

RULES AND REGULATIONS FOR HOSTEL RESIDENTS



योजना तथा वास्तुकला विद्यालय, विजयवाडा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, MoHRD, Govt. of INDIA.

TO HOSTEL AND MESS RULES & REGULATIONS

All existing and the newly admitted students should read ALL the points carefully, before applying / check-in to Hostel accommodation at the start of every academic year. In case of any doubt, get them clarified from any of the Wardens. Violation of any of the rules stating ignorance will not be accepted and will attract disciplinary action. All pages of this document are to be signed by the Student and his / her parent(s) and submitted before room allotment.

Signature of Parent/Guardian

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Signature of Student

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Name of Parent/ Guardian

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Name of Student

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1. Hostel Administration Committee

The following officials of the institute constitute the Hostel Administration Committee (HAC):

1. Dean (Students Affairs)
2. Chief Warden
3. Wardens (Boys Hostel)
4. Wardens (Girls Hostel)

The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2. Accommodation

1. Hostel accommodation is not a matter of right of the student and allotment shall be made subject to availability of suitable space, based on adherence of rules contained in this document.
2. Provision of hostel accommodation at the time of admission doesn't ensure its continuation in the subsequent years. The student has to apply every year for re-allotment of hostel accommodation in the prefixed Performa. Re-allotment shall be on the basis of academic performance (Merit-Basis) and other conditions as specified by the competent authority.
3. Hostel accommodation is available to B.Arch/B.Plan/M.Arch/M.Plan students, only during a working semester. No B.Arch/B.Plan/M.Arch/M.Plan Student will have a right to occupation of a room during vacations. However he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work.

3. Conditions of Allotment

1. Application for admission to the hostel should be made in the prescribed form, which will be available online. Rooms shall be allotted on production of receipt of academic, hostel and mess fee paid. Hostel fees should be paid Online only.
2. At the time of admission of a student into the hostel, He/She will report to the Hostel Supervisor or any other official of the hostel authorized by the Chief Warden/Warden. Every student has to give an undertaking in writing that he /she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the hostel administration. This shall be confirmed in writing by the parent /guardian also in the attached declaration from. **Hostel residents will be governed by the Hostel and Mess Rules during their stay in the hostel.**
3. At the beginning of every academic year, each hostel resident is required to submit a duly completed Personal Data Form. The telephone number of the parent must be provided. Email of the parent (if available) should also be provided. **If any information given by the student during Hostel allotment is found to be wrong/incorrect, he/she may forgo the hostel accommodation.** Any

Signature of Parent/Guardian

Name of Parent/ Guardian

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change of address /telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing. Hostel Residents will only take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

4. Rooms once allotted to the students for an academic year will not be changed except in special circumstances. The Hostel Administration Committee may allot more than one person per room in case of non-availability of rooms.

5. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel Supervisor immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.

6. The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

7. At the end of academic year, before vacating the rooms, the students should fill up the Room Vacating Slip. The electrical installations including the fan should be handed over intact, in addition to the furniture and all items on the inventory. The personal locks have to be removed while vacating the room.

4. Code of Conduct:

1. Hostel Residents are expected to follow acceptable form of behavior and they should maintain discipline and decorum everywhere in general. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

2. **All hostel residents are required to carry their valid Identity Cards issued to them by the Institute.**

3. **Hostel Residents are not allowed to be outside the hostel after 9.30 PM (10.00PM on Friday & Saturday)** for any reason without specific and prior approval of Warden and proper entries are to be made in the register. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she has to take prior permission from the Warden and Chief Warden. Staying out of the hostel without permission shall attract strict disciplinary action.

4. Ragging is considered as punishable offence as per F.No. 37-3/Legal/AICTE/2009 regulations. No leniency will be shown to any student found guilty. **Ragging in any form is strictly prohibited, if someone found guilty, severe action shall be taken.**

5. The rooms, corridors, Cupboards, Furniture, common areas and surroundings should be kept clean and hygienic. Notices/posters shall not be pasted on walls. The students should not use pens, pencils, sketches, water colours or any other materials to draw images on the walls / floors. Scribbling/Scratching on the walls, breaking glasses, touching the CCTV cameras and damaging property of the Hostel and Institute shall be viewed seriously and will invite disciplinary actions.

6. Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Chief Warden, through the Hostel Supervisor, for all routine maintenance works. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be liable to recovery of the cost, twice the cost of the object. He/she is required to fill in

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the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

7. In case of damage or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the same floor/block, as decided by the Chief Warden/Dean Student affairs.

8. The hostel resident shall not move any furniture from its proper allotted place and also not damage them in anyway. Hostel resident is not allowed to keep any additional items other than the above belonging to the hostel in a room and they shall not remove any fittings from other rooms and get them fitted in his/her room, the defaulter will be suitably fined as decided by the Hostel administration.

9. **Smoking and consumption of alcoholic drinks and / or narcotic drugs** in or outside the hostel premises is strictly prohibited. Students shall not enter the hostel/mess premises in intoxicated state and should not possess such materials. **Strict disciplinary action will be taken against the defaulter.**

10. Entire SPAV campus is a smoking-free zone.

11. In the hostel premises the following activities/items are **strictly prohibited** (This shall apply to Guests/visitors also and disciplinary action will be taken against the defaulter).

- a) Watching unauthorized/illegal movies,
- b) Gambling
- c) Intimidation or violence
- d) Keeping pets (Dogs, cats, birds, rodents, reptiles, or other pets) and/or stray animals within hostel premises.
- e) Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind
- f) Throwing or hanging objects from windows, sitting on parapet, or the use of window/ventilators/balconies etc as an entrance or exit.
- g) Walking on the Planted areas/ Landscape areas and the plucking of flowers /branches of the plants in and around hostel premises.
- h) Trespassing from Boys hostel to Girls hostel and vice versa
- i) Employing unauthorized persons for personal work such as washing clothes, etc.,

12. Disciplinary action shall involve following penalties:

- a) Expulsion from the hostel.
- b) Heavy fine
- c) Non issue of character certificate or rejecting candidature.

13. Hostel Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

14. The visit of a student to the room of opposite sex is prohibited and is restricted to common room and lounge. **Decent dress code to be maintained in the hostel premises.**

15. The visit of the students in the hostel of the students of the opposite sex is prohibited.

16. No function or celebration shall be organized at hostel premises without the permission of the Chief Warden. Any kind of celebrations in the hostel should last by 9.30 pm.

Signature of Parent/Guardian

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17. The case of illness and accident must be reported immediately to the hostel authorities. Students suffering from contagious disease shall stay in isolation. Decision of the Chief Warden in this regard will be final.
18. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management/administration. No police complaint to be lodged by the student before informing the hostel management/Administration.
19. Use of Motor Bike/cars by students has been banned. Hostel Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be confiscated and heavy fine will be levied. No cycles / vehicles should be parked in and around Hostel premises.
20. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the Chief Warden.
21. Students should not arrange for any picnic/party outside the campus without specific permission of the Dean (Students Affair) / Chief Warden.

5. Use of appliances

1. The use of electrical appliances such as immersion heaters, electric stove / heaters/ air conditioner/ air cooler / electric iron are forbidden in any of the rooms allotted in hostel. Private cooking in the hostels / student’s rooms is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
2. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV/Xbox is prohibited. The students should not hire objectionable CDs from outside. The hostels shall maintain **silence hours from 12.00 midnight to 6.00 am**. Enough care should be taken to ensure music / loud talks are not audible outside the room.
3. **When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked (at all times).** Violation will attract suitable penalty and punishment as decided by hostel authorities.
4. Students are not allowed to take common room’s newspapers/magazines/appliances to their room at any time. All inmates are advised not to keep valuables like laptops, cameras, cash, etc. in their luggage in the storage space. Institute shall not be responsible for loss of such items otherwise.

6. Guests/Visitors

1. A guest of a resident may be permitted, with the prior approval by the Chief Warden, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the HAC from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose, every person other than resident of the hostel will be considered as a guest for definition. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.
2. No overnight guests are permitted in a student’s room without permission of the Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight or enter in any part of the hostel.

Signature of Parent/Guardian

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Signature of Student

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Name of Parent/ Guardian

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Name of Student

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3. 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. Visitors, including parents are allowed only in the visitor's area of the hostel complex during the visiting hours as below:

For Boys and Girls Hostel:

Weekdays (Monday-Friday) - 7:30 AM to 8:30 AM & 5:00 PM to 9:00 PM

Weekends (Saturday, Sunday) and Declared Holidays- 7:30 AM to 9:00 PM

4. The visit of men students to the women's hostel and vice-versa is restricted.

7. Adherence to Hostel Timings:

1. Hostel Residents are not permitted to leave the hostel complex before 05.00 AM in the morning and after 09.30 PM (except 10:00 PM on Friday and Saturday) in the Night without prior permissions from the concerned Authorities. Students shall be permitted into the respective hostel complex for late entries without the prior permission but will be treated as follows: -

- a) 1st late entry: the student will be warned.
- b) 2nd late entry: Warning letter will be given to the student.
- c) 3rd late entry: Note to parent.
- d) 4th late entry: Note to parent, Warden, Chief Warden and Dean Students affairs and penalised for Rs. 2500/- and has to be accompanied by their parents.

A student who is defaulter after the fourth time in a semester he/she shall be expelled from the hostel premises.

2. All relevant permissions required regarding the late entries, celebrations, field visits, home visits etc. must be taken from Chief warden, through proper channel, during the working hours only (i.e. 9:30 AM to 5:30 PM). These permissions are to be taken on paper with signature. Any last-minute requests over telephone or mail shall not be entertained. However, in case of dire emergencies, as mentioned below, the permission(s) can be availed through adequate intimation, with proof, from the authorities and as guided by them: -

- a) Urgent medical emergency. [hospital admittance etc.]
- b) Delay in travel from home/tour etc.
- c) Any cause of suffering or accompaniment of accident etc.

3. In cases where the residents anticipate late entry (e.g. If student need to go to the city bus stand or railway station or for any other reason beyond their control), they have to seek prior consent in writing and written permission of the respective Chief Warden / Warden(s). No end moment phone calls will be entertained.

1. All the students should take prior approval (online) from the Chief Warden/Wardens before leaving for their homes or to any field visit/tour/meet etc. violation of this rule will lead to disciplinary action and appropriative fine shall be imposed at the discretion of the Warden committee.

Signature of Parent/Guardian

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Signature of Student

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Name of Student

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2. Late entry to the hostel due to Institutional functions, academic commitments at SPAV, (scheduled exams, late hour classes, submissions etc.,) may be considered on the basis of written application citing Institutional functions / academic reasons as reason of delay such reasons need to be validated by the concerned HOD / Studio Coordinator/ Subject Teacher / Warden. All applications should be submitted within 24 hours of the late entry.

Staying out of Hostel: If students need to stay out of the hostel for any period of time, or need to leave for personal reasons, they have to take prior written permission in prescribed format available in Departments/ Hostel, and get approved from respective course coordinator/ HoD/ Chief Warden and Warden(s). Staying out of the hostel without permission may attract strict disciplinary action.

3. Misbehaving with the security personnel or hostel resident caretakers will be considered equivalent to vandalism.

8. Refund of Hostel fees

1. Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed:

- a) Full hostel fee will be refunded if a student wishes to withdraw from the course even before start of the program. Rs. 5000/- will be charged as cancellation fees.
- b) If a student wishes to withdraw from a course after the start of the program, room rent and mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.
- c) If a student wishes to withdraw from the hostel at any time during the academic year, no refund is permitted however mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.
- d) If a student is expelled from the hostel on disciplinary grounds, no refund is permitted except for the mess fee.

9. Hostel Mess Rules

The rules and regulations for SPAV Mess are as follows.

- 1. The SPAV cooperative mess will be run on no profit no loss basis.
- 2. The mess arrangement of the hostel is compulsory for all the hostelers without any exception i.e., no student is allowed to stay in the hostel without being a member of mess.
- 3. If any hostel resident wants to leave the mess then he/she has to pay average of 50% of last month's mess charges for rest of the period. Such hostel resident has to submit a separate request form in the format provided by paying the prescribed fee and submit the same to the hostel office.
- 4. Service in the mess shall be between scheduled hours only.
- 5. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 6. **Wasting food is a social crime.** For the first offence of wasting food by a boarder, warning will be issued to him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her including penalty. Paying mess bill does not entitle a diner to waste food.

Signature of Parent/Guardian

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Signature of Student

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7. The Self-service and self-system of disposable will be followed in all messes. No food will be reserved for the late comers.
8. Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so, he/she shall be fined depending on the severity of offence.
9. Outside food is not allowed in the mess.
10. **Modesty in dress is expected from students inside the Dining Block.**
11. Smoking and drinking alcoholic beverages is strictly prohibited in mess premises. Anyone found doing the same in the premises would be expelled from the Hostel.
12. During vacation if the strength of the boarders falls below 70, the Hostel Administration reserves the right to stop the mess services temporarily.
13. Individual cooking and messing inside or outside, under any circumstance is not permitted.
14. Mess charges collected are per semester in advance and non-refundable.
15. No student / council member has any right to appoint or dispense with service of any staff member of the mess.
16. Food will not be supplied to hostel rooms except emergencies like accident, sick students, with the permission of the Chief Warden. Used utensils shall be returned to the mess immediately by such hostel resident.
17. Except Mess committee members, other hostel resident are forbidden to enter the kitchen. They should treat all the Mess workers with courtesy. Manhandling of any staff or using abusive language against them will end in the expulsion of the student from the hostel immediately or after due enquiry as per the case.
18. The hostel resident should produce identity cards whenever the mess supervisor/security feels to identify them before taking food.
19. The menu of the mess should be prepared by the mess committee members in consultation with Mess manager and hostel council. The menu so specified by the mess council members will be duly approved by the Chief Warden, to have an effective control over the cost.
20. The Mess committee members will act as representatives for the whole hostel and report to the Wardens about the quality of food & on the general cleanliness in and around the mess. The Mess committee members shall also bring to the notice about the quality of service given by the mess staff.
21. The quantity of food will be unlimited except in the case of special items.
22. Students on no account will be permitted to take food outside the mess. Nor can they take mess utensils such as plates, spoons, tumblers, etc. to their rooms.
23. All are advised to keep the mess and surroundings neat and clean. No notices are permitted to be pasted on walls by the students. Notices put up on the notice boards (with the approval of Chief warden) should not be removed by the diners. Fine will be levied to those who have pasted or removed.
24. Students should not bring any pet animals into the mess hall or encourage such practice.
25. Entertaining Guests (defined by the college authorities) into the mess can be done only by the hostel resident. The host should accompany the guest and obtain the guest coupon at the dining hall with the mess supervisor. The guest rates shall be according to the rates fixed by the hostel council from time to time in consultation with hostel authorities.
26. No hostel residents other than mess committee members should interfere in the Mess affair. If he /she have any grievance or suggestion, he/she should report to the committee members.

Signature of Parent/Guardian

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Signature of Student

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Name of Parent/ Guardian

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Name of Student

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27. The sole aim of the Administration is to provide all the facilities to the hostel residents, both in the hostel and the mess and creation of an environment conducive for study and peaceful stay. The Administration reserves the right to add, alter or delete any rules from time to time.

29. Students should do registration by signing the mess joining register kept in the mess at the time of joining the mess.

30. Students who absent themselves on the date of reopening of the college after any semester vacation will be deemed to have joined the mess on the date of reopening and will be charged accordingly.

31. Students can entertain their guests on prior intimation and on production of guest meal tokens. Guest Meal tokens will be available with mess manager/accountant.

9.1 Mess concession for the mess food

1. Since the mess is attached to hostel, rebate for not consuming meals while staying in the hostel is not allowed.

2. Residents who vacate the hostel before 15th of the month will be charged Mess Charges for half month and those who vacate after 15th of the month will be charged for full month.

3. In addition, students granted mess reduction should also sign the mess leaving register kept in the mess at the time of their leaving the mess and at the time of joining back.

4. In case of sudden illness, information of leaving the mess should be made available to the authorities immediately and the application for mess reduction should be submitted within the next 3 days.

5. Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the authorities by post or e-mail before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer. No mess reduction will be given, if advance intimation is not provided.

6. Any student, who will intimate Mess manager and Chief Warden office in writing prior 2 days to his/her not attending the mess for a minimum period of 5 continuous days (Only twice a month), then 60% rebate of mess bill for that period will be given to that student.

9.2 Hostel Mess Committee

The function of the Mess shall be supervised and carried out by the Hostel Mess Committee consisting of the following members:

1. Chief Warden (Chair-person)
2. Hostel Wardens
3. Mess Manager
4. Students' Representatives (On rotation)
4 Members from UG (Architecture & Planning)
2 Members from PG programs)

Signature of Parent/Guardian

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Chief Warden can nominate 1 Mess Secretary from Students' representatives after the formation of HMC. The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess committee shall ensure that the proposed menu is strictly followed and any exception has to be approved by the Chief Warden.

The mess timings are as follows and the students should strictly follow these timings:

- Breakfast: 7.45 a.m. to 9.15 a.m.
- Lunch: 12.30 p.m. to 2.00 p.m.
- Snacks: 5.30 p.m. to 6.00 p.m.
- Dinner: 7.30 p.m. to 9.30 p.m.

10. Emergency

1. In case of any emergency, please contact the Care takers, Hostel supervisor, Wardens staying in the hostel premises or call authorities. Important telephone numbers are provided and displayed in hostel premises.

11. Rights of Hostel Administration Committee (HAC)

1. **Hostel Residents who are found violating the above said rules and regulations of the Hostel and Mess are liable to be expelled from the Hostel.** Any breach of these rules will invite an enquiry that will be conducted by the Hostel Administration Committee. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the HAC reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

The Hostel Administration reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice board

Signature of Parent/Guardian

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Signature of Student

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