

HERITAGE GIRLS HOSTEL RESIDENT'S RULES - 2020

1. Introduction:

These Rules shall be called “HERITAGE GIRLS HOSTEL RESIDENTS RULES”. These Rules shall come into effect from 1st JUNE 2020

2. Objective:

These Rules are essential to maintain the highest standards of discipline, decorum and propriety for HERITAGE GIRLS HOSTEL RESIDENTS STUDENTS inside and outside hostel.

3. Applicability:

These Rules are applicable to all residents of HERITAGE HOSTEL Pipaliya, Vadodara .Hostel campus for providing students accommodation.

4. Hostel Authorities:

The following official/group of officials individually and collectively the Hostel Authority

- 1) The Campus Director
- 2) Joint Director or CEO
- 3) Hostel Warden / Asst. Hostel Warden
- 4) Residents Development Activity Coordinator
- 5) Hostel Committee as constituted by Campus Director.

5. Hostel Management:

- 1) Hostel Management constitutes the following officials:
 - a) Asst. Hostel Warden
 - b) Residents Development Activity Coordinator
- 2) Each Hostel managed by an Asst. Hostel Warden who is resident in the Hostel premises.
- 3) The Residents can approach the Asst. Hostel Warden for Help, Guidance, and Grievance redressal. Representations to other Hostel Authorities must be forwarded through proper channel. Residents can also post their grievances / suggestions through the portal heritagegirlshostel.com
- 4) Management of the hostel except civil and Electrical maintenance is the subject matter of the Campus affairs Unit., which is headed by Hostel supervisor.

6. Accommodation:

- 1) Hostel shall be opened to all regular residents on the roll of the campus and on the basis of received written applications, with the following priorities.

Residents on a FIRST – COME – FIRST – SERVED basis for received written applications.
- 2) Hostel accommodation is available normally for a working educational period.
- 3) No student have right of occupancy of room during vacation. However, Campus director/Joint Director can permit the student on request if student is doing any Course work/Project work/ institute work during vacation on a chargeable basis after endorsement / recommendation for the same by concerned.
- 4) The hostel accommodation is available on Twin sharing / Three sharing basis.
- 5) Allotment of hostel room to any other thane Student / Trainees/Employees other than student of the regular Course shall depend on availability only and will be at the discretion of the Campus Director.
- 6) Every Hostel Resident is provided with minimum required furniture as notify by the hostel management at the time of admission.

7. Procedure of Admission:

- 1) Student or Any other Applicants shall fill up the Hostel Application Form as Annexed – I for getting admission in the Hostel. The first year Student or any other Applicants shall submit duly completed Application form at the time of registration on the Campus to the Hostel office unit.
- 2) Hostel office unit shall maintain a register of applications sold and received in chronological order for the student of (a) The first year (2) Other Student (3) Other applicants.
- 3) The admission will be for an academic year starting from June/ July/August. The students who want to continue to stay shall apply again at due time.

- 4) Due weightage will be given to the opinion of the Hostel Warden / Asst. Hostel Warden for admission readmission of old Residents.
- 5) Admission can be granted by the competent Authority during the academic session depending up on vacancies.
- 6) The Competent Authority to grant admission to the Hostel is Campus Director/ Joint Director of Hostel Campus.
- 7) Student / Other applicants have to submit the hostel fees at the time of admission as indicated in the Hostel Application Form without fail. Non – payment of fees within the stipulated time will result into automatic cancellation of the admission without any further notice.
- 8) The Hostel Fee normally consists of the following:
 - a) Hostel Fee (annual)
 - b) Security Deposit (Refundable)
 - c) Security Deposit (Non Refundable)
 - d) Electricity Charges (annual)
 - e) Service Charge (annual)
 - f) Mess Charges (annual)
 - g) Wi-Fi Facility Charges (annual).
- 9) Hostel Fees once paid are normally not refundable. In the event of a student having paid her hostel fee , and later opts out from these facilities, she will normally be refunded the refundable component of security deposit and rest off the payment shall stand forfeited. No request on this account can be entertained.
- 10) Each Student / Residents who has been allotted Hostel seat must furnish all relevant and updated information given in the Hostel Registration Nomination of Local Guardian is mandatory for allotment of Hostel Seat.
- 11) Documents to be submitted at the time of admission including the following:
 - a) Copy of Hostel Fee Receipt
 - b) Details of Local guardian in prafoma
 - c) Details of Permanent Address , Contact No., Mobile No.,
 - d) 10 nos. Recent Passport size Photographs of student,
 - e) Recent Passport size Photographs of Mother, Father, Guardian.
8. Refund of Hostel Fee:
 - 1) For withdrawal from hostel due to transfer to other Center, the remaining portion of Hostel Fees, Security Deposit (Refundable), Electricity charges and unconsumed Mess charges will be refunded to the residents after vacating the Hostel and relieved from the center.
 - 2) For withdrawal due to personal reasons such as discipline, facilities etc. the unconsumed portion of Mess fees will only be refunded.
 - 3) For withdrawal within One Month due to any reasons, only 50% of unconsumed Mess fees and security Deposit (refundable) will be refunded after recover if any.
 - 4) For withdrawal after One Month and within Two Months, only 25% of unconsumed portion of Mess fees and Security Deposit (Refundable) will be refunded after recovery, if any.
 - 5) For withdrawal after Two Month, only security deposit (refundable) will be refunded after recovery, if any.
9. Fees:

For admission during the academic session in the Hostel, the fees shall be calculated as follows:

 - 1) For confirmation seats in hostel, the refundable deposit will be chargeable.
 - 2) The admission is granted for academic year, before accommodation in Hostel (Hostel fees, Electricity Charges, Service Charges) the full fee will be charge.
 - 3) The Electricity charges will be charged on exceed limit of 50 unit/month /room are divided on sharing occupancy.
 - 4) Laundry service charged on demand for Residents are excluding of hostel fees and it is charged for 450Rs./month/ for 60 nos. off clothes.
10. General Conduct:

- 1) Admission in the Hostel cannot be claimed as matter of right.
- 2) The student must personally be present at the time of allotment Rooms.
- 3) Rooms to be allotted will be occupied immediately after an allotment is made.
- 4) Every Hostel Resident must have a copy of Hostel Rules to make here self aware of all the Rules and regulations of the hostel and must observe them strictly. Ignorance off the Rules will not be considered as an excuse.
- 5) Hostel Resident must look up the Hostel Notice Board every day for important notices and instructions.
- 6) No Residents is permitted to cook any food (solid or liquid) within the hostel premises including Rooms.
- 7) Residents will be responsible themselves for any kind of security off their personal belongings.
- 8) Hostel Resident will not have any right to leave the hostel on Holiday, Saturday, Sunday when the institute is closed without the prior permission of the Hostel Warden.
- 9) All Hostel Residents shall vacant the Hostel Rooms for annual maintenance before they leave for the vacation.
- 10) Hostel residents are responsible for returning all the Hostel Article issues to them at the time of admission in the good / original conditions to the Hostel Warden / Hostel admin staff at the time of vacating the Hostel.
- 11) Hostel Residents shall not damage or cause to be damaged any Hostel property, fittings, articles and items. In case of any damages the student / resident will be charged penalty for damages / repairs, including installation costs if any, at replacement off market costs, whichever is higher? For willful /extensive damage/the student may also forfeit Hostel seats in addition to damages payable.
- 12) Designated washer men will be permitted in the foyer or in front of Warden Room at prescribed time decided by Hostel Warden/ Asst. Hostel Warden. The residents who want to iron themselves shall use the designated facility/ area only.
- 13) Hostel Residents should not play high volume music from music system / computer system in their Rooms.
- 14) Residents shall make proper use of common Rooms, Gym, lift, recreation facilities, the news papers, other allied literature and articles required for indoor games and shall not damage them.
- 15) The Hostel Resident should not take article meant for common use to their Rooms.
- 16) Timing off the common Rooms will be fixed by the Hostel Warden.
- 17) If necessary than Hostel Warden will nominate secretary and joint secretary for the common Rooms. They will be responsible for running the common rooms.
- 18) Common Hostel furniture must not be moved without the permission of the Hostel Warden / Asst. Hostel Warden.
- 19) Pasting of posters, writings, graffiti, wall chalking, slogan of any kind or defacing the hostel in any form is not allowed. In case of any damages the student / resident will be charged penalty for damages / repairs, including installation costs if any, at replacement off market costs, whichever is higher? For willful /extensive damage/the student may also forfeit Hostel seats in addition to damages payable.
- 20) The Hostel Authorities / Management reserve the rights to make spot checks on the Hostel and Rooms without giving prior notice to the Residents.
- 21) Hostel Residents are required to carry their hostel cards to be issued during admission at all times in the compound of the Hostel Campus and produce it on demand by the Hostel Authority / Management / security personal.
- 22) Hostel Residents are advice to lock all doors at all times for security reason.
- 23) The Hostel Management is not responsible for any loss of private property. Hostel Residents are strongly advised to lock all their valuables e.g. Mobile Phones, Laptops, Watches, Money, Ornaments etc. at all times.
- 24) Hostel Residents are not permitted to change Rooms or Sleep anywhere other than in their own Rooms. Unless with prior written approval.
- 25) Keeping Electric appliances such as iron, oven, cattle, stove, hot plates heater etc. in the Rooms is prohibited and any violation of this or any other safety measure will lead to penalty / for feature of Hostel seat.
- 26) The Resident shall economies the use of water.
- 27) Lights must be switched off when not in use.

11. General Discipline:

- 1) Hostel Residents are expected to maintain perfect discipline and proper decorum within and outside the Hostel.
- 2) All kind of shouting, violence, knocking, or any other act of movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
- 3) Dealing with fellow students and other should be very courteous and polite. All quarrels and disputes with fellow Hostel Residents should be avoided. Residents should not take law in their hands and should always try to settle their entire disputes with the help off Hostel Warden / Asst. Hostel Warden and other designated Heritage Hostel Authority only.
- 4) Teasing Maltreating or indulging in any sort of ragging of newly admitted students is strictly prohibited. Serious disciplinary action including rustication from Hostel will take against the defaulting Residents / Students.
- 5) Visiting in Center, Canteen, lobby area, the Common Room (s), and outside the Hostel Campus should always be in proper dress.
- 6) Maltreating and abusing the Hostel employees and mess-staff are strictly prohibited In case of any complain against them, the report should be made to the Hostel Warden / Asst. Hostel Warden.
- 7) If extra Electric equipment is used, extra charges for the electricity consumption will be charged according to prescribed rates as decided by Campus Authority.
- 8) Smoking is strictly prohibited in the Hostel Campus / Complex at any time inside as well as Heritage Hostel related places.
- 9) Possession, distribution and consumption of Alcoholic beverages, Prohibited Drugs, Narcotics substances, Chewable Tobacco in the Hostel Camp us is not allowed.
- 10) Parties, Social or Political gathering in the Hostel Campus / Complex are not permitted. Any event / gatherings can be organized with the permission off the Heritage Hostel Director / Authority Only.
- 11) A Hostel Campus / Complex should be a place where student/residents can have the best possible conditions for studding and adequate rest. As such due consideration must be accorded to other Hostel Residents at all times, Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television, Radio, Music players etc. provided in the Common Room must be switched off or volume turn down after 9:00 pm. These rules are intended to ensure a conducive environment for all Hostel Residents.
- 12) No student should keep fire arms, lethal weapons, poisonous things or intoxicants off any kind in the Hostel Campus.
- 13) Any Hostel Resident who find his/her room-mate missing for more than 6 hours, must reported to the Hostel Warden immediately. This is to enable the Hostel Management to take immediate action if any to avoid untoward incidents. Hostel Residents' co-operation is very much appreciated.
- 14) No Boy student shall be permitted to entire the Campus of the Heritage Girls Hostel even for any academic purpose including group assignments at any time during the Day Night. Non Heritage Hostel girls Students are also not permitted to stay overnight at the Heritage Girls Hostel.
- 15) No Girl Residents shall invite any Boys even for any academic purpose including group assignments at any time during the Day Night.
- 16) Any Hostel due or penalty shall be paid to the account office of the Heritage Girls Hostel.non payment shall deducted from Security Deposit(refundable) without prior notice.
- 17) Entry register / official documents should be kept at its official places and no one will be allowed to take it in the Rooms. No official document shall be tempered / destroyed.

12. Leave:

- 1) Leave sanctioned for absence from the institute does not mean leave from the Hostel. Leave from the Hostel for one or more nights must be got approval by the Hostel Warden / Asst. Hostel Warden. The procedure for approval by Hostel Warden / asst. Hostel Warden may by the Director/ Joint Director / CEO.
- 2) Leave should be personally secured before it is availed of.
- 3) In case the Hostel Residents want to go out, they will have to take prior permission following due procedures from the Hostel Warden / Asst. Hostel Warden/ CEO and enter the relevant information in the register kept in the Hostel Office.

- 4) All Hostel Residents shall report to the Hostel before 9:00 pm.
- 5) No night travel is allowed without prior written permission, countersigned by parent / nominated local guardian.
- 6) Hostel Residents should return to the hostel by the stipulated time, under exceptional circumstances, if the Hostel Resident expects to be late beyond stipulated time, He/She should obtain prior permission from the Hostel Warden / Asst. Hostel Warden.

13. Medical Emergency:

- 1) All applicants are required to disclose any kind of permanent disabilities or ailments or disease or allergy at the time of admission with relevant medical papers.
- 2) In case of medical emergency, the students / roommates / wing mates shall contact Hostel Warden / Asst. Hostel Warden. Any Hostel Resident asked by the Hostel Management / Hostel Authority for help in cases of medical emergency are duty bound to do so. In case of denial or refusal appropriate disciplinary action shall be initiated.
- 3) Hostel Warden / Asst. Hostel Warden shall maintain a list of Residents with permanent disability or ailment or diseases or allergy and shall get regular medical check-ups in consultation of parents for the same as advised by the Campus Director.
- 4) Joint Director should ensure regular counselor session in the Hostel.

14. Night Roll Call:

- 1) The Night Roll Call be taken at 9:00 pm. In winter and 9:30 pm in summer. Every Hostel Residents must be presents His / her rooms to avoid inconvenience for tacking the roll call.
- 2) Student / Residents absent at the time of Roll Call is the liable to pay fine of Rs. 100/- the fine list shall be put on the notice board at the end of each month, after Roll Call no Resident is allowed to leave the Hostel but if any emergency arises, she /he shall leave the Hostel only with the prior permission of Hostel Warden / Asst. Hostel Warden.
- 3) Residents found to be violating Hostel timings more than three times in 6th month may be asked the leave the Hostel on Discipline grounds.

15. Visitors / Local / Guardian/Guest:

- 1) Student / Resident will provide the name, Phone Number, address, and Photo graphs of the Local guardian dully acknowledged by their parents at the time of admission whom they could meet during the Hostel specified hours, This nomination is mandatory.
- 2) Hostel Resident will not be allowed to go for night stay or attending any function. In the late hours in their local guardians or relative's place unless a prior written approval is taken from the Hostel Warden / Asst. Hostel Warden. Counter signed by the parents / nominated local guardians.
- 3) Guest is not permitted to stay in the Hostel except in the case of mother/ sister with prior permission and payment of charges. No Hostel Residents is permitted to keep guest on his/her allotted Room. The guest so allowed is kept in the Heritage Girls Hostel guest Room(s). Their names will be entered in the guest register kept in the Hostel.
- 4) A Hostel Resident Keeping guest without prior written permission is to be fined Rs. 500/- per Day.
- 5) Only those persons are allowed to meet the Hostel Residents Whose Photographs are referred and signed by the parents.
- 6)

16. Maintenance of the Hostel:

- 1) Hostel Residents are responsible for keeping their Rooms and the Common areas in the Hostel such as Visitors area, Bath Rooms, Staircases, and Common Room(s) etc. clean and tidy at all times.
- 2) All fans, lights, and electrical appliance must be switched off when not in use.
- 3) For any maintenance complaint, the complaint shall be lodged / entered in the prescribed register in Hostel office or on the portal heritagegirlshostel.com
- 4) Electricians, contractors or any other service person may enter in rooms as and when necessary in the course of their duty under the directive of the Hostel Warden / Asst. Hostel Warden / Hostel Authority. However, every effort will be made to respect the privacy and dignity off the Hostel Residents.
- 5) Hostel management reserves the right to change Residents from the Rooms if there is necessity.
- 6) Disposal of solid or liquid waste shall be as per the prescribed instructions issued from time to time by Hostel Management.

17. Violation of rules:

- 1) Violation of General Conduct Rules and general disciplinary rules as enumerated in the Rules or violations of these Rules will invite disciplinary action as enumerated in the Academic Manual and student rules and regulations promulgated from time to time.
- 2) Any violation will be reported by Hostel Warden / Asst. Hostel Warden. To the Director who will summon the Hostel committee for any enquiry in summary or in detail.
- 3) After the conclusion of the enquiry, the Director shall follow the procedure prescribed for Imposition of major / minor penalties.
- 4) Director has discretion to expel any Residents from the Hostel after instituting due enquiry as per the circumstances.
- 5) Any damage to the Hostel properties, fittings, articles, and items not attributable to any particular Resident shall be recoverable from a group of Residents or All Residents depending up on the circumstances and evidences at the discretion of the Competent Authority.

18. Revision of Rules:

- 1) The Campus Director reserves the rights to revise the rules from time to time without any further notice to the Hostel Residents or any Students.
- 2) Such changes shall be notified on the Hostel Notice Board and it is deemed that each Hostel Residents have been informed about the changes.

Contact Details:

Email: 1. heritagegirlshostel@gmail.com
2. contact@heritagegirlshostel.com

Phone: 1. +91 88 66 000 383
2. +91 88 66 000 384