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### Daily Attendance:

RAs will assist hostel guardian for daily attendance and students must submit leave application one day before leaving hostel. In case the resident has not informed prior taking a leave; student will be charged fine as per schedule. Three continuous absents from hostel will result in expulsion.

### Fine for coming late:

Hostel gates will be closed by 10:00 P.M. all students must be in by 10:00 pm, No students will be permitted to go out after 9:00 P.M..

1<sup>st</sup> time fine will be charged **Rs. 2000**

2<sup>nd</sup> time fine will be charged **Rs. 3000**

3<sup>rd</sup> time fine will be charged **Rs. 5000**

### Weekend Leave:

Weekend Leave can only be granted if the resident has submitted the leave application. The leave must be submitted by Thursday evening if they are planning to go home over the weekend. Hostel guardian must be informed by Parent's for Weekend Leave over the call.

In case any resident wants to stay with his/her local guardian over weekend, parents of hostel resident must call Hostel guardian allowing the leave for stay over local guardian's place.

### Leave during weekdays:

If a resident needs to take leave during weekdays from hostel in case of an emergency he/she should present the college/university leave application, stating the reason of leave. Parent's must inform hostel guardian to allow their child for weekday leave.

### Hostel Check IN and Check Out

Every resident must check-in / check-out with the security guard and sign register along with tapping their college/university card at the access control devices installed at Hostel Gates while entering or exiting the hostel.

All residents are supposed to be back in the hostel every evening before 10:00 P.M. No resident is allowed to leave the hostel before 7:00 am.

The Hostel Administration is not responsible for residents during College hours as it is assumed they are on campus in their classes, labs, the library etc.

#### Room Change Policy:

Resident can apply for room change if there exist uninhabitable circumstances for allotted room, Hostel guardian will review the request and can recommend the hostel room change to residential life office at end of a term (**SUBJECT to AVAILABLILITY**). Residential life office holds discretion for approval or rejection of the room change request. HOD Residential Life & Guardian of respective hostel will review application and take the decision, subject to the conditions.

#### Hostel Change Policy:

Hostel management reserve the right to shift any resident to another hostel in case of a disciplinary issue or offense against hostel rules and regulations.

#### Extension of Curfew Timing:

Intermediate residents are not allowed curfew extension. Baccalaureate/post graduate residents can request extension in curfew timings if students are doing job for which they should provide necessary documentation. The final approval authority is Head of Residential Life.

#### Quiet Hours:

##### For Intermediate Hostels

- The residents must be in their rooms after 10:00 P.M. Resident's cannot stay in any other resident's room due to any reason i.e. group study, assignment, etcetera.
- Anyone found in another room after the 10:00 P.M. will be charged fine. If a resident continues to do this, he/she will be issued warning for violating the hostel rules.

### For University Hostels

- The residents must be in their rooms after 11:00 P.M. Residents cannot stay in any other resident's room due to any reason i.e, for group study, assignment, etcetera.
- Anyone found in another room after the 11:00 P.M. will be charged fine. If a resident continues to do this, he/she will be issued warning for violating the hostel rules.

### Night Stay in another student's room

- Staying overnight in any friend's room is strictly prohibited. Resident should be in his/her room after quite hours.

### Group Study

- During exams residents are allowed to use common room for group study till 10:00 P.M. for Intermediate and 11:00 P.M. for University students.

### Mess / T.V Lounge Timings:

- Mess and T.V Lounge will be closed by 10:30 P.M.

### Laundry / Cloths Ironing:

- Male residents may avail the laundry services of the laundry man located between Newton hall and Velte Hall.
- Iron stand is available in all hostels. Resident can get Iron from gate keeper against their ID card.
- Hope tower residents can avail laundry facility at Hope Tower Laundry room.
- Female students may bring their own iron and can only use it in the designated place for ironing.

### Meals

- Meals are only served to residents in the hostel-dining hall during mess hours only.
- Meals not consumed within mess hours will not be available later.
- Meal schedule is displayed in the dining hall. (The timings must be strictly adhered)
- Resident's are not allowed to take food (full or any leftover) out of the dining hall.

- Hostel crockery and cutlery are not allowed to be taken out of the dining hall by any resident at any time.
- Residents should bring their own mugs glasses plates, etcetera to keep in their rooms.
- Residents are not allowed to cook anything in the hostel kitchen.

#### Mess Committee

- Hostel mess committee comprises of representatives chosen by residents from each residential block.
- The committee members will liaison with the Food and Beverage office to suggest the monthly menu and to make changes with it along with the hostel management.
- They will also receive the residents' suggestions and feedback about the menu and quality of the food supplied by the hostel mess.

#### Food delivery time:

Residents can get the food delivered to hostel till 10:00 P.M.

#### Visiting Hours:

- The residents can receive visit from family members between 4:00 P.M. to 6:00 P.M. in the hostel guest room.
- Only listed family members can enter hostel guest room. (Only parents/guardians and real brothers/sisters are allowed to visit the residents. No one is allowed to visit a resident without prior written consent of the hostel guardian.)
- Security office will issue a visitor pass to the family members during 4:00 P.M. to 6:00 P.M. for hostel entry.
- If a resident wish to go with their local guardian, they can be picked from the parking or main gate after mentioning the reason at hostel check out register, the resident must be back in hostel within the curfew timing.
- Residents are only allowed to meet those visitors who have been approved by their parents and whose Identity details are submitted at the time of hostel admission.

- Residents are not allowed to take their visitors anywhere else on the hostel premises other than hostel visitor room.
- A visit to a resident should not last more than 30 minutes in the visitor's room. The doors of the visitor's room are not to be shut or locked when a visitor comes to meet the resident.
- FCC day scholars are not allowed to enter the hostel premises.

#### Parking facility for residents.

- Intermediate hostels' residents are not allowed to bring any kind of vehicle on campus in any case.
- Female University residents can register their vehicle and get parking sticker after approval from Residential Life Office, if they are enrolled in any evening post graduate program and they are regular/full time employee of an organization. Residents who want to avail parking facility for their vehicles must apply with an application addressed to RLO along with attached employment letter from their work place and schedule for their semester.

#### Medical Facility in case of Emergency:

- In case of any medical emergency residents can avail Mercy Health Center facility and they will take appropriate step. The Guardians will accompany residents in case of emergency after curfew hours. If any resident is admitted in the hospital, the hostel guardian will inform resident's local guardian.
- Parents must sign the undertaking and disclose if the resident needs any medical assistance or has any medical history which may need assistance. Parents should also sign an undertaking, assuring that the hostel management may take a decision in case of any medical emergency. In severe medical situations, Ambulance by Mercy Health Center will be provided.

#### Occupancy & Mess Fee/Hotel dues and charges:

- Students need to pay hostel and mess dues, before commencement of semester.

- Compulsory mess charges includes one time meal in a day.
- Extra meals will be charged to residents monthly.
- Occupancy and Mess Fee's are updated every semester by Residential Life office on FCCU website.

#### Hostel Clearance & Security refund:

- Before leaving the hostel residents must get hostel clearance. The clearance form is available at the RLO or can be downloaded from FCC website. Resident shall get it signed from Residential Life office and then from their respective hostel guardian and then submit for clearance to Food & Beverage office. Please note that following this order is mandatory.

#### Hostel Curfew time extension in case of University Official Event

- If any resident is taking part in any event and needs extension on the hostel curfew timing, resident needs to get it in writing from the Student activities office that he/she is part of FCCU event and the resident needs curfew extension till specific time.
- Residents will not be allowed curfew extension for any event outside university.

#### Duration for hostel for female baccalaureate & Postgraduate residents

- Female baccalaureate students can avail hostel for 8 semesters (four year) of their study and for postgraduate hostel facility can be availed only for 4 semesters (2 year) of their study. If case they avail hostel in later semester they will still be granted till the regular degree times ends. RLO is not liable to provide extension in case of pending research work or any extra semester.

#### Duration for hostel for male residents

- Male baccalaureate student can avail hostel in freshman & sophomore 4 semester (2 years). Students needs to arrange their accommodation outside campus at their own, due to space constraints after 4 semester.



### Duration for hostel for Intermediate residents

- Intermediate student can avail hostel for 2 years. RLO are not responsible in case resident repeating 1<sup>st</sup> year.

### Course Registration

- Only regular and registered students are allowed stay at the hostel. Part time students cannot avail the hostel facility. Resident needs to register at least 3 course or 12 credit hours for stay in hostel.

### Use of Home Appliances (Male Hostel)

- Microware facility is available for all hostel residents.
- Heater, electric kettles, refrigerators and other electric appliances are strictly not allowed in the rooms.

### Use of Home Appliances (Female Hostel)

- Microware facility is available for all hostel residents.
- Residents may bring Air-Conditioners with them and get them installed in their rooms. These students will be charged an electricity bill of Rs: 10,000 per month.
- University administration is not responsible for installation and any repair work related to their electric appliances. Residents need to arrange their own vendor for installation and repairs.
- Residents can use air cooler and they will be charged Rs. 1000 per month as electricity charges.
- Resident can bring refrigerator and they will be charged Rs: 1000 per month as electricity charges.

### Punishable Offense:

The residents will be issued warning letters and fined if they are involved in the following offences. First warning will be given by the Hostel guardian, while the second warning will be given by the Head of Residential Life Office and the last warning or allotment cancellation will

be endorsed by the Chief Student Life Officer. Guardians have the right to check the rooms and/or bags of the residents at any point of time.

- Using un-authorized electrical appliances such as heaters, irons, heating rods and holders in their rooms.
- Tampering with electric fixtures, telephone wires, internet Wi-Fi connections, switches, lights and fans etc.
- Putting clothes and dishes in the lounges and washrooms.
- Leaving the room unlocked while the resident is himself/herself on leave or not in his/her room in the hostel.
- Going home on vacations /holidays/weekends without turning off the electric appliances.
- Shifting to another room or transferring one's luggage and possessions to another room without prior permission of the Assistant Hostel Guardian/Hostel Guardian.
- Gambling in all forms and manifestations.
- Creating noise and disturbing others in any way.
- Giving keys of their room to another resident while going on leave so that the other resident may use his/her room.
- Leaving the lights and fans 'on' when the resident is on leave or not in the room.
- Sitting in another resident's room after curfew hours (10:00 pm to 7:00 am Sunday to Thursday 11:00 pm to 7:00 am on Friday and Sunday).
- Room allotment will be cancelled if a resident continues to come late.
- Dropping items from the corridors with/without strings or even getting items lifted through a string from the corridors is strictly prohibited from any floor.

#### Expellable offense:

- Bringing guests/visitors/ day scholars in hostel premises.
- Involvement in any kind of fight, possession of a weapons, sexual harassment.
- Keeping a motorbike/car or any other vehicle and parking inside, outside of the hostel gate, or anywhere on the campus.
- Misbehaving with the hostel staff and management.

- Possession of drugs, liquor or intoxicants in any form.
- Misrepresentation of document/ Forgery of signature or document.
- Smoking in the hostel premises.
- Possession of firearms or weapons.
- Damage to hostels property.
- Creating noise and disturbing others.
- Organizing any kind of political/public or religious gatherings.
- Keeping pets.
- Breaking curfew repeatedly.

#### General instructions:

- If in exceptional cases, resident requires extension in curfew hours for trip/ departmental function, resident must sought permission from respective Hostel Guardian along with a written application two days prior to the said event.
- If the resident is accompanying a trip organized by any society/ university, he is required to provide application to the Hostel Guardian duly signed by the Society's Advisor or HOD student Affairs. Otherwise, the resident will not be allowed to leave the hostel.
- Residents are not allowed to put on loud music.
- Residents cannot bully other residents.
- In summer vacations, if the resident is not enrolled in summer semester/ internship/ research then he/ she/ is required to leave the hostel along with all the luggage. As hostel goes through Annual repairs in Summers and the authorities will not be responsible in any case of loss.
- The residents enrolled in summer must provide application to the guardian / Assistant guardian along with the course registration. Residents who are placed on internship must provide letter from their internship office and research students are required to provide application duly signed by the Supervisor/ head of department.
- Residents will not be permitted to stay in holidays of a week or more.

- Residents are not allowed to come back or stay before the announced hostel opening date, when hostel is closed, hostel closing and opening timings may vary subject to circumstances.
- All residents must check the hostel board daily to keep themselves updated and aware of happenings and announcements.
- Residents are not allowed to wander in the hostel in inappropriate/partial clothes. Residents should be properly dressed up when they are out of their rooms.

#### Room and General Hostel Cleanliness

- Residents are not allowed to put nails, cards, and posters on the walls, cupboards and doors of their rooms.
- Residents are expected to clean their rooms thoroughly at least once a week and they will be fined if their rooms are unclean.
- It is the duty of the residents to use the hostel areas in a responsible way and use the trashcans as and when required.

#### Equipment in Rooms

- Residents are provided essential furniture in their room and they are responsible for these items. Furniture must not be removed from one room to another. No hostel property or fittings should be damaged. Repair charges for any damage (intentional or through negligence) will be recovered from the concerned resident.
- Individual electric appliances (microwaves, refrigerators, etc.) are not allowed in the hostel rooms.

#### Repairs and maintenance in Rooms

- All requests for minor repairs/maintenance must be written in the maintenance register.
- If a repair needs to be done in a resident's room, the resident must be present in the room.

### Personal Items that Residents must bring

- Bedding (bed sheets, pillows, pillowcases, blankets, quilts, etc)
- Towels
- Hangers
- Dustbin
- Small brush/broom with dust pan
- Bucket/tub and mug
- Clothes peg to hang clothes
- Foot mat
- Emergency light
- Mosquito repellent
- Dusters
- Shower shoes/slippers
- Dishes, glasses, etc to use in rooms

### Regulations and Prohibitions

- All residents are expected to conduct themselves in a socially, culturally and an ethically appropriate manner.
- Every resident of the hostel has the civic responsibility that she should not be a cause of inconvenience, annoyance or disturbance to others.
- Possession of valuables such as gold jewelry, watches and large amount of cash is prohibited. In case of a theft or a resident losing anything expensive the hostel administration is not responsible. Students will be for themselves for the protection of their belongings.
- Use of drugs, liquor, cigarettes or any other intoxicants is strictly prohibited.
- Forgery, stealing and immoral behavior if proven will result in immediate expulsion of a resident.