

STUDENT INFORMATION

Name:

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Class:

Reg No:

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Block:

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Room No:

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Date of Birth: Blood Group:

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Father's Name:

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Mother's Name:

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Permanent Address:

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Phone No:.....Mobile No:
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Guardian's Name:
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Phone No:.....Mobile No:
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HOSTEL GUIDELINES

You are welcome to AIMIT Hostel. We, at this Hostel, believe that personal discipline is the outward reflection of the maturity and inner disposition of an individual. In order to ensure the best use of facilities available here and also in the interest of efficient and orderly functioning, the following guidelines are presented for the attention and adherence of all concerned.

RULES AND REGULATIONS

General Time Table

1. Intense, assiduous study requires some kind of an order and therefore everyone needs to strictly adhere to a common timetable. Arbitrary life style cannot promote hard work and industriousness. Timetable brings order into one's life, helps in effective time management and promotes a fair sense of predictability and planning. In a house of study, students are expected to strictly follow a common order.

The General time table is given below:		
06.00 am		Rising
06.30 am		Study
07.30	08.45 am	Breakfast
11.30	02.00 pm	Lunch
04.00	05.00 pm	Tea
04.15	07.45 pm	Games/Study
07.45	08.50 pm	Supper
08.05	09.30 pm	Recreation/News
09.30	11.00 pm	Study
11.00 pm		To bed / Lights Off

Silence

2. Silence is necessary for fruitful study so that every student can concentrate on the work at hand. Absolute silence should be maintained within the hostel during the study hours so that each one is enabled to study in a serene atmosphere.
3. All the students are expected to keep silence from 6:30 pm to 7:55 pm and from 9:30 pm to 7:30 am.

Spiritual Formation

The Hostel lays a great emphasis on the spiritual formation of all the students.

4. **Holy Eucharist:**

The Hostel has a responsibility to cater to the spiritual needs of the Catholic students. Once a week Mass is organized in the Hostel at 7.30 pm i.e. Wednesday. On Sundays all the Catholic students are expected to attend Mass either in the College Chapel at 7.30 am or neighbouring Parish. It is mandatory for all the Catholic students to attend the Mass

5. **Inter-Religious Prayer Service:**

Hostel organizes Special Inter-Religious prayer service to cultivate respect for all the religion. All Students must participate in it.

Study

6. The primary purpose of the Hostel is to provide an atmosphere conducive to the students to engage in assiduous and diligent study. The students are expected to help in creating an environment that is apt for academic, intellectual hard work. The students need to develop a disciplined lifestyle in order to achieve the best results possible.
7. Hostellers have to take their study seriously.
8. The hours allowed for study are to be utilized effectively. To enable this, students are asked to maintain absolute silence during study hours..
9. Unnecessary movements inside and outside the living quarters during study hours is strictly prohibited.
10. Music (light or loud) and assembling in others' room is forbidden.
11. Everyone is expected to be at his desk at the prescribed study hours. **Unauthorized absence indicates a lack of interest in study. Those students who show such an attitude repeatedly may be asked to leave the Hostel.**
12. Students are expected to study in the Library or in their own rooms. No one shall be found in others' rooms without reasons and without permission. Combined study and mutual consultation has to be done in the space provided for the purpose.

13. Games stop at 6.30pm. Students are not permitted to remain in the playground or in the washing areas beyond the prescribed timings mentioned above.

College Attendance

14. The primary reason for your stay here is education. Therefore all are expected to attend the classes regularly. Prior permission from the Director/Warden has to be obtained to absent oneself from classes.
15. Those who frequently absent from classes without prior permission will be taken seriously and such students may be asked to leave the Hostel.
16. Leave notes for absence from classes have to be signed by the Director/Asst Director/Warden only.
17. **Minimum 85% of attendance is expected from the students in the college in all subjects.** Those who have less than 85% attendance will not be allowed to continue in the hostel.

Leave of Absence

18. No one is allowed to stay outside the Hostel without prior permission of the Hostel Management. The students should note that merely applying for leave does not guarantee the permission to stay out of the hostel. The students can stay out only if the application is approved by the Hostel Authorities. **Special admission/permission is necessary to stay back in the hostel during the midterm holidays and during the summer vacation.**
19. After the final examinations are over, all should vacate their rooms within 24 hours and take all their belongings along with them.

Rooms and personal belongings

20. Students will share a room as per the capacity of the room. Students therefore should learn to adjust and live in the Hostel. Take care of your room and the facilities provided as you would have in your home. The room is to be considered as one's own and is to be taken care with love.
21. Everyone has to hand over a spare key of his room and the cupboards to the Hostel Office at the beginning of the year.

22. The students are asked not to possess valuables. Safeguarding one's own personal belongings is the sole responsibility of the concerned student. While the Management will take enough precautions to prevent thefts, the individual is expected to take up the responsibility of keeping safe his valuable belongings. One of the ways to prevent thefts is not to indulge in entertaining others in one's room. Persons indulging in thefts will be dismissed from the Hostel immediately. Kindly do not leave your things in common places unattended.
23. Students of a particular room will be responsible for any damage caused in the room. Breakages of switch-boards, lights, windows, doors etc will have to be paid by the students themselves. Breakages in common places and of common things will be paid for by all the students of the block/wing. The students should inform the Director/Asst Director/Warden for any repairs that are necessary. No one shall tamper with the electrical wiring, lights and switches. Willful damage to furniture or property, tampering with electrical fittings will be considered as a serious misconduct.
24. The furniture should not be shifted from one room to another.
25. No poster of any kind is allowed to be pasted and nailed on the walls of the room.
26. Use of heaters, irons, TVs in the rooms is not permitted. Such items will be confiscated and will never be returned.
27. Ironing facility is available and laundry space. Ironing is to be done only in the place provided.

Matters of Discipline

28. All the students are expected to behave decently both in and outside the hostel. The hostel will take note of any serious misconduct outside the campus by the students.
29. Chatting, shouting or speaking in a loud voice in the living rooms or in others' rooms, on the corridors is to be avoided. Screaming at night especially during a power cut or at any time of the day will not be tolerated and may lead to serious disciplinary action.

30. Only those residing in the hostel, Hostel officials and the Hostel employees are permitted to visit the Hostel premises. Students are strictly forbidden from bringing outsiders into the Hostel premises. The guests (parents, guardians, friends, relatives, etc) are to be entertained only in the visitors room/parlour after due permission from hostel management.
31. Running, playing inside the Hostel premises is strictly forbidden.
32. Permission for any activity is only in the written form and not oral. To seek permission, students should write a note and get it signed by the concerned official. Students should preserve such a note until the need persists.
33. AIMIT Hostel is a home away from home for all. Therefore, courtesy and politeness should be the hallmark of every student in the hostel. All are expected to treat the hostel authorities with respect. Open defiance of the authorities will be considered as a grave offence and such students will be asked to leave the hostel.
34. Students are expected to treat each other with respect and politeness. Indulging in physical fights, oral altercations, violent behavior will not be tolerated.
35. **Smoking, use of narcotic drugs, tobacco in any form, possession and consumption of alcohol, etc are strictly prohibited. Indulging in such behaviors will result in immediate dismissal from the hostel.**
36. Organizing or participating in excursions or picnics is not allowed without permission. Written request from the parents and explicit permission of the Hostel Management is necessary.
37. It is forbidden to indulge in lending and borrowing money or other things. Lending or borrowing money is at their own risk. No complaint would be entertained in this regard and the Management will not take up the responsibility of arbitration.
38. Hostel students are not permitted to possess and use motorized vehicles in the campus. The Hostel management

will not be held responsible for any accidents or any untoward incidents.

Cleanliness and Eco-friendliness

39. Keeping the Hostel premises clean and tidy is the responsibility of every individual in the hostel. Cleanliness is next to Godliness. Therefore, let us strive to keep our surroundings spick and span.
40. Rooms should be kept very clean and tidy. Clothes, footwear should not be thrown around. If they are found lying around, such items would be disposed off. There will be regular inspection of the rooms. Students are expected to sweep and mop the rooms at regular intervals.
41. Waste materials to be disposed in the dust bins provided for the purpose and not in the corridors. An educated gentleman would not throw plastic materials, wrappers, paper materials and other waste materials out of the window, around the campus.
42. Saving water and electricity saves environment. The students of the Hostel are encouraged to be eco-friendly by saving water and electricity. Lights and fans are to be switched off when not in use. Keeping the lights and fans on while not being in the room will invite punishment. Water is to be used sparingly. Students are requested to report any water leakage immediately. Drinking water should not be used for bathing/washing clothes etc.
43. Take special care not to throw anything in the toilet flush to avoid blockage.

Recreation/ Gym and Games

44. Students are allowed to watch TV everyday from 8:15 pm to 9:30 pm. in TV Hall and also on Sundays and on Holidays after lunch till 6.30 pm. Any film to be screened for the collective of the hostel has to be approved by the Hostel authorities.
45. Essential games materials are provided by the Hostel. Due care is to be taken to return the materials immediately after the games.

46. You can make use the Gym to stay fit and healthy.
47. The college has large ground for outdoor games. Cricket, football, basketball and other games have to be played in the college ground and not on the corridors of the hostel or hostel campus.

Sickness and Precaution

48. All students should take good care of themselves. Students are discouraged from eating unhealthy food outside the Hostel. Use hot water for drinking while one is sick.
49. All cases of sickness should be reported to the Hostel authorities immediately. The students should take care of their roommates in case of sickness and take responsibility to inform the Hostel authorities without any delay.
50. In case you abstain from attending classes due to sickness you have to get a written permission signed by the Hostel Authorities.

Food and Kitchen

51. The Hostel has outsourced both vegetarian and non-vegetarian meals. Students are free to choose either of them in the beginning of the year.
52. The meal timings mentioned on the time table need to be strictly adhered to.
53. Strict decorum and discipline is expected in the dining hall.
54. The mess committee is appointed to oversee quality in the mess.
55. Good behavior, courtesy and sensitivity towards others and towards the canteen staff in particular is expected from all the students during meals. While taking meals all are expected to be patient and cooperative, to line up in a

queue, so that the meals are served efficiently and at a faster pace.

The meal timings are as follows

	TIMINGS
Breakfast	07.30 am to 08.50 am
Lunch	12 noon to 02.00 pm
Tea	04.00 pm to 05.00 pm
Supper	7.50pm to 09.00 pm

All are expected to deal with the canteen staff with due respect and courtesy.

Hostel Students' Council and Wing Leaders

To develop all round personality of hostellers and to help the hostellers to develop leadership and management skills, there will be a Hostel Council and various committees. The Hostel Council will consist of President, Vice-President, General Secretary, Secretaries of all the Committees and the Wing Leaders. The Hostel Council & Committees will take care of day-to-day functioning of the hostel and organize cultural and sports meet and are in-charge of all celebrations in the hostel.

56. Students are given opportunities to develop their leadership qualities by being given responsibilities of holding different portfolios. The primary responsibility of the students' council is to assist the Hostel Authorities in smooth functioning of different activities of the hostel. The students' body elects the suitable candidates as the members of students' council.
57. The wing leaders are appointed are given responsibilities to assist the Hostel Authorities to monitor the daily studies of the wing members and also take attendance of the students of the given wing. All the students are expected to cooperate with the wing leaders on all matters delegated to them by the Hostel Authorities. If any unaccepted behavior or any disciplinary issues arise, the wing leaders are responsible to bring to the notice of the Hostel Authorities.

Fees

58. Payment of hostel fees is done through the bank. Every student must pay his fees before the beginning of the academic year. Fees once paid will not be refunded.
59. If one wishes to leave the hostel during the year or is expelled from the Hostel, no claim could be made for the reimbursement of the Establishment fee. **Fee once paid will not be returned under any circumstances.** In case of damage to the hostel property, you will have to pay double the amount of the repair charges.
60. All financial transactions are to be made through the bank challan of the prescribed bank.. The students are to submit the office copy of the challan to the Hostel Office after the payment is made.
61. **Dismissals:** In the following cases, students will be dismissed from the Hostel with immediate effect, having no recourse for representation and justification.
 - ◆ Ragging: Ragging is a criminal offence. Those who indulge in ragging or encourage those who do, even for fun or in a friendly way, in any form, inside the campus or outside the campus, will be dismissed immediately.
 - ◆ Those who repeatedly getting involved in conflicts or are the cause of conflicts in the Hostel or outside.
 - ◆ Those who indulge in physical fights and thefts.
 - ◆ Those who indulge in the destruction of hostel property.
 - ◆ Those who are absent at night without prior permission.
 - ◆ Those who entertain outsiders in their living rooms.
 - ◆ Those who indulge in open defiance of the official staff
 - ◆ Those suspended or dismissed from the College.
 - ◆ Those who are the cause for racial and ethnic, or any other tensions.
 - ◆ Those who engage in Smoking, use of narcotic drugs, tobacco in any form, possession and consumption of alcohol, etc.

Special Rules keeping in mind Covid- 19

1. Students are not allowed to bring their personal vehicles and park them on the campus. (However, since this is a pandemic year, you may get your vehicle seeking prior permission from the director of the hostel. A permission letter from your parents stating that they have allowed you to take the vehicle is a must. Once you bring the vehicle to the campus, you will not be allowed to take your vehicle out for any reason, until you leave the hostel to go home.).

SPECIAL GUIDELINES FOR HOSTEL TENANTS

In the wake of the risk of the spread of COVID-19, AIMIT Hostel reminds you to strictly follow the following guidelines:

- It is strictly forbidden to receive guests in the Hostel Campus.
- **Each student will be allotted an individual room.** Stay inside! Please avoid contact with other people so that you are safe and others are safe.
- Strictly maintain hygiene. Wash hands with soap and warm water frequently. In public places use hand disinfectants.
- At least a 2-meter distance must be maintained between people in in the campus, and no more than two people may be together anywhere in the campus.
- In case you have the symptoms of Covid, please inform Hostel Wardens Mr.Clifford D'Costa (Gents) and Ms Shreeraksha (Ladies) Or Hostel Director Fr Joy Rodrigues SJ

WHAT TO DO IF YOU SUSPECT YOU HAVE CORONAVIRUS:

- If you have symptoms like (cough, fever, difficulty to breathe) inform wardens over a phone call or text message and you will be advised what to do. Do not go to the doctor or hospital, as you may spread the virus.

GUIDELINES FOR MESS

- The sitting arrangement of the mess is redesigned to incorporate the social distancing norms. (Two students per table.)
- You need to pay mess bill for the canteen directly.
- Students must strictly maintain 6 feet distance and not hurry while taking food.
- Students will be given individual plates. Once you finish eating food, students will wash their plates and take their plates to their room.
- No glass or tumbler will be kept near the drinking water filter. Students will collect drinking water in their individual water bottle.
- Sanitizers will be available outside the Mess doors.
- Staff of canteen will ensure that all the food items are handled with gloves and utensils washed with dish soap and hot water. Utmost importance will be given to maintain hygiene in the mess by their staff.

Have a safe stay. Help each other by keeping distance.