



A.B. Maheshwari Educational Trust
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RULES & REGULATIONS

The Rules & Regulations of the Hostel have been framed with the objective of making the hostel stay Pleasant & a purposeful for all occupants.

General Rules

1. The Hostel Gates shall remain open from 6:00am to 10:30pm. Any student movement outside these hours shall be with prior intimation & approval only.
2. The last exit time for students is 8:30pm & all students need to return to the hostel by 10:00pm. For the safety of girl students, the last time for their return is 9:00pm.
3. Every student shall be provided an Access Card (for the main gate) & a Room Key. In case the Access Card &/or Room Key is lost, the student needs to inform immediately & shall pay Rs.1000/- for replacement.
4. The students shall record their In & Out movement in the Entry Machine / Register at the Entrance. This entrance recording is critical since this is the basis of their being considered as present or absent in the hostel.
5. Students going on leave need to submit a 1 week prior written application/intimation of the same, along with reason & parent/guardian's consent. Students staying outside the hostel, without a prior written intimation/approval, shall be subjected to suitable disciplinary action.
6. The entry of Boys into Girls Hostel & of Girls into Boys Hostel is strictly prohibited. The entry of students to the Trust Office & Kitchen is restricted.
7. The Hostel does not provide for stay of Guests, Friends & Relatives. Visitors to the Hostel shall need to mark their entry in the Visitor's Register at the Entrance Desk. Their access beyond the Entrance Lobby is restricted & only with prior approval. Guest may eat in the Mess, only with prior intimation & approval, & after payment of Meal Charges.
8. The Hostel shall maintain a Log Book of all consignments & courier coming into the Hostel. Having said that, the Hostel makes it clear to all students using the Hostel Address for their Academic / Work Applications that the Hostel is not responsible to preserve or forward the documents or consignments so received during or after their stay at the Hostel.
9. Delivery of Food & Parcels shall be restricted to the Entrance Lobby. The students shall need to collect their deliveries from the Entrance Desk. No deliveries shall be made to the rooms & no cash shall be paid on behalf of students for incoming deliveries.
10. The hostel shall use general security equipment like CCTV cameras & Fire Extinguishers etc. This is for security & safety of all. Safety & security (including Fire safety) is a collective responsibility & all students need to report any concern that they may observe.
11. The Trust may ask the student to undergo & furnish a Medical Checkup (at his/her own cost) in case it feels that the student's medical condition may pose a health hazard to others at the hostel. Any student suffering from contagious disease shall not be permitted to stay at the hostel.
12. Students residing in the hostel will be staying at their own risk, liability and consequences.
13. Students are encouraged to file their complaints or offer suggestions & feedback by following the underneath escalation matrix:
 - a. Speak to the Students Council &/or the Warden
 - b. Speak or write (an email) to the Administrative BodyThe same has to be done in a peaceful manner without inciting or provoking others. The students shall not engage in any negative propaganda against each other or against the Hostel Management.

Rooms & Facilities

14. Allotment of rooms is at the discretion of Hostel Warden. Students shall not change their rooms on their own. They may propose alternative rooming arrangements but the same shall be subject to approval of the Warden. Further, in the larger interest of all, the Warden may bring about interim

change in the Room Sharing Arrangements – which shall be duly followed by all, without failure or demur.

15. The students are provided with Air-conditioned Rooms which have beds, cabinets & study tables. Besides there are facilities such as Mess, Study Room, Wifi etc. The students are responsible for fair use & handling of these facilities. The students shall not abuse or deface any article of furniture / fittings / wall etc. Students shall not drive any pegs or nails into walls or stick posters on walls, windows or doors. They shall be required to pay double the original cost of any item found missing from the room or double the cost of repair of items that have been damaged due to unfair or unreasonable handling.
16. Students need to understand that they are sharing the room with others & that the common areas are for convenience of all students. One's conduct & upkeep has to be in broad approval of others in the room & at the hostel. The room has to be kept neat & clean. Music, if played beyond headphones, has to be with consent of all. No noise or ruckus is permitted at any time.
17. Students are well advised to keep their rooms under lock & key. Room Cleaning should be done in self presence. Room Access Cards / Keys should be kept with self at all times.
18. The students shall ensure fair use of Air conditioners, Geysers & other Electrical appliances. They shall keep them switched off if not in use or if not in room. Likewise, water is to be judiciously used.
19. Cooking is strictly prohibited in the rooms. At most, a Water Kettle may be carried in the room for self-use. Students may carry snacks such as Biscuits or Namkeens but are not permitted to make Maggi or quick meals as such.
20. Students are not permitted to install appliances/electronics such as a Refrigerator / TV / Music System / Induction Plates etc. in the rooms.
21. Television & / or Computer, if available for common use, shall be used for general (news or information) or academic purpose. These would be available on First Come First Serve & Limited Use basis. Students shall have access to Wifi but shall use it for fair & justifiable purpose. Downloading Movies / Music or Watching Obscene or Abusive content is strictly prohibited.
22. The students shall make their room available for spot inspection, repairs & maintenance. The Warden shall have the right to break open the room in case unlawful activity or security risk is suspected.
23. The students shall ensure that all garbage & disposal is put into the assigned dust bins / garbage bin only. Additionally, food/wet waste/leftover shall have to be put in the Food Garbage Bin near the Mess & not in the room dust bin. The sink or the bath is not a disposal area for garbage or food.
24. Wet clothes cannot be dried in the common area other than the terrace.
25. The Reading Room / Library is meant for self-study. Students shall keep their phones in silent mode & shall not talk or disturb others while in the Reading Room.
26. Books & Magazines borrowed from the Library shall need to be returned in intact condition by the Due Date.
27. The hostel may facilitate clothes laundry through an outside tie-up. The students may use such facility at their own discretion & the hostel shall not be liable in event of any loss or damage.

Meals & Mess

28. Outside tiffin service cannot be availed in routine. Students need to use & pay for the Mess facility offered at the Hostel.
29. The time schedule for Meals is as hereunder. Students need to align with the same since there would be no food served outside of these time schedules:
 - Breakfast - 7:30 am – 9:00 am
 - Lunch - 12:30 pm – 2:00 pm
 - Afternoon Tea - 4:30 pm – 5:00 pm
 - Dinner - 7:30 pm – 9:00 pm
30. The food served in the Hostel is Vegetarian. The students shall not demand or order from outside any non Vegetarian Food for consumption in the Hostel Premises (including their rooms). Any outside food order may be subject to inspection for the same. Strict action shall be taken in case of violation.
31. Food Wastage is discouraged & students are advised to take what they shall consume. Leftover food in the student's plate is subject to penalty of 100/- per instance.
32. Room Service for Food, Tea/Coffee, Drinking Water is not provided. While Tea/Coffee may be carried to rooms (in personal utensils / thermos), students are not permitted to carry food to their rooms – but for medical reasons.

33. Kitchen Utensils are not allowed to be carried outside of the Mess Area. A penalty of 100/- per shall be charged to anyone violating this rule. This is to ensure availability of utensils for all the students at all times.
34. Likewise, it is the students responsibility to clean & clear the food & cutlery for food ordered from outside. If they don't adhere to hygiene & cleanliness for their rooms or common areas, they shall have to pay Rs.1000/- (or actuals, if higher) as penalty.
35. Mess Charges shall have to be paid regardless of short leave of the hostel resident.

Behavior & Discipline

36. Students are expected to display acceptable form of behavior & maintain discipline & decorum everywhere in general & at the hostel in particular at all times.
37. Students are expected to behave responsibly towards each other. Anybody behaving in a hostile fashion or indulging in ragging, teasing, violence, quarrelsome or indecent behavior towards others can be suspended or expelled.
38. Every care should be taken to maintain the hostel rooms and premises. The students need to keep the rooms & its furniture, common spaces & facilities in a good usable condition – without any defacing or damage to the same. No graffiti or engraving is permitted on the walls & furniture/fixture. Vandalism shall be dealt with severely & may lead to expulsion.
39. General Damage to the Hostel property is the collective responsibility of all the residents & they shall be required to make good such damage that cannot be attributed to the specific individual.
40. Playing Holi, Burning crackers or Playing Loud Music in the Hostel Premises is strictly prohibited. Any celebration needs prior approval from the Warden & can be done without causing nuisance or annoyance to other residents & upto 10pm only. No outside guest is allowed in such celebration. Students shall have to clean up the space after the celebration. Students going out as individuals or groups for late evening dinners or celebration are advised to inform the Warden of their destinations & be back before the hostel closes at 10pm.
41. Any illness or accident needs to be reported to the Hostel Warden on immediate basis.
42. Smoking, Drinking (alcohol), Taking Drugs or Gambling in the Hostel Premises (including the rooms) is strictly prohibited. Alcohol or Drugs cannot be stored or consumed. Any student found to be indulging in such activity shall be expelled from the Hostel, without any warning.
43. Needless to state, weapons or firearms are not permitted in the Hostel. It includes carrying knife or cutter on self or carrying explosives (including crackers) into the premises. Candles too are a fire hazard and hence not permitted.
44. Students are expected to dress decently & suitably. Very short or revealing clothes or clothes with objectionable signs / message are prohibited. For meetings & lectures, the students should be dressed in smart casuals or formals.

Academic Rules

45. The hostel is being run as a Charitable Initiative to help Maheshwaris study & progress. It is strictly meant for Students & the objective may be further fine tuned to students pursuing Civil Services or Higher Studies, as need be, from time to time. In keeping with the Trust's objectives, the Trust shall scrutinise applications & may demand proof of Higher Studies to establish the credentials of students. It is further entitled to keep a track of students' academic progress & coaching.
46. The Hostel shall be organising Seminars & Lectures in the interest of all students from time to time. Students shall be informed of the same through the Notice Board &/or through emails. Each student is required to attend such sessions – unless it conflicts with their other commitments or is outside their area of study. Likewise, all students are expected to take benefit of interaction sessions with Dignitaries & Officers.
47. The Warden or the Trust Body may call the student's parents or guardians to apprise them of any concern that they may have with regards to the conduct or academic progress of the student.
48. Any student found to be neglecting Coaching or Classes may be asked to vacate the premises. Students found to be scoring poorly in their test / interim / final exams or taking long or repeated leave may be asked to vacate the premises. Further, students pursuing courses or job assignments, other than what is defined as the purpose during application stage, may be asked to leave.

Exit or Expulsion

49. Students shall leave the hostel premises at the end of their term, without any delay or demur. For any extended period of stay without the consent of the trust, a charge of Rs.2,000/- per day is payable by them.
50. Students keen to extend their stay have to write & inform at least 2 months before the end of their existing term. Their continuity is subject to availability & only if they have paid up the dues as necessary.
51. Students shall hand over the room / cupboards to the Warden in good condition when leaving the hostel premises.
52. Exiting students have to obtain a No Dues Certificate for the Library, Mess, Laundry & Room Use (including Electricity) before the Caution Money is refunded. The Hostel has the discretion to withhold the Caution Money if it suspects other dues that the student may have against other students or vendors in the near vicinity. In such case, the student may be asked to get a clearance from such people.
53. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded except the mess charges on pro-rata basis.

Disclaimer

54. While the hostel team & the managing trust shall strive to maintain discipline & decorum in the hostel premises & of its occupants, they cannot personally be held responsible for any act on part of hostel occupants which is a departure or digression of its stated rules & guidelines. Further, the hostel team or the managing trust is not responsible for any act or conduct, incident or accidents inside or outside the hostel premises.
55. Hostel Residents are solely responsible for the upkeep or security of their personal belongings – such as Mobile, Laptop etc. The Hostel or its management is not liable to compensate for the loss or damage of any student's belongings.
56. While there is limited provision for 2 wheeler parking at the Hostel, the Hostel is not responsible for the upkeep, security or parking of any student's vehicle.
57. The Rules & Regulations may be revised or updated at the discretion of the Hostel Trust. The current copy of Rules & Regulations shall be available for perusal at the Hostel Premises & on the Hostel Website.

MAHESHWARI HOSTEL