

**The ICFAI Foundation for Higher Education (IFHE)
Hyderabad**

HOSTEL RULES AND REGULATIONS 2017

GENERAL

1. These rules are intended to provide a safe and conducive environment to the students residing in hostels of IFHE (hereafter called as 'the University'). Students in hostels are governed by these rules and regulations.
2. The Hostel Warden/ Asst. Warden is vested with the power to enforce these rules and regulations, apart from administration of the hostel admissions/re-admissions.
3. The Hostel Warden reserves the right to break open rooms in case of any violation of these rules, suspected unlawful activities or on the basis of perceived security risk.
4. If a student is expelled from the University for any reason, he/she should immediately vacate the hostel after clearing all dues on the day of expulsion from the University. His / her continuance in the hostel will be treated as unauthorized occupation.
5. Entire campus area is pedestrian commuted only for students/hostellers and they are not permitted to bring their motor vehicles into the campus.
6. Hostel Residents with chronic medical problems as certified by Senior Medical Officer of the University will be asked to vacate the hostel room immediately, as personal medical care by parent / guardian will be necessary.
7. Continuation of stay of a student in the hostel is subject to the discretion of the University.
8. No day scholar is permitted to enter the hostel except with written permission from the Chief of Administration Department.

LODGING

1. Allotment of the hostel rooms shall be made by SSD/Warden/Assistant warden.
2. The students shall not occupy hostel rooms without payment of Hostel Fees and Mess Bills along with Program Fee at the time of Registration for each Semester.
3. Students must occupy rooms allotted to them and should not change/ exchange the rooms without prior written permission of the Warden/Assistant Warden. Lock and key of the room given by the Hostel Management cannot be changed. No personal locks will be allowed to be used by the students to avoid any mishaps that may take place inside the room (like fire or any other incidents). If lock/ key of the room is lost the student is required to pay Rs. 500/- for arranging new lock and key.
4. The University reserves the right to shift students from one room to another or from one hostel building to another for administrative reasons.
5. Hostel furniture should not be removed from the rooms. Students are responsible for the custody and care of the furniture and fixtures in their rooms.
6. Acts of damage to the hostel property like lifts/ doors/ window glasses/ bathroom accessories/ door mesh/ chairs/ cots/ DG cards for TV in the common room and Wi-Fi equipment etc are punishable as per rules and cost of the damages/repairs will be recovered from those responsible. Vandalizing the University property is a serious misconduct and action will be taken against the offender/s including expulsion from the hostel. In the event of damages to property, where students could not be identified, hostellers will be collectively liable to make good the losses caused.

7. If a hostel resident chooses to go on leave from the hostel, he/she has to inform in writing the reasons for the leave and duration of leave and obtain written permission from the Faculty Coordinator/Warden/Assistant Warden before leaving. Parents will be informed in such cases.
8. Water is an essential but scarce commodity. Hostel residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported to the warden and registered in SIMS/SIS.
9. Cooking in hostel rooms is not permitted.
10. Hostel residents should take their food in the allotted mess only. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings. In case any inmate falls sick and is undergoing treatment the warden/assistant warden may permit patient diet inside the room, based on recommendation of the Campus Medical Officer.
11. In case a hostel resident is leaving the campus after obtaining permission for more than 48 hours, he will be entitled to a refund of mess charge proportionately for the period of leave, provided he applies for 'mess off' online through SIMS.
12. Mess refund is not permitted under any other circumstances.
13. Hostellers are requested to switch off fans and lights and other electrical gadgets to save electricity, whenever they go out of their rooms.
14. Hostel residents are not allowed to keep air coolers, audio/ video systems and televisions, electric irons or any electrical equipment. Unauthorized possession will result in seizure and confiscation of the goods. Students have to watch TV in the common room of the hostels where a TV is provided. Watching illegal/obscene/pirated movies/videos/websites is strictly prohibited in the hostel rooms or campus.
15. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs fellow residents. Earphones may be used while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.
16. Partying in rooms/ corridors/ anywhere in the hostel is not permitted whatever be the occasion. For this purpose a party area is earmarked near Mess 2. All students should celebrate in this area only.
17. Hostel residents are advised not to keep large amount of cash, or valuables in the room. The University is not responsible for any loss/ theft of belongings kept in rooms. Campus has an ATM facility for cash requirements.
18. Parents/Guardians are permitted to meet the student in a waiting hall with the permission of the Warden/Assistant Warden, after due verification of their identity.
19. Hostel Residents shall not participate in anti-national, anti-social, or any undesirable activity in or outside the campus. Observing religious rituals in common/ public areas is not permitted.

DISCIPLINE

1. Hostel residents should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden/Assistant Warden. Use of abusive, vulgar and unparliamentary language against the hostel/mess/ security staff is strictly prohibited. Any complaint received in this regard will be dealt with seriously.
2. Hostellers should not give tips to employees of the hostel/mess/security.
3. Collection of donation for any purpose (religious/otherwise) is strictly prohibited.
4. Hostel residents are not allowed to put up notices or convene meeting within the hostel premises without written permission of the warden/assistant warden. Disobedience of this rule will be severely dealt with.

