

## HOSTEL RULES:

The following rules will be followed by all male / female students residing in the hostel. Violation of these rules will make students liable for disciplinary action including expulsion from the hostel.

1. A student must remember that the hostel is the home of the students on the campus, he/she should behave himself/herself on the campus as well as outside in such manner as to bring credit to him/her and to the institution.
2. The Hostel fees are on Academic Year basis only. However, students may opt option of fees to be paid in two instalments. The first instalment is payable with the admission or start of new term and second instalment by handing over post-dated cheque, i.e., Registration starts date of 2nd term, at the time of admission/first Instalment. In the case of giving late PDC penalty will be charged as decided from time to time.
3. Hostel accommodation is provided for the actual duration of the program in which he/she is admitted to i.e., for academic session which is generally for about 10/10.5 months.
4. No Refund of Hostel Fee for cancelling hostel admission during/in-between the academic term.
5. Students must vacate their rooms at the end of each academic year/session and hand over the rooms to the warden. Failure to which the hostel fee for extended days of possession will be deducted from Hostel Deposit.
6. Student, who is not interested to continue Hostel Accommodation for subsequent Academic Year/term, must vacate/exit the Hostel immediately after completion of end semester examination of respective term before going on Semester break/Vacation. The application to vacate Hostel must be given in prescribed format, by to respective wardens well in advance.
7. The hostels will be shut during the declared vacation of Winter/Diwali and Summer vacation and students will be required to vacate the rooms during these periods.
8. Since hostels are for only academic session, it would not be open to students during vacation. If there is any request for project work etc.by students during vacation, the management can permit at their discretion with additional payment by students as to be decided by competent authorities.
9. Every student should stay in the accommodation allotted to him/her by the Warden/Matron concerned. She/he will not be allowed to change the accommodation once allotted.
10. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in all the common facilities and place in the hostel.
11. A student should not enter the rooms of others who are not in their rooms.
12. Use of personal electrical appliances like electrical kettle, heater, hotplates, etc, in the hostel rooms in prohibited. Cooking in the room/hostel is strictly prohibited. MEF does not allow non-vegetarian food in its campus, including the hostel premises.
13. Students must not keep valuables in their rooms. Extra money must be deposited to bank account. They should lock their rooms properly when they go out for bath etc.
14. A student himself/herself is responsible for custody of all of his/her belongings. The Institute will not be responsible for any loss incurred due to his/her negligence or any other reason whatsoever.
15. No one should use the belongings of other students without their consent.
16. No student is allowed to remain outside the hostel Premises after 10:30 PM (9:30 PM for female students).
17. Students will carry their identity card all the time and produce the same whenever demanded by the authorities.
18. The mess is compulsory ingredient of hostel stay and whether availed or not once fees are paid, no refund or compensation for any reasons is available to the student.
19. During academic hours any student cannot allow to stay in hostel without permission. If anyone found it will be taken as a violation.

20. Late coming at Hostel after 11:00 PM without prior permission will be taken as a violation.
21. Visitors are not permitted in the boy's hostels after 9 p.m. and in girl's hostels after 8 p.m.
22. Students shall not leave the hostel for out of station visits without prior written permission of the Warden concerned. Absence from hostel without permission will be viewed seriously.
23. Any complaint about the staff working in hostel shall be made to warden and under no circumstances, the student will argue/abuse or assault the staff.
24. All students will be required to punch (Bio-Matrix attendance) while going out from Hostel in morning and when checking in for final at night. Non punching will be treated as indiscipline.
25. There will be action against the non-punching students and it will be recorded as violation in their record with student section, besides intimating to the parents.
26. A student shall not hand over the keys to his/her room to any other student / person except the warden/ matron of the hostel concerned.
27. The Warden/matron or a member of institute staff nominated by the Director can inspect the room of any student at any time.
28. Consumption of Liquor including beer, gutkha and smoking are strictly prohibited in the hostel.

NOTE: - Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely. For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:- teasing, abusing, of playing practical jokes on or causing hurt to such student; or asking the student to do any act or perform something which such student will not in the ordinary course be willing to do". (Excerpts from the Directives of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions). The Head of the institution (Vice-Chancellor/ Director/ Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.

29. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

NOTE: It has been observed that the college students by virtue of their numerical strength are sometimes involved in cases of physical violence or nuisance at public places outside/inside the college campus. In all such cases the college is not legally bound to defend any student or to take bail etc. If the necessity arises, the institute authorities may inform the guardian/parents of the students involved in such incidents. The responsibilities of defending the cases will be entirely of the concerned students). Students shall be responsible for their actions. No student shall be above the law. The hostel cannot be considered as a hiding place for miscreants. The police authorities have the right to enter the campus, detain or arrest anyone depending upon the severity of the offence. Parents are especially requested to guide their wards so that they don't indulge in any physical violence.

30. These rules and regulations are indicative and not exhaustive and subject to change/ amendment/ deletion/ modification from time to time in the discretion of the MEF Management and they would stand binding on the hostel students....

Parent / Student Signature

Guardian Signature