

Ref.No.CEA/Kaveri Hostel/2026/

Date: 1st Jan 2026

SOP–Hostel Accommodation for Hostel Kaveri

General Rules & Regulations for Girls' Hostel

- The students must remember that, the hostel is the home of the students on the campus & they should behave themselves on the campus as well as outside in such manner so that dignity of the institution is maintained.

Behaviour and Discipline

- Resident Students are expected to display acceptable forms of behavior anywhere within the hostel compound and the Institute premises.
- Noise level, volume of music system, etc. must be kept low at all times. These rules are intended for the Resident Student to follow so as to achieve conducive living environment for all the resident Students.
- Pranks, ragging and rowdy games in any form are strictly prohibited.
- **Girls should keep money, gold items, laptops, smart watches, and other valuables under their own responsibility. If any of these items are stolen, the Warden/Rector will not be held responsible, as lockers with locks have been provided to them.**
- Strict disciplinary action will be initiated if resident Student/s is/are caught committing a crime or theft of any kind & the case may be referred to the City Police for necessary action under IPC and resident Student/s may be evicted. Prior to eviction, Resident Student/s will have to settle all outstanding charges were deemed applicable including penalty for wrongdoing & un-utilized period of the rent paid.
- Damage to public or private property is a very serious offence; Resident Students found guilty of committing such an offence may be evicted from the Hostel.
- Resident Students shall dress in appropriate attire at all times within the hostel vicinity **especially in Dining area.** (Wearing shorts, Bermuda, Night-dress, Short/mini Skirts and One piece are not allowed in dining area and Girls' Hostel Office)
- Resident Students are not allowed to keep life threatening items in their possession in the hostel and institute premises.
- Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited in the hostel and institute premises or outside official visits such as training/tour/camp/Industrial visits/field work etc. Any violation of this order or visiting any place declared out of bounds to students will result in disciplinary action against the students concerned.
- Resident Students are solely responsible for their activities outside the institute premises and should follow the acceptable norms of socio-legal behavior.
- **All the resident Students will remain present at the time of Roll Call compulsorily; also everyday in-time Biometry is mandatory.**
- In-time for girl's student is **7.00 pm for Rainy and winter season and 7:30PM for summer season.** No one will be allowed after this time without permission.

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- Permission for home leave must be taken on prior basis by warden/rector, necessary leave form must be submitted to security person.

- In-out entry should close on every day basis.
- Mess is on club system basis. It is mandatory to all residence students. Outside food/parcel services, Tiffin services are not allowed.
- Mess timings are as follows

	Monday to Friday	Saturday & Sunday
Breakfast	7.30am to 9.30 am	8.00am to 10.00am
Lunch	12.00pm to 1.30pm	12.30pm to 2.00 pm
Dinner	7.30pm to 9.00pm	7.30pm to 9.15pm

- Hostel wardens are appointed to form a bridge between Institute Authorities and the students. From time to time they are given certain tasks/duties for the benefit of the resident students of hostel. Every resident Student should cooperate with the wardens to discharge their duties.

Up keeping of the Hostel

- Resident Students are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dining room and bathrooms for the convenience of the next users.
- A Resident Student should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the warden/hostel staff. The Resident Student shall be responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she leaves the hostel.
- **Use of electrical appliances** like water heaters, hotplates, induction stove, cloth iron etc, in the hostel rooms are **strictly prohibited**.
- All fans, light and electrical appliances/ fixtures must be switched off when not in use.
- Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other resident Students.
- Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited.
- Resident Students sharing common facilities within a room of the Hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event

of loss/ damage of the facility. In no case such damage or loss is attributable to a single resident Student.

- All the hostel articles issued to the students must be returned to the Warden before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.
- The Hostel Management reserves the Rights to enter, inspect or spot check the rooms in the interest of proper conduct of the Resident Students, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Rector/Warden.

Visitors

- Visitors are allowed into the visitor's room area during the following visiting hours :
**Morning: 7:00AM to 9:30AM Evening:
5:15 PM to 7:30PM**
- All visitors must register at the Security Counter of Girls' Hostel and provide all detail and documents (any government ID proof viz. Aadhar, PAN, Driving License, Passport etc.) for verification as requested by Lady Security Guard.
- No visitor shall be allowed to hang around the Hostel vicinity except the visiting room.
- Visitors are NOT allowed to use the hostel facilities.
- Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Rector / Warden / Hostel Management.
- Resident Students are not permitted to allow visitors (including Resident Students) of the opposite sex into their rooms at any time. The Hostel Section reserves the rights to evict any Resident Students who do not comply.
- Engineers/ mechanics/electrician/labors etc. other than authorized by college authorities shall not allowed entering the rooms in any case. Persons attending personal complaints of the resident Students, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints is to be attended in Visitors area only.
- **Morning: 7:00AM to 9:30AM**
- **Evening: 5:00 PM to 6:00PM**

For the safety of all Resident Students, the followings are to be observed

- Resident Students must return to the Hostel by 7.00 pm daily for their own safety.
- Resident Students are not allowed to stay outside the hostel overnight for their own safety.

Late permission to attend Institute Events

In the event to attend various Institute events, wardens are required to take permission on behalf of all the resident Students of GH. Late permission could be granted upto 10.00 p.m. depending on the schedule of the Institute event.

Security

- Resident Students are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that cupboard, door and windows of their rooms are properly secured at all times. The Institute is not responsible for any loss of personal items.
- Resident Students are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
- Resident Students shall not hand over the keys of her room to anybody except the warden of the hostel concerned.
- Employment of a private servant is not allowed in the hostel.
- Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.

IT Facilities

- The usage of the hostel's computer network and services is value added service to Resident Students.
- Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against resident Students found guilty of such activities.

Emergency

- In case of emergency outside office hours, please contact (i) the Rector / The Warden / security person & any other hostel authorities available at that point of time

Medical aid

- First aid Kit is available with assistant warden in hostel office.
- Any case of illness shall be reported to the Medical Officer / Hostel Authorities immediately.
- If necessary, the resident Student will be shifted to the hospital within the premises at the discretion of the Medical Officer.
- 24 x 7 ambulance service is available for all students.

Hostel Facilities

- It is advisable for the students to use mosquito nets for your own safety.
- Cleanliness of the room is to be maintained by the student herself.
- Laundry Area – Resident Students have to keep the area clean and tidy at all times. Keep the washing agents at the proper area provided/ in your personal room.
- Gym Fitness Room –Table Tennis/Badminton – Resident Students are required to draw the rackets, etc from the warden and return it intact after their use.
 - Exclusive to Resident Students free of charge (use at own risk).

- Be considerate and co-operative to keep the place clean and tidy at all times for the next fellow Resident Student.

Updates and Announcements

- Any new updates and announcements will be posted on the Notice Board only and the announcement of it will be made during meetings.
- Resident Student is advice not to paste any poster / announcement on the wall.

Termination of Hostel Facility

- **Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the resident Student is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel. The management of hostel/ institute reserves the right to forfeit the remaining hostel/mess fees.**
- **Director / Principal / Chief Rector / Warden reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.**

Revision of Rules and Regulations

- The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the resident Students informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- A resident Student residing at the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.
- Resident Students found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel / disciplinary action.

**Note: A safety and pleasant stay in hostel depends on all co-operation and consideration of each and every resident Student of the hostel.*

Dr. Pratibha S. Gayke
Asst.Chief Rector Ladies Hostel

Ms. Arti.B.Bavane
Mess Incharge

Dr. Ravindra Navthar

Principal

Mr. Sunil Kalhapure

Deputy Director