaking of parents /declared guardian will be valid. Uncles, brothers/sisters/cousins will not be entertained.
 45. Keeping two/four wheelers is strictly prohibited in hostel/institute premises.
 46. Switch off the lights, fans while leaving the room. The light in the bathroom must be switched off, when bathroom is not in use. Close all water taps after use to avoid water wastage.
 47. Facilities on the Internet are open only for the inmates of the Hostel. They should not entertain their friends. They should not misuse/damage any of the facilities.
 48. Newspapers/magazines should neither be disturbed nor be taken away to the hostel rooms.
 49. Residents should not climb onto parapets or hostel roof.
 50. Residents must keep their own rooms clean and maintain hygiene.
 51. Residents should not throw papers, plastics, etc. outside their rooms and common places. They must use the garbage-bins only. They should not keep any belongings outside their rooms.
 52. All residents are personally responsible for the maintenance and upkeep of the rooms allotted to them along with the property, furniture, and fixtures therein. Any damage with respect to the glass mirrors, window panes, electrical fittings, etc. should be made good at the expense of the residents concerned.
 53. The rooms can be opened for inspection by concerned authorities at any time.



54. Celebration of various festivals/functions inside the hostel premises may be organized only after the prior permission of hostel authorities.
55. It is mandatory for all the hostel residents to clear all the mess/canteen dues prior the beginning of each semester.
56. Smoking, consumption of pan/tobacco/alcohol/drugs/cigarette/intoxicating substance, in hostel mess premises is strictly prohibited.
57. The food delivery inside the hostel premises from outside is limited to 9 PM.
58. Residents are not allowed to stay in hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason.
59. Residents must adhere to the hostel timing decided as per the administration of the chief warden.
60. No hostelers should see the Director or the Chief Warden for ordinary matters without approaching the authorities in hierarchy. Warden In-charge of the concerned hostel is the appropriate authority for any matter.
61. Hostellers shall not leave the campus without prior permission of the Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hosteller who leaves hostel without the permission from the concerned Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Director.
62. The residents may be allowed to go out at their own risk but they need to return on/before the hostel in-time. They are also required to record the time for departure and arrival in the register maintained for this purpose at each hostel.
63. Overnight stay outside including weekends besides visiting their homes is only allowed in special cases (such as technical work/inter college representations). For overnight stay, prior written approval of Warden well in advance is required (at least 2 days prior). The same also needs to be authorized by the residents' parents/authorized local guardians personally sent consent with or collect them from the hostel.
64. In case of illness, Doctor will be in the college premises from 10:00 AM to 2:00 PM and 4:00 PM to 6:00 PM. Hostel Caretaker or Warden may be contacted in case of emergency.



65. In case of any change in timings, the same will be conveyed through memoranda/notice.
66. Each student must personally sign the attendance register record every day. After such prescribed time, the student is not allowed to go out of the hostel.
67. Always keep your cupboards and rooms locked even when you go out of the room. The institute will not be responsible for any loss, damage, or theft of personal belongings.
68. In case of raid/search by local authorities/police whole responsibility will rest with the student, if found having any type of weapon/ knives / rods or any other gadget which can be used as weapons /drugs / liquor / intoxicants etc. or its kind.
69. Moving the hostel property (bed, chair etc.) from the room is not allowed.
70. Any type of markings on hostel inventory/walls etc. will be treated as an act of indiscipline.
71. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property.
72. Student(s) having any chronic/communicable disease(s) are required to bring in the knowledge of hostel authority before taking the hostel.
73. Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
74. Students shall always treat the staff and housekeeping staff of the Hostel with due courtesy. Service of the housekeeping staff shall not be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
75. For any problem regarding hostels, contact your Caretaker/Warden/Chief Warden as the case may be.
76. Rules may be amended time to time by the authority, as per requirement.

D. Accommodation of Guests

77. Guests will only be allowed with prior permission of hostel authorities and paying room rent as per norms of the Institute. The request will be considered depending on the availability of the rooms.
78. A guest of the resident may be permitted to reside in the hostel for not more than 7 days of duration on payment of the required charges of Rs. 200/- per cot per day on prior permission of the Warden in special cases only.



79. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine and may amount to expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.
80. Hostel rules and regulations will equally apply to the guests also. If the guests cause any damage to the Hostel property, the compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned.

E. Visitors

81. All visitors to the hostel need to make necessary entries in the visitors' book at the entrance of the hostel gate.
82. Visitors are required to take warden(s) permission to see their ward/friend. They are only allowed to meet the resident in the common area. No entry of the outsider is allowed inside the hostel room.
83. Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00AM to 10.00 AM and 6.00 PM to 7.00 PM on working days and between 10.00 AM to 6.00 PM on Sundays and Public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room.

F. Mess

84. Mess facilities are common and compulsory. All are expected to have meals in the dining hall at the time fixed for each meal. The tentative are as follows:

Breakfast:	9:00 AM to 10:00 AM
Lunch:	1:00 PM to 2:30 PM
Snacks:	5:30 PM to 6:30 PM
Dinner:	8:00 PM to 9:00 PM

85. The hostel council, concerned Wardens, mess councillors and Mess secretaries manage the mess.
86. Every boarder is expected to follow the mess timing. No food will be served beyond these timings. No resident can force the mess workers to serve the food beyond mess timings.
87. Mess food of an inmate is not transferable to any other inmate and inmates are not allowed to share food with their guests.



88. Mess food, cutlery, crockery, and other utensils are not allowed to be taken out of the mess area.
89. Entry of inmates in cooking area is strictly prohibited.
90. The special meal on various festivals/functions will be served with the prior permission of hostel authorities. The hostel residents will share expenses of the same.
91. The residents should not gather en masse in the dining area.
92. A student mess committee will be established by the concerned Warden to for general supervision of the concerned Hostel mess.
93. Mess will be closed during the vacation.
94. Cooking in the room is not permitted in any case.
95. Institute/Hostel provides a gas stove in the mess area for making tea/coffee etc.
96. Mess fee is refundable only for the duration of vacation of more than 10 days as per promulgated by the Institute.
97. If guests are using mess facilities, they need to pay Rs. 50 per meal per person and they are also required to adhere to the mess timings.

G. General Do's & Don'ts for Hostel Inmates

DO'S	DON'TS
Maintain discipline inside and outside the Hostel and in the Institute Premises.	Students should not cause disturbance to other inmates in the hostel premises.
Students must keep the Campus & Rooms clean. Keep your rooms tidy, neat and clean always.	Defacing walls, equipment, furniture etc., is strictly prohibited. Do not keep or feed pets of any kind in your room or hostel premises.
Students must take proper permission from the warden of their respective hostel, before going home/Outside the hostel.	Use/bring any personal vehicles to the hostel premises.
Lock your room always, even when going out for short durations for security reasons. Keep your valuables and cash under lock.	Steal, cheat or spread rumors. Never use things without the permission of the owner (fellow hosteller).



In case of any problem, you can contact your Hostel Authority and supporting staff.	Involve/get involved in any un-lawful activity, violate any rules and regulations of the Hostel and Institute leading to un-becoming of a student.
Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book', and if it is not resolved then Share your problem(s) individually with the authorities, if you are facing some problem.	Hire services of housekeeping staff for personal work even on payment basis.
Save electricity and water. Switch off the fans and lights whenever you leave hostel room.	Loitering in the Hostel campus during the class hours will not be appreciated.
Students during their stay in the hostel will be governed by the hostel code of conducts.	Visitors are allowed beyond the visiting area. No outside Guest\Students will be allowed inside the hostel.
Students can keep their own personal Laptops at their own risk. However, hostel authorities will not be responsible for any theft or damage of the same.	Do not use sound system with speakers, or any Other type of electrical and Electronic Appliances /Gadgets in the hostel premises.
Inform your absence for a particular meal to the concerned mess supervisor well in advance, to avoid wastage of food.	Do not waste food and water. Do not cook in your rooms.
Food will be served only in the designated Dining Hall(s) and only during the specified timings.	Do not enter the kitchen, only nominated members of mess committee are allowed.

H. Revision of Rules and Regulations

98. The institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and the hostellers needs to keep themselves informed of any changes in the form of memoranda and/or notices on the Notice Boards.



99. A hosteler residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.

100. Residents found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel/disciplinary action as decided by the competent authority.

Punishments for not following the Hostel Rules and Regulations will be administered as determined by the Warden/Chief Warden in accordance with the hostel regulations and guidelines.