



SOCIETY FOR EDUCATION DEVELOPMENT & RESEARCH IN ARCHITECTURE & ART (SEDRAA)

ISI-4, RIICO Institutional Block, Sitapura, Goner Road, Jaipur-302022

APPLICATION FOR ADMISSION IN HOSTEL

Hostel Fees deposited Rs.....
Receipt / UTR No.
Date of deposition.....

For the Academic Year:

1.	a) Name of the candidate in full		Space for Student's Photograph
	b) Gender		
	c) Home Address		
		PIN:..... Mobile No.	
	d) Whether suffering from any chronic medical complaints	Yes / No	
	If Yes, Please mention the disease		
	e) Blood Group		

2.	a) Father's / Mother's Name		Space for Photograph of Parent
	b) Occupation / Department		
	c) Office Address with Phone		
	d) Father's / Mother's Mobile		
	e) Email ID		

3.	a) Name of Local Guardian		Space for Photograph of Guardian
	b) Relation with Student		
	c) Address		
	d) Mobile No.		

4. I agree

- (i) To confirm to the enclosed rules and regulation at present in force or that may hereafter be made for the governance of hostel. I further undertake that so long as I am a student of the College I will do nothing, either inside or outside the hostel that will interfere with their orderly governance and discipline.
- (ii) That the Principal of College will have full liberty to expel me from the hostel for any infringement of the above undertaking.
- (iii) To pay the hostel and mess charges as prescribed by the Management from time to time.
- (iv) The Room allotted to me is acceptable in all respects. If I will change my room without permission of warden I will be fully responsible for any controversy and warden will have full liberty to shift me from that room.
- (v) **If I will leave the hostel in the middle of the year, I will pay hostel room rent for the whole year.**

AGREEMENT BY THE PARENT / GUARDIAN

I have read the rules pertaining to the functioning of the hostel and own full responsibility for any misbehavior on the part of my ward and agree to abide by the decision of the Management.

Signature of the Father / Mother / Guardian
Date:

Signature of Student
Date:.....

SEDRAA

General Rules & Regulations for Hostel

The students must remember that, the hostel is the home of the students on the campus & they should behave themselves on the campus as well as outside in such manner so that dignity of the institution is maintained.

Behaviors and Discipline

- Residents are expected to display acceptable forms of behavior anywhere within the hostel compound and the Institute premises.
- **Noise level, volume of music system, etc. must be kept low at all times.** These rules are intended for the Resident to follow so as to achieve a conducive living environment for all the residents.
- **Pranks, ragging and rowdy games in any form are strictly prohibited.**
- Strict disciplinary action will be initiated if resident/s is/are caught committing a crime or theft of any kind & the case may be referred to the City Police for necessary action under IPC and resident/s may be evicted. Prior to eviction, Resident/s will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid.
- Vandalism is a very serious offence; Residents found guilty of committing such an offence may be evicted from the Hostel.
- Residents shall dress in appropriate attire at all times within the hostel vicinity especially in Dining area. (Wearing shorts, Bermuda, Night-dress, Short/mini Skirts and One piece are not allowed in dining area and Girls' Hostel Office)
- Residents are not allowed to keep weapons & threatening items in their possession in the hostel and institute premises.
- Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited in the hostel and institute premises.
- Residents are solely responsible for their activities outside the institute premises and should follow the acceptable norms of socio-legal behavior.
- **All the residents will remain present at the time of Roll Call.**
- Hostel Prefects are appointed to form a bridge between Institute Authorities and the students. From time to time they are given certain tasks/duties for the benefit of the students and the Residents of hostel. Every resident should cooperate with the Prefects to discharge their duties.
- **Students who go out of the hostel on leave, irrespective of any class, will have to speak to the warden of their parents at the time of going out of hostel.**
- **Permission letter to go out will have to be return to warden after entry in outgoing register by Security Staff.**
- **A fine of Rs. 50 will have to be paid if the gate pass is lost.**
- **Students who go out of hostel on leave and come to college as day scholars are not allowed to enter the hostel without informing and depositing consent letter to warden before doing so.**
- **If they come for any work in the hostel, they have to first contact the warden and if they enter without permission they will have to pay a fine of Rs 200.**
- **A student, who goes to the local guardian without permission from the warden and then stays there at night, will have to pay a fine of Rs. 250 and contact the warden along with the registered local guardian as shown in the Hostel form.**
- **The student who required to go out from hostel before 6.00 am their parents will have to talk to the warden a day in advance.**
- **Students who wish to go on Case Study, they have to submit copy of 'Permission Letter' duly signed and marked time & date by Faculty in-charge on Permission Letter.**
- If he/she will leave the hostel in the middle of the year, he/she will have to pay hostel room rent for the whole year. Security money will be forfeited, if he/she has not deposited any due amount.

Upkeeping of the Hostel

- Residents are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dining room and bathrooms for the convenience of the next users.
- A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. The Resident shall be responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she leaves the hostel.
- **Use of electrical appliances like heaters, hotplates, etc, in the hostel rooms is strictly prohibited.**
- **All fans, light and electrical appliances must be switched off when not in use.**
- Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other residents.
- Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- **Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited.**
- Residents sharing common facilities within a room of the Hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event of loss/ damage of the facility. In no case such damage or loss is attributable to a single resident.
- All the hostel articles issued to the students must be returned to the Hostel Matron before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.

- The Hostel Management reserves the Rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the Residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Residents.

Visitors (Parents / Relatives / Friends)

- All visitors must register at the Security Counter of Hostel and provide all detail and documents for verification as requested by Hostel authorities.
- **No visitor shall be allowed to loiter around the Hostel vicinity except the visiting room.**
- **Visitors are NOT allowed to use the hostel facilities.**
- **Without permission of the warden day-scholars / ex-students are not allowed in the hostel. Any day scholar / ex-student, who enter in the hostel, will have to pay Rs 200.**
- **Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Matron / Warden / Hostel Management.**
- **If a student's mother / father want to stay in the hostel at night, they will be allowed for a maximum of two nights' rest. In case wants to stay more days, they will have to pay at the rates prescribed for Guest House even they stay with their ward.**
- Residents are not permitted to allow visitors (including Residents) of the opposite sex into their rooms at any time. The Hostel authority reserves the rights to evict any Residents who do not comply.
- Engineers/ mechanics/masons/labors etc. other than authorized by college authorities shall not be allowed to enter the rooms in any case. Persons attending personal complaints of the residents, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints is to be attended in Visitors area only.

For the safety of all Residents, the followings are to be observed

- **Residents must return to the Hostel by 7.30 pm daily for their own safety. After 7.30 PM penalty will be imposed as per rules.**
 - Resident who needs to stay out after the stipulated time must take prior permission from the Warden / Matron in the prescribed form available with the Matron office and sign a declaration of their purpose in writing well in advance (4 hours). It is necessary to furnish the details like, their contact numbers, expected return time and their whereabouts during the allowed time.
- **Residents are not allowed to stay outside the hostel overnight for their own safety, penalty will be imposed as per rules.**
 - Resident who needs to stay outside the hostel can be permitted only if their parents or local guardian are with them. For this, parents or local guardian must make a declaration of their purpose; furnish their contact details and expected returns date and time. This permission is to be obtained from the Warden, in writing 1 day prior.

Late permission to attend Institute Events

In the event to attend various Institute events, Prefects are required to take permission on behalf of all the residents of GH. Late permission could be granted up to 10.00 p.m. depending on the schedule of the Institute event. In the event to attend various Institute events, late permission could be granted up to 10.00 p.m.

Security

- Residents are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly secured at all times. **The Institute is not responsible for any loss of personal items.**
- Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
- Residents shall not hand over the keys of their room to anybody except the warden/ matron of the hostel concerned.
- Employment of a private servant is not allowed in the hostel.
- Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.
- The usage of the internet services is value added service to Residents.
- Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against residents found guilty of such activities.

Emergency

- In case of emergency after office hours, please contact (i) the Matron / The Warden / any other hostel authorities available at that point of time in the campus.

Medical aid

- First aid Kit is available with Warden/Hostel authorities.
- Any case of illness shall be reported to the Hostel Authorities immediately.
- If necessary, the resident will be shifted to the hospital.
- Van service is available for all students.

Hostel Facilities

- It is advisable for the students to use mosquito nets in their hostel rooms.
- Cleanliness of the room is to be maintained by the student themselves.
- Washroom Area – Residents have to keep the area clean and tidy at all times.

Updates and Announcements

- Any new updates and announcements will be posted on the Notice Board only.
- Resident is advised not to paste any poster / announcement on the wall.
- Resident is advised not to tear/scratch Notices pasted on Notice Board.

Termination of Hostel Facility

- Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.
- Principal / Chief Warden / Warden reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.

Penalties:

- Late entry in the campus after 7.30 PM is strictly penalized. Penalty will be required to be paid in cash on spot by the student to the warden. Penalty will be Rs. 100/- after 7.30 PM till 8.30 PM and Rs. 200/- After 8.30 PM till 10.00 PM after this there will be no entry in the campus. This can be done only 3 times a month. After that, parents to be informed and written explanation sought by the next Monday.
- If lights, fan, etc. are found switch on during the closure of room, fine of Rs. 200/- will be charged for single/double seated room and Rs. 400/- will be charged for 4 seated rooms.
- If any electric switches in room found damaged residents of that room will be charged fine Rs. 50/- per switch.
- Fine for different items are as under:

Hot Plate (Large)	Rs.1000.00
Hot Plate (Small)	Rs. 700.00
Electric Kettle	Rs. 500.00
Electric Iron	Rs. 300.00
Other confiscated items	Fine shall be decided by Management
- Confiscated items shall only be returned before summer vacations by the college.

Revision of Rules and Regulations

- The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- A resident residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.
- 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.

I have read all the above mentioned rules & regulations of the hostel carefully.

Signature of Student

Signature of Father / Mother / Guardian