

## **Hostel Rules: Admission Form 2026-27**

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. Students shall conduct themselves within and outside the campus in a manner that upholds the dignity, reputation, and values of the University and hostel community.
2. Hostel accommodation is a privilege and not a matter of right. Continuation or renewal of hostel accommodation shall be subject to satisfactory academic performance, attendance, conduct, discipline, and availability of accommodation.
3. Hostel accommodation is available only to students who remain duly registered and enrolled in their academic program. Suspension, withdrawal, detention, or discontinuation of studies may result in immediate cancellation of hostel accommodation.
4. Hostel accommodation is granted on an Academic Year basis and is generally available for the duration of the academic session (approximately 10 to 10.5 months), subject to annual renewal.
5. Hostel fees are payable on an Academic Year basis. Students may opt to pay the fees in two instalments. The first instalment shall be paid at the time of admission/renewal, and the second instalment shall be secured through a post-dated cheque (PDC) dated as per the commencement of the second term registration. Delay in submission of the PDC may attract penalties as prescribed from time to time.
6. Students must vacate their rooms at the end of each academic year/session and hand over the rooms to the Warden. Failure to vacate shall result in recovery of applicable charges from the Hostel Deposit and/or other dues payable by the student.
7. Any student who does not wish to continue hostel accommodation for the subsequent Academic Year/Term must vacate the hostel immediately after completion of the end-semester examination and before proceeding on semester break/vacation. The application for vacating the hostel shall be submitted to the respective Warden in the prescribed format well in advance.
8. Hostels may remain closed during designated vacation periods. Students requiring accommodation during vacations may apply in writing and may be permitted subject to approval and payment of prescribed charges.
9. No refund of hostel fees shall be granted for cancellation, withdrawal, suspension, or discontinuation of hostel accommodation after commencement of the Academic Year/Term.
10. Students shall ordinarily reside in the accommodation allotted to them and shall not change rooms without prior written approval of MCEF. MCEF reserves the right to shift any student to another room or hostel as deemed necessary.
11. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in common areas, facilities, and hostel premises.
12. The Warden or a member of institute staff nominated by the Dean – Student Welfare or any Authorized Official may inspect the room of any student at any reasonable time or whenever deemed necessary for safety, security, maintenance, disciplinary, or administrative purposes.
13. Hostel common areas are under CCTV surveillance for safety and security.

14. A student shall not hand over the keys to his/her room to any other student / person except the Warden of the hostel concerned.
15. Any damage to hostel property, furniture, fixtures, electrical installations, or common facilities shall be recoverable from the responsible student(s).
16. Students shall not enter or occupy another student's room in the absence of the allotted occupant(s) without prior permission.
17. Students are advised not to keep cash, jewellery, or other valuables in their rooms. Any such belongings shall remain at the student's own risk.
18. Students are solely responsible for the safekeeping of their personal belongings. The Institute shall not be responsible for any loss, theft, or damage arising from negligence or any other reason whatsoever.
19. No one should use the belongings of other students without their consent.
20. Visitors shall be permitted only in designated visitor areas during approved visiting hours (8:00 AM to 8:00 PM). Entry into student rooms is strictly prohibited unless specifically authorized.
21. Students shall maintain a peaceful academic environment and shall not create excessive noise, disturbances, or nuisance affecting fellow residents.
22. Students must return to the hostel before the prescribed in-time as notified by the hostel administration from time to time. Any entry beyond the prescribed in-time without prior permission shall be treated as a violation.
23. Students shall carry their University Identity Card at all times and produce it whenever required by hostel, security, or University authorities.
24. Enrollment in the hostel mess is compulsory for all hostel residents unless specifically exempted by MCEF in writing. No refund or compensation shall be available for non-utilization of mess services.
25. Students are not permitted to remain in the hostel during academic hours without prior permission from the Warden. Any violation may attract disciplinary action, including intimation to parents.
26. Students shall not leave the hostel for out of station visits without prior written permission of the Warden concerned. Absence from the hostel without prior permission may attract disciplinary action.
27. Any complaint regarding hostel staff shall be reported to the Warden. Under no circumstances shall a student argue with, abuse, threaten, intimidate, or assault any staff member.
28. Students shall mark biometric attendance while leaving and entering the hostel. Repeated failure to comply may attract disciplinary action, including warning, restriction of privileges, or intimation to parents.
29. The use or possession of induction cookers, gas stoves, immersion rods, electric heaters, air fryers, microwave ovens, and similar appliances is prohibited. Non-vegetarian food is not permitted within the hostel premises in accordance with institutional policy.
30. Students shall not possess or use firearms, weapons, explosives, firecrackers, or any item that may endanger the safety of other residents.

31. Students shall immediately report any safety hazard, fire risk, security concern, suspicious activity, or damage to hostel property to the Warden or hostel administration.
32. Students shall not tamper with, disable, cover, damage, or interfere with any safety, security, fire-fighting, biometric, surveillance, or access-control equipment installed in the hostel.
33. Consumption, possession, distribution, or storage of alcohol, tobacco products, smoking materials, e-cigarettes, narcotic drugs, gutkha, or any prohibited substance is strictly forbidden within hostel premises.
34. Students must promptly report serious illness, hospitalization, or medical emergencies to the hostel administration.
35. Students shall use digital resources responsibly and shall not engage in cyberbullying, online harassment, illegal downloading, or activities violating University policies.
36. Running businesses, selling goods, money lending, food delivery operations, or any commercial activity from hostel premises is prohibited.
37. Vehicles parked inside campus/hostel premises shall be at the owner's risk and must comply with university parking and traffic regulations.
38. Students shall comply with all emergency evacuation instructions issued by hostel authorities during fire, natural disasters, medical emergencies, or any other emergency situation.
39. Unauthorized occupation, sharing, transfer, or subletting of hostel accommodation is strictly prohibited and may result in immediate cancellation of hostel accommodation and disciplinary action.
40. Students shall comply with all circulars, notices, instructions, and advisories issued by MCEF, the Hostel Administration, or the University from time to time. Such instructions shall be deemed to form part of these Hostel Rules.
41. These Rules are illustrative and not exhaustive. MCEF reserves the right to amend, modify, add, delete, or interpret these Rules from time to time in the interest of safety, discipline, administration, and welfare of students. Such amendments shall be binding upon all hostel residents.

#### **ANTI-RAGGING AND LEGAL LIABILITY**

42. **Anti-Ragging Policy:** 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 and 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 Directors 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.

43. **Collective Punishment in Ragging Cases:** 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.
44. **Legal Liability and Police Action:** 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 responsibility for defending such cases shall rest entirely with the concerned student(s). 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.

I have read, understood, and agree to abide by the Hostel Rules and Regulations. I further acknowledge that violation of these Rules may result in disciplinary action, including cancellation of hostel accommodation.

Student Signature

Parent / Guardian Signature

Date:

Place: