

**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.

5. The University campus including hostels is declared as a **"NO SMOKING" zone**.
- Procurement, possession, distribution and / or consumption of tobacco, cigarettes and alcohol in any form in the Campus or entering the Campus in an inebriated condition shall constitute a serious misconduct for which mandatory fine of Rs 5,000/- in the first instance, Rs 10,000/- in a repeat offence, shall be imposed after due opportunity to the student to explain his conduct. In case of third misconduct of a similar nature, the mandatory punishment of expulsion from the hostel for 3 months shall be imposed, apart from expulsion from academics if warranted.
 - Procurement, possession, distribution or use of narcotic drugs within the Campus shall constitute a very serious misconduct for which mandatory punishment shall be expulsion from the hostel for 3 months after due enquiry. A repeat misconduct of this nature shall be expulsion from the University after due enquiry. The above actions are without prejudice to criminal prosecution under the Narcotic Drugs and Psychotropic Substances Act, 1985.
 - Gambling in any form such as playing cards and betting on games is prohibited. All students including hostel residents entering the Campus shall have their belongings checked to ensure that they are not carrying cigarettes and alcohol. Any such detection will result in not only confiscation of such items but imposition of penalties as per rules.

6. Hostel rooms are subject to inspection by the University authorities anytime to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, firearms, lethal weapons etc., are kept in the room. Possession of any weapons or any instrument / contraption, which is likely to cause physical harm to others, is strictly prohibited. Mere possession of weapons or firearms constitutes a serious misconduct that may result in expulsion from the University/hostel.
7. Hostel residents are required to carry their identity cards issued by the University whenever they move out of the hostel/campus and present the same on demand to the security personnel to prove their identity. ID cards are not transferrable. Possession of forged ID cards will lead to disciplinary action.

All students (both hostel residents/day scholars) have to swipe their ID cards and register their finger impression in the bio metric devices at the main gate at the time of going out of the Campus and also at the time of entering the Campus. Not swiping and registering finger impression will be treated as misconduct and will be dealt with as per rules of IFHE.

The University management is not responsible for any mishap or incident outside the campus.

Any overnight stay outside the Campus requires permission from parent/guardians given in writing and duly verified by the Warden. Resident students leaving the Campus should inform the Warden/ Assistant Warden in writing and sign the register at the security gate. Unauthorized stay by hostel residents outside the hostel without permission/ authorization is punishable under the Rules.

8. Campus main gate closes at 2230 hrs and opens at 0500 hrs. No hostel resident will be permitted entry into Campus after 2230 hrs without furnishing written explanation/ reasons for the delay to security at the main gate. Late comers will be penalized and the same will be informed to the parents.

Any boisterous/drunken behavior, abnormal gait will be subjected to breath analyzer test by the security.

Hostel main doors will also remain closed from 2300 to 0500 hrs.

Any hosteller found loitering around the campus after 2300 hrs will be penalized similar to late comers at main gate.

9. Entry of males is strictly prohibited into ladies hostel, except an University official on duty with valid permission. Likewise ladies are not permitted to enter gents' hostels.
10. Perfect silence is to be maintained in hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Hostel residents should have the civic responsibility that they should not be a cause of inconvenience, annoyance or disturbance to others.

All instructions/ notices displayed on notice boards of hostels/University campus will be deemed to have been served and read by hostel residents and excuse of 'not being aware of these rules' will not be accepted. Hostel Residents are advised to apprise themselves regularly of latest information/circulars/orders on campus net and notice boards.

11. Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student), which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things (which such student/hosteller will not in the ordinary course willingly do) is strictly prohibited. If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the Andhra Pradesh Prohibition of Ragging Act, 1997 which will result in punishment according to the provisions and rules of the said act.
12. Hostel residents must report any disciplinary matter or problems concerning them or their room-mate/ neighbor(s) coming to their notice to the Warden/ Assistant Warden directly. In case any hostel resident's room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices, it must be immediately brought to the notice of the Warden/Assistant Warden.
13. Hostel residents found guilty of misconduct or continuous breach of the above rules or of gross indiscipline or who is found to be a bad influence on the other hostel residents, is liable to be expelled pending enquiry.
14. Any violation of these Rules will be duly enquired and disciplinary action will be taken in accordance with Students' Conduct and Discipline Rules, 2016. The decision of the University in this regard shall be final and binding on the student, and the concerned parent/local guardian will not be permitted to question IFHE on any ground whatsoever.
15. The hostel residents will intimate the changes in his/her mobile number and that of his/her parent's and local guardian.
16. These rules and regulations are illustrative and not exhaustive. The University is empowered to bring in any new rules and regulations and or modify/amend/change/delete any rules anytime without prior notice.
17. Annexure I, II & III appended to these rules are to be understood, signed and submitted by the parents at the time of registration.

I accept the above rules & regulations and confirm to abide by the same.

Signature of Parent

Signature of Student

Name:

Program:

Application No.:

(Please keep a copy & send the original back to admissions office along with Hostel Fee Remittance form)

UNDERTAKING OF THE PARENT

I, Mr./Mrs. _____, aged _____ years,
address _____

parent/ guardian of _____ (Full name of the student with
Admission/Enrollment Number) studying _____ programme in IFHE,
Hyderabad and staying in Hostel, hereby authorize the University to allow my ward to go
anywhere of his/her choice of place with proper prior intimation / permission to the
authorities concerned while studying at the University.

I undertake full responsibility for all his /her actions whilst he/she goes out of the
Hostel/University campus any time.

Further, I/We authorize, Mr./Mrs. _____, aged _____ years,
Address _____

as the LOCAL GUARDIAN of my ward. My ward may avail leave and go to the above mentioned
LOCAL GUARDIAN'S place as per the approved leave regulations of the University.

Signature of the Parent/Guardian

Date :

Place:

AFFIDAVIT BY PARENT/ GUARDIAN

1. I, Mr./Mrs./Ms. _____ (full name of parent/ guardian) father/mother/guardian of _____ (full name of student with admission/registration/enrolment number) having been admitted to IFHE, Hyderabad, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/ she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behavior or act that may be constituted as ragging under Clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified as _____ (place) on this the _____ (day) of _____ (month) _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this _____ day of _____ month _____ year after reading the contents of this affidavit.

OATH COMMISSIONER

UNDERTAKING BY PARENT
(FOR HOSTEL RESIDENTS ONLY)

I/We _____ F/o, M/o, _____
who is studying in Program _____ Branch _____ Year _____
and residing in Hostel in Room No. _____ have read and understood the Rules and Regulations and
I/We will cooperate with the Hostel Authorities and will also provide all information, if any, of my ward to
the Hostel Authorities. I will be available on call and take care of my ward, as and when required. The details
of Local Guardian/Visitors (if any) are as follow:

Details of Local Guardian / Visitor(s)

Name of Local Guardian _____

Relation with the student _____

Occupation _____

Permanent Address _____

Phone No. (Landline/Mobile) _____

Photo ID
of father
self-attested

Photo ID
of mother
self-attested

Photo ID
proof of
Local Guardian
attested by Parent

I hereby undertake that myself and my ward are duly bound to follow the norms of IFHE, Hyderabad, Student Conduct and Discipline Rules, 2016 and Hostel Rules and Regulations 2017 while inside/outside the campus.

Name of Parent _____

Signature _____

Email ID _____

Mobile No _____

Date _____

Enclose:

- Two passport size self attested photographs of Father and Mother.
- Two passport size self attested photographs of Local Guardian.
- Xerox copy of photo ID of Local Guardian duly attested by Parent.