

**N.I.V.H. REGIONAL CENTRE
POONAMALLEE, CHENNAI – 600 056.**

HOSTEL RULES

Hostel accommodation is provided by the Centre with the understanding that the resident students will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Centre's Administration may refuse accommodation to any trainee who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the trainee liable to disciplinary action including permanent expulsion from the hostel. Students must remember that hostel is the home of the students on the campus and therefore, he/she should behave on the campus as well as outside in such a manner as to bring credit to him/her and to the Centre. A student once admitted in the hostel, will continue to be a hostel inmate throughout the training period unless otherwise debarred from the hostel on disciplinary grounds. Every student must be acquainted with all the rules and regulations of the Hostel. He / She must observe them strictly. Ignorance of rules will not be considered as an excuse.

ROOMS

1. Dormitory type rooms having up to 8-bed accommodation are available at present. Accommodation is allotted to trainees as per availability on first come first serve basis.
2. Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Hostel Warden may allow as a special case on valid and reasonable ground subject to approval by the Regional Director, Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action.
3. Only the admitted students are allowed in the hostel i.e. no squatting or loitering within the hostel premises by non-residents.
4. Male students are strictly forbidden from entering the Girls' Hostel and female students from entering Boy's Hostel.
5. Formation of Association of Students on the basis of region, caste or creed is not permitted, during their stay in the hostels.

6. All the students have to be present while the Hostel Warden takes daily roll call/attendance. Time of the roll call or attendance will be fixed by the Hostel Warden.
7. Normally the gates of the men's hostel are closed from outside from 10.00 p.m. to 5.00 a.m. The security guards will be available on call, in case of emergency.
8. Trainees have to abide by the bed time i.e. 10.00 p.m. in the night.
9. Students will be responsible for keeping their rooms, corridors, toilets and surroundings clean.
10. Trainees are advised to keep their valuables such as money and mobile phones. The Centre will not take any responsibility for any loss/damage.
11. The trainees are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Institute shall not be responsible for the loss of such items due to theft or otherwise. However, in the case of theft, the matter should be immediately reported to the concerned Hostel Warden.
12. Wet clothes should not be kept inside the room. Trainees may use the terrace open area where arrangements for drying wet clothes are available.
13. All trainees are expected to use water economically. They are requested to ensure that the water taps are closed when not in use.
14. Lights and fans should be switched off when not required.
Use of electrical appliances heater/Iron/kerosene stove/inflammable items inside the hostel rooms are strictly prohibited apart from CD Players and Laptops.
15. Trainees are expected to safeguard the property of the centre available for common use and the fittings and fixtures in the hostel. Any type of unwarranted damage done to the hostel's property has to be borne by the trainees on the basis of the cost estimate of the damaged item prepared by the Centre. This include furniture, electrical fittings, fixtures, doors, windows, fixtures in the toilets, beddings etc.
16. In case of damage to any part of the hostel buildings, furniture, apparatus or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the person causing damage cannot be identified, the cost of repairing the same as may be assessed, will be distributed equally

amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.

- 17.No trainee is expected to be inside the hostel during their class hours and in case the trainee is required to be inside the hostel due to sickness etc., the same will be possible with the permission of the head of the respective Deptt. If any trainee is found outside during their class hours, they will be marked absent in the class attendance register and necessary action will be taken against them.
- 18.No trainee is allowed to take out the mattress / bed sheets / chairs etc., on their own for use outside their rooms.
- 19.Trainees are strictly prohibited from consumption of alcohol, drugs, cigarettes and all other intoxicating substances in the hostel/ dining hall /campus. Any student found consuming such substances or in a drunken state in the hostel will render himself liable for strict disciplinary action, including expulsion/rustication from Hostel/Institute at short notice.
- 20.No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the hostel Warden In-charge/Warden. All kinds of shouting, fighting, gambling, stealing, wallet knocking, maltreating or abusing are strictly prohibited..
- 21.Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well. The Institute administration may report incidents of ragging to the Police for taking appropriate action under the law.
- 22.All trainees/parents have to abide by the hostel rules amended from time to time.
- 23.Rudeness to the Hostel Warden mess staff, Admin staff and other members of staff in the campus will attract severe disciplinary action. They are expected to behave courteously and fairly with everyone both inside and outside the hostel.
- 24.Stealing/theft, fighting, smoking, drunkenness, night outings, homosexuality, lesbianism, immorality in any form and gambling are forbidden in the hostel.

25. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, violation of hostel rules etc., will be liable to the following punishments:

- a. He / she will be expelled from the hostel.
- b. A record of his / her misconduct will be made in the personal file.
- c. The cost of damage will be fully recovered from him / her together with penalty.
- d. He / she will also be fined commensurate with the offence committed.

DINING HALL / MESS

26. Hygienic vegetarian food is prepared and served to all the hostel inmates during their stay in the hostel.

27. Timings of the mess are as follows

	Boys	Girls
Break fast	8.00 a.m.	8.00 a.m.
Lunch	1.00 p.m	1.00 p.m
Dinner	7.30 p.m	7.30 p.m

28. Trainees are required to strictly follow mess timings and no trainee is allowed to take food to their rooms. Students are advised to always maintain decent table manners.

29. Trainees are not allowed to take or reserve food for their friends for their consumption later.

30. No trainee is allowed to cook food in the room.

31. The mess committee consisting of trainee representatives will decide about the menu at the beginning of the course and can be considered for modifications during the next mess committee meeting only.

32. If there is any complaint about the meals, the trainees are expected to inform the Warden / Hostel Incharge only.

33. If any trainee is away from the hostel and if he/she requires meals, they have to inform the Warden in advance.

33A. A Mess Token will be issued only to Parents/Guardians (Whose names are registered at the time of Admission.)

34. Volunteers among trainees are welcome to coordinate with Warden / kitchen staff in serving the food / water to trainees. Volunteers can also help clean the hostel rooms in coordination with Hostel Warden / Asst. Warden.
35. All the trainees are expected to be courteous to kitchen / cleaning staff.

TRAINEES MOVEMENTS

36. Hostel students shall not leave the campus without prior permission and without the gate pass of the Warden In-charge/Hostel Warden. They shall have to apply in prescribed form in advance stating the reason for leaving and the address of destination. Hostel student who leave hostel without the permission from the concerned Hostel Warden shall be deemed to be missing and Parent/Guardian/Police authorities may be intimated in consultation with the Director.
37. Warden will issue a gate pass which is to be submitted to the security on the main gate after recording the out-going time. Trainees are expected to return to the Centre within the time allotted to them. While returning also they have to report to the security in the main gate about their return and they are also expected to inform Warden immediately.
38. No out pass will be issued after 9.00 p.m.
39. Movement register must be signed while going out from the hostel and at the time of reentry in the hostel by the students. During vacations, students must deposit the key with the Hostel Warden.
40. During holidays if the trainee want to go out of Poonamallee, they are expected to apply in requisite form indicating the place of visit and the purpose of visit.
41. Visitors / relatives are generally allowed to meet the trainees with the permission of Regional Director during off hours only. They are expected to restrict their meeting time within one hour and they have to be in the visitors place only.
42. No visitors are allowed to be taken inside the hostel / inside the rooms under any circumstances.
43. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

44.The visit of men students to the women's hostel and vice-versais restricted.

45.Students should not arrange any functions or meeting within the hostel or outside or within the Centre's campus without specific permission of the Regional Director.

RIGHTS OF HOSTEL MANAGEMENT

46.Any breach of these rules will invite an enquiry. If the student is found guilty, then the Centre's Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

47.The Centre's Management reserves its right to change these rules from time to time keeping the students informed.

MEDICAL FACILITIES

48.Regional Centre has weekly visiting Doctor on its rolls.

49.Hostel inmates are supposed to consult the visiting Doctor for any health problems.Trainees suffering from infectious disease have to leave for medical treatment at home so that the disease does not spread among other inmates.

50.In case of need for hospitalization, trainees should inform his/her parents / guardian. Parents / guardian are required to communicate their consent for hospitalization of their ward to Administrative warden.

51.Medical facilities will be provided to trainees for common diseases as prescribed by the visiting doctor or by the local physician. If advised by the local physician for specialty treatment, they will be taken to SRMC, Porur.

52.Any trainee willing to avail medical facilities in ordinary circumstances shall inform the Administrative warden during their breakfast time so that vehicle is arranged for their transportation around 9.00 a.m. Any request received after break fast time will be entertained only after 4.30 p.m.

WASHING FACILITIES

53. Washing facilities are available to all trainees free of cost, for washing the uniform items issued to them i.e., two pants and two shirts for men and 2 sets of churidhars for women every week and one bed sheet every week. They are expected to give these clothes to Warden / Asst. Warden – Female on the stipulated date so that the visiting washer man could collect these clothes for washing / ironing during the weekend holidays.
54. Other items, if required to be washed, trainees are expected to manage at their own cost.

EXTRA CURRICULAR ACTIVITIES

55. In order to develop all round skills, trainees are encouraged to participate in various extra-curricular activities between 4.30 p.m. to 5.30 p.m. on all working days. All the trainees should assemble in the ground to take part in the outdoor sports. They should visit library, take part in yoga or sports as per their preference.
56. Men's and Women's Hostels are provided with one T.V. each with a provision to view the Doordharshan channels only.
57. Asst. Warden – Female will be responsible for operation of T.V. in the Women's Hostel while in the case of Men's Hostel, one / two representatives of male trainees, will operate T.V. Any misunderstanding with regard to the operation of the T.V., is to be reported to Warden immediately and if the matter could not be mutually managed, the T.V. facilities will be withdrawn, immediately.

TELEPHONE FACILITIES

58. Incoming telephone calls for the inmates between 6.00 a.m. to 8.30 a.m. and 6.00 p.m. to 9.30 p.m. in the evening will be allowed.
59. For this purpose, separate telephone sets are kept in the Women's Hostel as well as at Men's Hostel. Warden / Asst. Warden are not responsible if the trainee is not available when the call is transferred to their hostels.
60. In order to provide opportunities to all callers from outside, all incoming calls will be restricted to 5 minutes only.
61. No out-going call local / STD will be allowed at any cost. If the trainee is willing to make any out-going calls, they will obtain the gate pass and go to the nearest PCO which is hardly 100 meters from the campus. Regional Centre is not responsible for any incoming call / attempt made after 9.30 p.m. and before 6.00 a.m.

ADDITIONAL RULES FOR WOMEN'S HOSTEL

1. Women trainees will meet the authorities concerned on their day of admission together with their parents and give a declaration on the guests to be permitted to visit the trainees. Only such guests will be allowed to meet the trainees during visiting hours during their stay.
2. No trainee will be allowed to go out on their own in any day for any reason unaccompanied by parents / authorized guardians.
3. During holidays, the parents or the guardians authorized by the parents shall come and escort the trainees to their homes.
4. Women trainees will be allowed to go for local shopping / Temple / Church once in a week accompanied by Asst. Warden – Female or any other sighted female staff allowed by the Regional Director. The trainees are expected to inform the Asst. Warden in advance to enable her to gather other trainees with similar requirement to organize such outings.
5. In the women's hostel, {since the Asst. Warden – (Female) is also staying inside the hostel}, rooms will be locked from inside between 9.00 p.m. and 6.00 a.m.
6. No male visitor is allowed to enter the Girls' Hostel without prior permission of the respective Warden In-charge/Warden.
