

Name .....

Class and Reg. No. ....

Permanent Address .....

Mobile No. ....

Name of the Hostel .....

Name of the Director .....

Guardian .....

Guardian's Mobile No. ....

Blood Group .....

Name of the Mentor .....

# WELCOME TO AIMIT HOSTELS

## *Guidelines to be known and followed*

St Aloysius College (Autonomous), AIMIT has three hostels: Mother Teresa hostel (girls), Loyola Hostel (boys) and Gonzaga Hostel. In the first year, students are allotted only Mother Teresa and Loyola hostels for girls and boys respectively. In the second year, students may shift to Gonzaga hostel, if they prefer. However, the management reserves the right to allow or not to allow shifting to Gonzaga hostel.

### **Admission General Guidelines:**

1. By admission to a hostel one becomes the member of this hostel only for that particular academic year. Fresh admission has to be sought to the hostel every year. The prescribed fees for board and lodging must be paid for 10 months, in advance, at the time of admission to AIMIT. Requests for payment in installments may or may not be considered.
2. Should a hosteller leave or be expelled from the hostel for any reason, he/she will have no claim whatever for reimbursement of the hostel fees.
3. Ordinarily, no accommodation will be provided during the summer vacation. In exceptional cases (like coaching classes organised by the College, or project work in connection with the syllabus), permission may be granted to a few on payments of prescribed fees.
4. Without the written permission of the parents and the explicit permission of the Director/ Warden, the hostellers are not permitted to organise picnics or excursions; nor can they participate in those organized by others.

## Study and Time-Table

5. Strict adherence to the common time-table is expected of every hosteller in order to create an atmosphere conducive to serious study, personal prayer and requisite rest.
6. Strict silence should be maintained during the following prescribed hours: 9.30 p.m. to 7.30a.m.; 6.00 to 7.30 p.m. on all days.
7. On Sundays and holidays, silence should be maintained also from 9.00 to 10.30 a.m., and from 11.00 a.m. to 12.30 p.m. to enable hostellers to engage in prolonged periods of serious study.
8. During the time meant for study, all are expected to be at their desk for personal study. Combined study or mutual consultation may be done only with the permission of the Warden.
9. Use of mobile phones and headphones during the time of study is to be avoided.
10. While at the post-graduate level, students have greater freedom to design their time-table to suit their study requirements, the following general time-table is recommended as a tool for better time-management and social coordination:

06.00 a.m.	Rising
06.45 - 07.30	Study
07.30 - 09.00	Breakfast, Room cleaning & tidying
09.00	Class/Library/Study
12.00 - 01.00p.m	Lunch Break for Batch I
01.00 - 02.00	Lunch Break for Batch II
02.00 - 04.00	Class/Library/Study
04.30 - 06.00	Tea, Games
07.00 - 07.45	Study (Rosary for Catholics at 07.30)
07.45 - 09.00	Supper, News, Recreation
9.30 - 11.00	Study
11.00	Bedtime

<b><i>The following STUDY TIMINGS are recommended on Sundays &amp; Weekdays:</i></b>	
6.30 a.m. to 7.30 a.m.	9.00 a.m. to 11.30 a.m.
6.15 p.m. to 7.30 p.m.	9.30 p.m. to 11 p.m.

### **Personal prayer and Community Worship**

11. On Sundays all the Catholic students are expected to attend Mass in the College Chapel at 7.30 a.m. It is highly recommended that they also attend Mass on weekdays at noon -in the College Chapel. They are expected to pray the daily Rosary at 7.30 p.m.
12. All the hostellers are expected to take part in the inter-religious prayer sessions or inspirational lectures conducted by the Hostel regularly at 7.30 p.m.

### **Order and Discipline**

13. All are expected to attend classes regularly. Warden's prior permission is required to absent oneself from class for any reason.
14. Basic norms of modesty and decency with regard to dress is expected of all in the library, classrooms, cafeteria and other common areas.
15. Since rooms are shared by two, (or three), the roommates should be sensitive to each other's need for privacy, peace and quiet. Hence playing of music and use of cellphones in the room are to be avoided. In general, noise level of conversation and singing aloud must be kept low to allow others to study or sleep in comfort.
16. The common language in the hostel is English. Use of the vernacular languages is to be diligently avoided. Moreover, all must know that facility in spoken English will be an asset in view of their future jobs and careers.

17. Hostellers are responsible for the safety of their personal belongings. No complaint will be entertained in case of loss or theft. While the Management will take reasonable precautions for security in the campus, the hostellers are expected to take the responsibility of keeping their valuables safe.
18. **Use of electrical gadgets in the rooms (like heaters, ovens, irons, transistors, TVs) is not permitted. Those found using such gadgets will be immediately asked to vacate the hostel.**
19. The furniture and fittings of a room should not be shifted to or interchanged with another room.
20. Damages to building, furniture or equipment should be brought to the notice of the Warden, without delay. The person who caused the damage shall bear the cost of repairs/replacement.
21. No poster of any kind is allowed to be pasted or nailed on the walls of the rooms or common areas.
22. Laptops are permitted for academic purposes. Permission may be withdrawn if anyone is found using computers or laptops for inappropriate purposes.
23. Hostellers going out of the campus for any reason must sign the register kept with the Warden and mention the destination, time of departure and arrival.
24. **All hostellers are expected to be back before 7 p.m. To return later than 7 p.m. requires the explicit written permission of the Director/Warden.**
25. The night recreation ends and strict silence begins at 9.30 p.m. All are expected to be in their rooms or in the Library after 9.30 pm. Loitering in the campus or in others' rooms after 9.30 p.m. is forbidden.

26. Permission should be obtained from the Director/ Warden, for overnight stay outside the hostel and such permission has to be obtained by filling the prescribed form available in the hostel office.
27. Visitors are to be entertained in the parlour or in visitor's room, and not to be taken to the hostel rooms. Visitors, including parents and relatives, are permitted to visit the hostellers between 4 p.m. and 6 p.m. (or, in the case of visitors from outside the city, during working hours with the permission of the Warden). All visitors are expected to leave the hostel complex by 7 p.m.
28. **Students are not allowed to enter other than their respective hostel.**
29. Every hosteller must carry his/ her identity card and produce it when demanded by the hostel officials.
30. **Hostellers are not permitted to keep any vehicles for the duration of their stay in the hostel.**
31. Lending money and borrowing money or valuables by the hostellers from each other is forbidden. No complaint will be accepted in this regard, nor will the Management take up arbitration in this matter.
32. Hostellers are not permitted to go for swimming in the sea. The management will not be held responsible if any tragedy occurs as a result of breaking this rule. Written approval from parents is required if someone wishes to go for training in swimming.

## **Health and Hygiene**

33. The management will provide each student a cot, a table and a chair. Hostellers are expected to bring their own plate, cup, bed linen, buckets, mugs & toilet articles. They are expected to wash their own clothes.

34. Hostel attendants are appointed to clean only the common areas (parlour, TV room, etc.). They are not allowed to enter the rooms of the hostellers. Keeping the rooms and toilets clean and tidy is the duty of the hostellers themselves. Unscheduled inspection by the Warden or other Management personal will be done on occasion, and appropriate action will be taken against those who fail to maintain cleanliness and hygiene.
35. Maintenance personnel (electricians, plumbers, masons) may, with the permission of the Warden, enter the rooms of the hostellers for service purposes.
36. **Smoking and alcohol consumption is strictly prohibited. Possession and distribution of alcohol, prohibited drugs and chewable tobacco will be seriously dealt with.**
37. Parties and social gatherings are not permitted in the hostel except with the prior written permission of the Warden.
38. All cases of serious illness should be reported immediately to the Warden. The room-mate/s of the sick hosteller has a particular obligation in this matter.
39. After the final examinations are over, the hostellers should vacate the rooms within a day or two. They must take all their belongings with them or keep them in the common room provided by the Warden at your own risk.
40. The AIMIT Food Court provides meals and refreshments to the hostellers. Good behaviour, courtesy and sensitivity towards others are expected from all the hostellers. All are expected to deal with the Food Court staff with due respect and courtesy.

41. The Food Court timings are as follows:

Breakfast	07.30 to 09.00a.m
Tea	04.30 to 05.30 p.m.
Lunch	12.00 to 02.00p.m
Supper	07.45 to 09.00 p.m.

### **Dismissal**

42. The following misconduct or misbehaviour will attract the penalty of a fine or dismissal from the hostel and/or the College: a) ragging – even for fun or in a friendly way is a criminal cognisable offence; b) repeatedly indulging in or causing conflicts; c) willful destruction of hostel property; d) absence at night without permission; e) entertaining outsiders in one’s room; f) open defiance of the officials of the hostel or cafeteria; g) consumption of alcohol, or drugs, smoking; h) suspension or dismissal from the college for any reason.

### **Concluding Remarks**

The rules and regulations of the hostel are made in view of the aims and objectives of the AIMIT hostels. They are meant to promote common good of the hostellers. At first sight, these rules and regulations may appear to curtail the freedom of individuals, but a little reflection will show that they actually enhance the freedom of the hostellers and better enable them to achieve the goals and objectives of their enrollment in AIMIT and their stay in the hostels. Therefore, direct supervision or close monitoring of life in the hostel by the Warden and staff will be minimal, thus leaving ample scope for the hostellers themselves to use their discretion in favour of their integral development. The Management reserves the right to revise these rules and regulations from time to time to better align them with the aims and objectives of the hostels.