



**MONTFORT HOSTEL**

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## Guidelines for Resident Students

Welcome to our college hostel – “A home away from home”.

We at Sampurna believe that personal discipline is a reflection of the maturity and inner disposition of any adult, when left alone. While SIAS Management tries to provide decent and affordable hostel facilities, hostellers too are required to fully co-operate with the Management in order to ensure that our hostel runs efficiently and economically, for all parties concerned and that all hostellers get high level of satisfaction from hostel facilities provided.

The following information and guidelines are presented for the attention and strict adherence of all concerned.

### **ADMISSION**

Admission to the college does not give anyone an undeniable, concomitant entitlement to hostel accommodation. It can be obtained only by submitting an application to the hostel in-charge, in the prescribed format. The limited number of rooms would generally be allotted on a ‘first come first served’ basis. However, Management reserves the right to use its discretion whenever deemed necessary. Management also reserves the right of cancelling hostel room allocation and asking for vacation during any stage of academics, on disciplinary grounds or under other special circumstances.

### **GENERAL DISCIPLINE AND GUIDELINES**

The hostellers must willingly observe guidelines as given below:-

1. Individual room safety and cleanliness is the occupant’s responsibility. **Do not paste / write** anything on the walls / doors. Do not put nails on the walls. The rooms and walls must be kept clean at all times. Littering the rooms, corridors or premises with wrappers, waste papers, defacing the walls or damaging property are offences that can invite disciplinary action/ voluntary fines (to make good the loss).
2. Hostellers are not permitted to change the room allotted to them on their own or with mutual consent. Explicit approval of the warden is necessary for changing hostel rooms.
3. The warden may make changes in the room allotment at any time of the year, if needs for the same arise.
4. The Management will not be responsible for the loss of individual’s belongings. Hostellers are discouraged from keeping large amounts of cash or valuables like jewellery items in the hostel. However, any loss when noticed, should be reported to the warden without delay.
5. Hostellers must be respectful and courteous to one another and shall not indulge in any activity that is unethical, uncivil or anyway tarnishing the good reputation of the hostel. High decibel noise levels in the hostel must be avoided inside hostel; that can cause inconvenience/disturbance to others.

6. Visitors are not allowed in the hostel. In exceptional cases, visitor may be permitted with the explicit permission of the hostel warden. Friends and classmates are not to be brought into the hostel.
7. Students are not permitted to congregate in the rooms of other students.
8. Students are required to retire to their individual rooms latest by 9.00 pm and are requested to keep silence from 9.30 pm to 07.30 am.
9. No group meeting shall be held in the hostel premises, without the permission of the warden. Group study and discussion shall be held before 9.30 pm.
10. Hostellers may go out of the campus between 4.00 pm and 7.30 pm on all days. Going out of the campus is discouraged at other timings. In case of an emergency, permission for leaving the campus must be obtained from the warden.
11. Hostellers are free to go out of the Campus on Saturdays and Sundays with the knowledge of the warden and are expected to be back in the campus before 8.45 pm. Permission to stay overnight with guardians / relatives or to attend evening functions may be granted by the Director only - with the explicit approval of the parents.
12. While leaving campus with special permission the hostellers are required to enter their names, time of departure, destination, contact telephone number and the estimated time of return, in the permission slip and hand it over to the warden.
13. Kindly plan your journey (while leaving hostel as well as returning to hostel after holidays, etc.) in such a way that you will leave / reach the Hostel between 6 am and 9.30 pm. This will minimise disturbance to others and also make the job easier for the person who opens and locks the hostel main door.
14. Meal timings mentioned below have to be strictly adhered to.
 

Breakfast	: 07.30 – 08.15 am
Sundays	: 07.30 – 09.30 am
Tea	: 10.50 – 11.05 am
Lunch	: 01.00 – 01.45 pm
Tea	: 04.00 – 04.30pm
Dinner	: 07.30 – 08.15 pm
15. Drink only treated / purified water, which is supplied at designated places.
16. Under no circumstances will crockery and cutlery be taken out of refectory. Having meals sitting on the veranda is to be avoided.
17. Anyone who is sick or needing special food for health reasons may make arrangements with the warden. Food items are not to be carried to the rooms except with the permission of the warden. Meals may be brought to the rooms normally, only when the occupant is sick and needs bed rest.
18. No one is allowed to give orders directly to the cooks or kitchen-helpers. Students are not expected to have any dealings with the kitchen staff. They are not permitted to enter the kitchen or tip the kitchen staff. Any complaint about food or kitchen staff must be made to the warden / Director.
19. Any form of unreported serious sickness/incident must be brought to the notice of the warden or the Director, by any individual who has knowledge of it.

20. Hostellers not planning to have meals at refractory must enter their name and meal in the register provided, well in advance (at least 3 hrs prior to the meal time), so as to avoid wastage of food.
21. You are required to maintain dress decorum in the Dining Hall and in common areas in the hostel.
22. TV / Video are available for use up to 10.00 pm. However, silence is to be maintained outside TV room from 9.00 pm.
23. Strict silence should be observed in the hostel from 10 pm onwards, in order to facilitate calm and salutary atmosphere for study/ rest / sleep.
24. Avoid screaming, howling and calling out names aloud inside the hostel. Unresolved complaints in this regard may be brought to the notice of the warden.
25. Any suggestion regarding the hostel may be promptly reported to the warden / Director.
26. Community Day will be organized once every alternate month. All hostellers are expected to participate in all the Common activities.
27. Hostellers are expected to hand over the room keys to warden after locking up their belongings, when leaving for vacation. Do not leave high valuables in the room.
28. Please pay special attention to the following:-
  - a) Water and electricity should be used sparingly.
  - b) Lights and fans should be turned off when not required.
  - c) Hostellers are not permitted to use electrical gadgets / appliances like irons, heaters, electric kettles etc. in the rooms.
  - d) No cooking or making tea/coffee is permitted inside hostel rooms.
  - e) Close the water taps carefully as to avoid wastage of water.
  - f) Garbage should be discarded and left for burning at the designated place.
  - g) Bottles and other plastic items should be separately disposed off.
  - h) Ironing is to be done only in the place provided.
  - i) Take special care not to flush any article / material in the toilet. This could cause major blocks in the toilet drainage system.
  - j) In case of any need for repair/ maintenance in the rooms, the warden may be informed promptly.
  - k) Making campfires, bursting crackers, etc are not normally permitted as we have to make every effort towards the protection of the environment and reduction of all kinds of pollution.
  - l) Do not place your shoes, slippers, chappals, door mats, etc. in the corridor outside your room. Keep all your belongings inside your room.
29. Hostellers are not permitted to keep pets / birds etc. with them in the hostel.
30. Ragging of any kind or nature is strictly forbidden. Any form of ragging or any unnatural /untoward activity in the hostel must be promptly reported to the Director, by anyone who is witness/ privy to such event. Sheltering or hiding such events/ perpetrators would be considered cognisable offence.
31. Any unresolved issue (in the hostel) with the warden or any other hosteller or anyone else must be promptly brought to the notice of the Director.

## **GENERAL INFORMATION**

English is the medium of communication in SIAS Hostel. Civility and respect for the multilingual nature of the student community demand compliance with this medium, for all communications.

Outgoing mail may be given to the office. Incoming mail will be kept in the dining hall.

Hostellers are expected to reach the hostel on the day prior to reopening day and leave the following day after exams. Permission should be obtained in writing for any change in the above, from the Director.

When you vacate the hostel room on completion of your course, remember to take all your belongings with you. Management will not be responsible for any valuables or items left behind. You are expected to vacate the hostel within five days after your last exams date. Exemptions would be considered only on written request to the Director.

SIAS Hostel and its premises are maintained as **Alcohol, Drugs and Tobacco free zone**. Hostellers are not to come intoxicated to the hostel, under any circumstances. They would be liable for disciplinary action - including dismissal from the college - if found smoking or drunk or in possession of alcohol, drugs or any such substance.

### **Compliance with Hostel Rules**

In case of non-compliance of the above instructions or conditions, the offender(s) may summarily be asked to leave the hostel.

### **Fee Structure**

Fees for food and board may vary from time to time, depending on the prevailing circumstances. Making any such change is the prerogative of the Management. Request for refunds while vacating the room on completion of the studies may be considered, provided the excess fees paid for accommodation is more than one full month and for food more than 15 days.

### **Spiritual Exercise**

By experiencing personal inner peace, we experience peace with one another and integrity with nature. In order to facilitate this personal, spiritual experience, hostellers are expected to maintain silence in the morning up to 07.30 am and from 7.00 pm to 7.30pm in the evening. All hostellers are encouraged to participate in common religious prayers/ worship.

## **CONCLUSION**

These rules and regulations are meant for the smooth functioning of our hostel as well as for personal safety and living comfort of residents. Willing compliance is the responsibility of everyone, in order to ensure safe and comfortable, family atmosphere. This way, life in our hostel shall be enjoyable, growth-promoting and fondly memorable in retrospect, for all hostellers.

Wishing you all a homely experience,

Director

