



Institute of Design & Technology *A Recreational Center of Art and Fashion*

(HOSTEL RULES & REGULATIONS - AY 2013-14)
GIRLS HOSTEL - SURAT

1. Following criteria for admission to hostel will be observed:

- a) All interested students desirous of availing Hostel Accommodation for surat Campus are required to submit the duly filled Hostel Application Form (Annexure-I) available at the reception / IDT website.
- b) Equal vacancies have been created for each Admission Cycle - the accommodation in the hostel shall be granted on the first come - first served basis as per each Admission Cycle based on Hostel fee deposited with Accounts Department.
- c) Once all available Hostel Rooms have been allotted, all other applications received will be Wait Listed.
- d) Hostel accommodation is granted on Academic Year basis.
- e) Preference will be given to the outstation students.
- f) Hostel accommodation will be offered to other / Waiting List applicants only in case of available vacancies.
- g) At the end of the current academic year, all residents will have to vacate their rooms latest by 31st May 2015.
- h) In case of any requirement for next academic year desirous students will have to make fresh applications.

2. Hostel fee /other charges are subject to revision every year, and will be notified in advance before commencement of the next academic year. For other charges / facilities / guidelines on refund of hostel fee, please refer the Hostel Fee Structure (Annexure-V)

3. Initial allotment of rooms each academic year shall be done by draw of lots by the Hostel Committee / Management in advance. Decision in this regard shall be final and binding.

4. However, Students can apply for change of room under extraordinary circumstances with sufficient reasons to the Hostel Warden. Rooms can be changed only on mutual consent basis and approval from the Management / Hostel Warden.

5. Residents are not allowed to bring any private furniture and electric iron to their respective rooms. List of items provided by the Hostel / to be bring along by the students are enclosed at Annexure-X.

6. At the time of admission, students shall hand over two passport size photographs to the Hostel Warden's office as well as a copy of passport size photograph of their local guardians and parents that are likely to visit them.

7. Students may be away from the hostel between 7:00 A.M. to 8:00 P.M. only. Students are required to return to their Hostel rooms after class hours but not later than 08:00 p.m. Any student returning after 08:00 pm ie., after the stipulated time, will be faced with disciplinary action.

8. Students are encouraged to keep their rooms clean. .

9. No responsibility will be taken by the Hostel Management for the loss of cash/valuables (laptops, jewellery, mobile phones, etc.) or of any articles belonging to a student. The residents are advised not to keep valuables and large amount of cash in their rooms.

10. Parents / local guardian (ladies / girls only) can meet their wards between 4pm to 6 pm on all days in the Hostel reception area / visitor's area only.

11. No student will be permitted to take leave from the Hostel without prior permission from the Hostel Warden. Hostellers who wish to stay overnight out of the hostel on weekends at permitted addresses authenticated by parents/guardians or want to visit their home towns for a specific period are required to obtain prior written permission for the same from their parents and submit the same (Hard copy/scanned copy/fax copy) along with Application for Leave to the Director /Registrar for granting final permission. Only after this letter with the seal of Director/Registrar's Office is deposited with the Hostel Warden, a resident can proceed on leave from hostel.



Institute of Design & Technology

A Recreational Center of Art and Fashion

12. Requests for "Late" night or "night out pass" only to notified local guardian / parental residence will be considered through a written and signed communication from parents. E-mail / SMS application will not be considered / accepted. The Hostel Warden will telephonically verify any such requests with parents before according permission.
13. The Management shall not be held responsible for any mishap with a hostel-resident outside the campus of the Academy or at the hostel premises.
14. In case of an emergency, the first aid facility is available in the Hostel. Any case of illness shall be reported immediately to the Hostel Warden for taking necessary action. All expenses in this regard will be borne by the student herself.
15. Residents are required to be properly dressed at all times. Students are advised to maintain a proper and decent dress code in the hostel premises.
16. Arrangement of daily meals should be done by the hostler herself. A gas line is provided in the hostel premises.
17. Discipline:
 - a. Any misconduct, abusive or threatening behavior, assault & affray, causing distress or fear to others, ragging, willful damage to property etc. is strictly prohibited in the hostel as well as off it. Any offence of serious nature on the part of a resident will render her liable for expulsion from the Hostel.
 - b. All hostel inmates must report any mishap / disciplinary matter or problems concerning them or their room-mate / other hostellers coming to their notice to the Hostel Warden.
 - c. Any damage, whatsoever, done to the walls, doors, corridors, equipment, furniture, fixtures, in the hostel by any student shall be seriously dealt with under the Hostel Rules. The cost of repair/damage or replacement will be recovered in full from the student(s) concerned.
 - d. Whenever a student is found indulging in any in-disciplinary act the incidence will be reported to the Local Guardian/Parents & the Management. Any repetition of such act will invite serious disciplinary action.
 - e. Possession / Consumption of any alcoholic drinks, smoking material, tobacco/pan masala, drugs, firearms, weapons or indecent literature in any form is strictly prohibited within the rooms/Hostel premises. If any such material is found with a student, it shall be confiscated immediately
 - f. All complaints / requests shall be made in writing to the Hostel Warden in the Complaint Register / Special Request Register. The Hostel Warden herself will sort out the complaints. All requests/ Applications regarding hostel shall also be made in writing to hostel warden.
 - g. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden. Disobedience of this rule will be severely dealt with.



Institute of Design & Technology
A Recreational Center of Art and Fashion

18. While leaving the room occupants must take care to switch off all the fans/ lights etc. Every effort must be made by the students to economize a use of electricity. Any cost of damage arising out of misuse of the above items must be borne by the residents. The electric points provided in each room are sufficient. Installing extra / additional electrical points is not permitted.

19. Any matter, not expressly provided for in these rules, will rest at the absolute discretion of the Director of the IDT who also reserves the right to modify any of the aforementioned rules as and when necessary.

20. Pets (of any kind) are strictly forbidden in the Hostel premises.

21. Fire Hazards and Safety: Candles and incense are fire hazardous and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.

22. Insurance of Laptops/ Valuables: It is the responsibility of the student to get their laptops and valuables, if any, insured themselves.

24. Residents will make necessary entry in the IN-OUT Register available in the hostel. It is mandatory in all such absences to record departure/return date and time and place to which they are going along with the postal address and telephone/mobile number.

23. The rooms are liable to be inspected by the Hostel Warden at any time. They will also be open to inspection by the members of the Management from time to time.

24. Any kind of misbehaviour within the society is not acceptable and invites serious disciplinary action

We have read, understood and agree to all the rules & regulations.

(Candidate's Signature)

Name: _____

Date: _____

(Parent's/Guardian's Signature)

Name: _____

Date: _____

In case of Guardian, Relation with the Student : _____

(Warden's Signature)