

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH RAEBARELI - (NIPER-R)

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. HOSTEL ADMINISTRATION

The hostel administration is an important part of institute functioning. The hostels' administrative structure comprises Dean, Wardens, Alternative Warden, Assistant Wardens, Guest House & Hostel Supervisor and Hostel Caretaker. The Dean will look over all facilities of hostels. The Dean and his/her team is associated with the hostels of the entire institute, especially in matters of general welfare and cultural activities.

Office of the hostel: There shall be one hostel office in each hostel having one hostel caretaker. The office shall ordinarily function from 9 am to 5:30 pm.

Role & Duties of Warden/Alternative Warden:

Subject to the general supervision of the Dean the warden shall:

1. Regular visit to hostel for better interaction with the students.
2. Take measures to prevent incidence of ragging and ensure that no ragging takes place in the hostels and maintain a ragging free hostel.
3. Keep strict discipline among students of the hostels.
4. To deal with the acts of misbehaviour and indiscipline of hostellers in the concerned hostel.
5. Warden shall reserve the right to deny entry to any visitor or student guest who in his opinion is likely to disturb the peace of the hostel.
6. Keep contact with the hostellers and take care of students in case of illness of hosteller(s).
7. In consultation with assistant warden, shall plan the extracurricular activities including social service in the hostels.
8. Look into the grievances/complaints of the students if found genuine.
9. Look after the quality of food served in the hostels.
10. Look over the emergency situation of the hostels.
11. Reports to the Proctorial Board in case of any serious indiscipline or misbehaviour by the students.
12. Approve the hostellers leaves in the hostels.
13. To Keep a watch on In and Out register in the hostels.
14. Provide no-dues to hostellers.

Role & Duties of Assistant Warden:

1. Coordinate with Guest House & Hostel Supervisor in allotment of rooms to the students and room change procedure.
2. Keeps strict discipline among students of the hostels.

3. To ensure that the hostel environment is conducive to the health.
4. Promoting cleanliness and hygiene practices and coordinating with relevant authorities in case of medical emergencies.
5. Attend the case of illness of hostellers.
6. Look over the emergency situation of the hostels.
7. Provide guidance and support to students facing personal, academic, or emotional challenges.
8. Coordinate for maintenance issues for hostel along with Guest House & Hostel Supervisor.
9. Keeping liaison with the Wardens/Alternative Warden and Guest House & Hostel Supervisor for smooth functioning of hostel operation.
10. Assist warden to plan the extracurricular activities including social service in the hostels.
11. To keep a watch on In and Out register in the hostels.

Role & Duties of Guest House & Hostel Supervisor:

1. Hostel rooms management.
2. Allotment of rooms to the students.
3. Maintaining database of hostellers.
4. Maintaining records and inventory of hostels assets.
5. Keep close supervision over room occupancy and vacancy.
6. Regular inspection of hostels cleaning, hygiene & waste disposal.
7. Procurement of necessity items for hostels.
8. Keeping liaison with the Wardens and Students committees for smooth hostel operation.
9. Mitigation of day-to-day complaints of students.
10. To maintain discipline in the hostels.
11. Looking after the safety and security of hostellers.
12. Provide no-dues to hostellers.
13. Formation of various students committees.
14. Conduct committees meetings for smooth hostel operation.
15. Verification of applications of students for passport/residency certificate/bank account opening.
16. Communicate with concerned departments and take follow-up related to maintenance, beautification and other works of the hostels.
17. Management of renovation work related to hostel.
18. Inspection of hostel furniture and fittings for timely repair.
19. Regular inspection of grass cutting in the hostels.
20. Propose disposing of scrap items from hostels.
21. Look over the emergency situation of the hostels.
22. Supervise fumigation & pest control in the hostels.
23. Procurement and inventory management of sports items to facilitate hostellers.

24. Implementation of decisions taken by the Institute authority.
25. To supervise the working of hostel caretaker.
26. Reporting the cases of serious indiscipline/ragging to the warden for further action.
27. To maintain the various registers and ledgers necessary for the smooth functioning of the hostels.
28. Will order double-locking of room(s) of hosteller(s) and their re-opening, when required.
29. Provide guest rooms in hostels for visitors if available after approval from competent authority.
30. Keep records of forms, registers and payments of guests/visitors stayed in the guest rooms of the hostels.
31. To ensure the quality of food in the mess.

Responsibilities of Hostel Caretaker:

1. Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
2. Maintain room inventories in respect of each room. Verifying hostel furniture, fittings, etc., periodically and also when a resident vacates room including on transfer within or outside the hostel and informed to Guest House & Hostel Supervisor for any damages/missing/ broken by student/visitor.
3. Assist in maintaining the hostel inventory & stock register.
4. To ensure proper maintenance of the hostel rooms, common room, bathrooms & toilets, purifiers & water coolers, refrigerators, mess and premises i.e. coordination with Estate section, and other departments as per requirement.
5. Reporting and pursuing complaints relating to civil/electrical works, repairs/replacements of furniture, fittings, refrigerator, water cooler, water purifiers, etc. and preparing a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean.
6. To ensure proper water supply and drinking water arrangement in the hostel.
7. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Guest House & Hostel Supervisor or Warden.
8. Maintaining the record of the guests/visitors.
9. Collecting guest room charges with proper entry in the register in hostel.
10. Daily report to Guest House & Hostel Supervisor about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
11. Coordinate with helper, gardener, sweeper and security guard for hostel related works.
12. Notice board management of hostel.
13. Maintain the discipline in the respective hostel.

14. Close observation on students' illegal activities like consuming alcohol, cigarette, illegal occupancy, fighting and damaging hostel property by the students, and inform to the Guest House & Hostel Supervisor and Warden immediately.
15. Support all students committee for proper functioning.
16. Any other duties related to hostel assigned by Guest House & Hostel Supervisor.

2. ACCOMMODATION

- 2.1 The hostel resident, called as "hosteller".
- 2.2 Hostel accommodation is available to all registered students of P.G. for a maximum period of 2 years.
- 2.3 Students of P.G. availing hostel accommodation are not eligible for refund of hostel rent and electricity.
- 2.4 Application for admission to the hostel must be made in the prescribed Form No. – 01 *Hostel Registration Form*, which is available in the Academic Section and website of the Institute.
- 2.5 No student will be allowed to stay in the hostel without formal admission.
- 2.6 The institute has the right to refuse and/or withdraw hostel admission to student(s), in case if it is found that he/she has submitted any incorrect information/involved in indisciplinary activity.
- 2.7 At the time of admission every student must submit a written undertaking in the prescribed *Undertaking by Hostel Residents*, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the hostel.
- 2.8 No married accommodation shall be provided to any P.G. students in the hostel.
- 2.9 Strictly, no male is allowed to enter or stay in the girl's hostel in any instance and vice-versa. Service providers shall be accompanied by security personnel with prior approval.
- 2.10 If any P.G student(s) staying in the hostel and wish to leave hostel in between of semester, then he/she must take prior approval in written from Dean through their Supervisor/Guide.

3. ROOM ALLOTMENT

- 3.1 Allotment of rooms shall be the sole discretion of the Institute, students are required to stay in their allocated rooms. Rooms once allotted to the students for an academic year will not be changed except on special exigencies. Under no circumstances the inmates should exchange their rooms without the knowledge of the Warden (Boys/Girls) and Guest House & Hostel Supervisor.
- 3.2 At the time of admission of a student into the hostel and at the beginning of every academic year (if room changed), all the registered students are required to submit the duly filled in prescribed Form No. – 01 *Hostel Registration Form*. The telephone number of the parent/guardian must be provided. Any change of address/ telephone number of the parent/guardian at any point of time, must be

intimated immediately to the Warden (Boys/Girls) and Guest House & Hostel Supervisor in writing.

- 3.3 The Institute will generally provide a minimum set of furniture and fittings in each room, consisting of a cot, table, almirah and chair for each student as well as ceiling/wall fan and light fitting. Students are not allowed to shift materials (cot, table, almirah, chair, fan, tube light, etc.) from one room to another without permission. Students need to bring their own mattress, pillow, bed sheet cover, pillow cover, bucket, mug, lock with 4 keys, etc.
- 3.4 Students are eligible for hostel accommodation as long as they are full-time registered students of the institute. Accommodation will not be provided to any student whose registration is cancelled. Any student whose name has been removed from the institute's rolls will automatically lose the right to stay in the hostel and must vacate the premises immediately.
- 3.5 Before vacating the room(s), the hosteller(s) should fill up the Form No. – 03 *Hostel Vacating Form* at respective hostel before 3 days. The furniture, electrical installations including the tube- light, fan, etc. should be handed over in proper condition to the hostel authority at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the hostel authority shall be recovered from the hosteller(s).
- 3.6 If available, rooms may be allotted to trainees/visiting students after prior permission by the competent authority through concerned faculty/officer and Dean. However, such rooms will be provided on chargeable basis as per institute norms.
- 3.7 Guest room may be allotted to the parents/guardians of bonafide students of the institute on payment basis subject to availability of guest rooms in the guest house with prior approval by the competent authority through the concerned faculty/officer and Dean/Registrar.

4. VISITORS

- 4.1 Any visitors (parents/guardians) with valid ID can be allowed only up to the common area of the hostel/reception of the institute.
- 4.2 No visitor shall stay overnight in the hostel room without prior permission of the competent authority through concerned faculty/officer and Dean in writing and shall have to pay the charges as applicable.
- 4.3 No vehicle parking space will be provided to the vehicles of the hostellers and visitors in the hostel. Hostel authority will not be responsible for any vehicle parked by them in the hostel premises.
- 4.4 Students going to hometown or academic activities will require prior permission from the warden (boys/girls). To avail such leaves, students need to submit a Form No. – 02 *Hostel Leave cum Out of Station Form* at the warden's office at least two days before departure.

5. USE OF APPLIANCES

- 5.1 The use of electrical or electro-mechanical equipment, such as iron, air cooler, immersion rod, electric stove, heater, air blower, induction cooker, pedestal fan, table fan, egg boiler, wax machine, kettle, and similar appliances, is strictly prohibited within the hostel premises, whether inside or outside the rooms. Private cooking in hostel rooms or anywhere within the hostel is also strictly forbidden. Any prohibited appliance found in a hostel room will be confiscated, and the hosteller(s) will face both a monetary fine and disciplinary action from the institute.
- 5.2 The use of audio systems, which may cause inconvenience to the roommates or other hostellers is not allowed and will attract disciplinary action.
- 5.3 When the hostellers go out of their rooms, they should switch off all the electrical/electronic appliances before leaving the hostel for classes/labs/outside the campus etc. However, violation of this rule will attract. Institute will not be responsible for any damages incurred by the student due to non-compliance of the above.

6. MAINTENANCE AND CLEANLINESS

- 6.1 General maintenance and cleanliness of the hostel premises including the building, courtyards, and the toilets will be maintained by the institute. All hostellers shall whole-heartedly cooperate in these endeavours.
- 6.2 Complaints pertaining to electrical (tube-light, fan, switch, socket, regulators) inside the rooms, plumbing, carpentry, if defective need to write the written complaint on the complaint register available at the reception desk by the hostellers for repair/replacement.
- 6.3 Washing machines provided by the institute need to be used judiciously. The servicing and any breakdown of the washing machines will be borne by the students or as per direction of competent authority.

7. ANTI-RAGGING POLICY

- 7.1 Ragging in any form is strictly prohibited. Severe fine, including expulsion from the hostel and the institute, will be enforced on anyone found participating in ragging.
- 7.2 Ragging is a punishable offense under the law, and offenders will face legal action.
- 7.3 Any hosteller(s) subjected to ragging must immediately report the incident to Hostel Authorities. Failing to report such incidents will also be treated as an offense.
- 7.4 Hosteller(s) who witness ragging are required to report it immediately to the hostel or institute authorities. Failure to do so will be considered a serious offense and treated with the same severity as those directly involved in ragging.

- 7.5 If the individuals responsible for ragging cannot be identified, collective punishment may be imposed on a group or all hostellers as a deterrent.
- 7.6 All hostellers must sign and submit an Anti-Ragging Undertaking to the Hostel Authority as per the prescribed guidelines.
- 7.7 Any complaints regarding ragging must be formally reported to the Chairperson of the Anti-Ragging Committee, and the identity of the complainant will be kept confidential.

8. HOSTELLER'S PROPERTY

The hostellers are responsible for the safekeeping of their personal belongings. They are advised to keep their belonging under lock including valuable items such as, jewellery, laptops, mobile phone, etc. They should lock their rooms whenever not present in the room, even for a short duration. Hostel authority cannot assume responsible for the loss/damage of hosteller's property in the hostel.

9. SECURITY/ ROOM INSPECTION

- 9.1 Security personnel are available in the hostels around the clock.
- 9.2 Any concerns or complaints about hostel security should be promptly reported to the Guest House & Hostel Supervisor.
- 9.3 Hostellers are strictly prohibited from inspecting or handling the rooms or belongings of other hostellers without the explicit permission of the Guest House & Hostel Supervisor. Such actions will lead to the immediate dismissal of the hosteller(s) from the hostel.
- 9.4 Hostel authorities reserve the right to conduct periodic and unannounced inspections of all rooms. These inspections may cover the entire room and its contents as needed. Fine to the students may be imposed if found involved in any misuse of the hostel property (fan, light, furniture, etc). This fine amount should be collected based on the cost of the item broken by the student.

10. OTHER ACTIVITIES AND CELEBRATIONS

- 10.1 All hostellers should be conscious of the environment and should not litter indiscriminately.
- 10.2 Birthday parties, function or celebrations are not permitted on hostel premises.
- 10.3 Celebration of any event or religious activities will be dealt with case to case basis by the competent authority.
- 10.4 Celebration or event or student related activities should not be done inside the hostel premises.
- 10.5 The hostel administration is not responsible for receiving deliveries of online or offline orders made by the hostellers. Hostellers are required to make their own arrangements for receiving these deliveries.

11. STRICTLY PROHIBITED ACTIVITIES

- 11.1 Any form of ragging, whether inside or outside the hostel premises, is strictly prohibited. Offenders will face severe consequences, including possible expulsion from the hostel. There will be no tolerance for those involved in ragging or using abusive language, and such cases will be immediately referred to the Anti-Ragging Committee (ARC).
- 11.2 The consumption or possession of alcohol, smoking, use of tobacco, narcotic drugs, and possession of obscene materials, weapons, or inflammable substances is strictly forbidden within the hostel and its surrounding premises. Celebration of Holi and Diwali along with colour and crackers inside the hostel premises is strictly prohibited.
- 11.3 Use of electric appliances like heaters/ high electric power-consuming gadgets, sound systems, and cooking inside the room are strictly prohibited.
- 11.4 Hostellers are not allowed to take utensils/equipment from mess to the hostel rooms. If found involved in such activity, a fine will be collected.
- 11.5 Usage of Internet/Wi-Fi provided by the institute is for academic purposes only. hostellers shall not visit any prohibited website. Non-compliance of the same will result in disciplinary action against the respective hosteller.

12. DISCIPLINE

- 12.1 Every hosteller is responsible for maintaining discipline, peace, and harmony within the hostel.
- 12.2 Students are not permitted to enter or leave the hostel after 9:30 PM without prior permission from the warden (boys/girls). A fine will be imposed on students entering the hostel after this time without authorization.
- 12.3 Any hosteller involved in activities such as ragging, physical assault, sexual harassment, property damage, or causing inconvenience to others will face disciplinary action. Depending on the severity of the offense, the case may be referred to the Proctorial Board after proper inquiry.
- 12.4 Hostellers are responsible for the furniture and other items provided in their rooms. They will be charged for any damage or loss caused by negligence or intent during their occupancy, as determined by the Hostel Authority.

13. FINE STRUCTURE

Rule No	Particulars	Fine (INR)
a)	Use of all unauthorized electrical appliances such as iron, air cooler, immersion rod, electric stove, heater, air blower, induction cooker, pedestal fan, table fan, egg boiler, wax machine, kettles, and similar appliances.	1,000/-
b)	Damaging property, creating trash in mess area or hostel	2,000/-
c)	Any loss/damage to the properties and equipment and other fittings of the hostel along with fine of Rs. 2,000/-	As applicable
d)	Organizing any event without prior approval from the Warden and Guest House & Hostel Supervisor	2,000/-

e)	Room change without approval	1,000/-
f)	The consumption or storage or supply of liquor or any sort of intoxicant	5,000/- and expulsion from hostel
g)	Any kind of gambling is also prohibited	5,000/- and expulsion from hostel
h)	Playing music and videos etc. in loud volume inside the rooms	1,000/-
i)	Found cigarette or pouch in room	1,000/-
j)	In case of damage to any buildings, furniture, apparatus or other property of the hostel, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.	As applicable
k)	Misbehaving and abusing with the Mess Workers/Manager/Institute employees.	2,000/- and/or disciplinary action
l)	Inappropriate use of electricity (non-switching off the lights or fans while leaving) in the hostel by the students.	1,000/-
m)	Unauthorized entry of persons allowed by students.	2,000/-
n)	Keeping pet animals in hostel room / taking food out of Mess and feeding pet animals inside hostel.	2,000/-
o)	Senior batch students entry to first year hostels after 9:30 P.M. or senior batch students call 1 st year students in their rooms alone at any time. Violation of either of the conditions will lead to penalty and prosecution for ragging.	2000/-
p)	Entertaining unauthorized guests (including pass out students).	5,000/-
q)	Spitting in hostel corridor or in hostel premises	500/-
r)	Delay of mess bill payment	500/-
s)	Mess utensil(s) in front of room or in room	500/-
t)	Polythene, garbage in front of room	500/-
u)	Incorrect information of parents and/or guardians	500/-
v)	Without face mask (In case of pandemic situation)	100/-
w)	Indisciplinary action, for which Hostel Warden can recommend/implement reasonable fine on the hosteller in case of any other indisciplinary incidence (not mentioned in the above list)	

14. CODE OF CONDUCT

- 14.1 All hostellers must uphold standards of behavior at the institute and are expected to treat everyone inside and outside the hostels and campus courteously and fairly.
- 14.2 Silence must be observed in the hostel after 10 PM.
- 14.3 Hostellers are expected to dress modestly.
- 14.4 Hostellers must carry their valid institute-issued identity cards.
- 14.5 Hostels must be kept clean and hygienic. No posters or notices should be pasted or scribbled on walls.
- 14.6 Hostellers are responsible for the cleanliness and maintenance of their rooms.
- 14.7 Hostellers must cooperate with maintenance work and vacate their rooms when required. Alternative accommodation will be provided during this time.
- 14.8 Hostellers are accountable for any damage to property in their rooms during their stay. The Hostel Authority will act if any damage is found.
- 14.9 Hostellers must cooperate with maintenance or repair work during their stay in the hostel.
- 14.10 No fitting or fixture should be removed from any room or common area.
- 14.11 Hostellers must not engage in any anti-national, anti-social, or undesirable activities on or off-campus. Violations may be dealt with according to the law.
- 14.12 Hostel Administration and Institute is not responsible for any personal property lost due to theft, fire, or any other cause.
- 14.13 In case of medical emergencies in hostel, the Wardens and Guest House & Hostel Supervisor must be informed immediately.
- 14.14 Hostellers should switch off fans, lights, and other electrical appliances before leaving their rooms.

15. ENTRY AND EXIT TIMINGS

Student safety is an utmost priority and considering the location, the following timings are to be strictly followed by the hostellers.

<p>Entry and Exit from hostel</p> <p><i>(Students should mandatorily display Institute Identity cards to security and make entries in register)</i></p>	<p>Hostel Gate is open between 5:00 AM to 09:30 PM</p>	<ul style="list-style-type: none">• During Working hours, a Gate Pass counter-signed by the Faculty Supervisor/ HoD is to be submitted at main gate security. <i>Permission Slip for Leaving Campus (Monday to Friday in between of 9AM to 05:30PM)</i>• During non-working hours and holidays (including Saturday and Sunday), Students can only leave the campus after showing ID cards to the security
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		<p>personnel and making necessary entry into the register at the Main Gate.</p> <ul style="list-style-type: none"> • Hostellers entering hostel after 9:30 PM should make necessary entries in the late register maintained by the security at hostel gate after verifying ID cards. • Security personnel are authorized to collect identity cards of late entries if necessary.
Entry and Exit into the hostel beyond permissible timings (5:00 AM to 09:30 PM)	Late- hour work at labs (09:30 PM to 5:00 AM)	<ul style="list-style-type: none"> • In pursuit of academic work at the laboratory, the same is to be counter-signed by the Faculty Supervisor/HoD is to be submitted at hostel security. With entries in the hostel register.
Visiting Hours	5:30 AM to 07:00 PM	<ul style="list-style-type: none"> • All visitors including the parents/guardian will have to make necessary entries in the visitors' book available with the main gate/hostel security guard before entering the hostel premises. • The visit is restricted to only the hostel office/lounge/canteen.
Going home / academic activities	Any stay overnight from the campus	<ul style="list-style-type: none"> • Students need to submit the Form No. – 02 <i>Hostel Leave cum Out of Station Form</i> to the Warden (Boys/Girls) at least two days before departure.

Note: Hostel Gates will remain closed between 09:30 PM in the night to 5:00 AM in the morning.

16. DO'S & DON'TS

DO'S	DON'TS
Lock your room always, even when going out for short durations	Indulge in ragging (ragging is strictly prohibited as per government norms)
Keep your valuables and cash under lock.	Play loud music anywhere (in your room or inside hostel premises).
Read the notice board regularly	Play or create disturbance in the corridors.
Observe silence hours (10 pm to 6 am) every day.	Conduct or attend parties (in your room or inside hostel premises).
Contact your Warden in case of any problems.	Keep or feed pets in your room or campus
Enter your complete details in the in-out Register when leaving the hostel for more than one day.	Smoke, alcohol consumption
Dine in your hostel mess and pay your mess bills on time.	Damage hostel property or assets
Inform your hostel assistant if you are sick	Intimidation or violence
Follow the code of conduct for the students	Permit non-residents to stay in or use your room
Read the hostel rule book and follow the rules	Light lamps / candles, carry crackers or burn/ burst crackers in and around the hostel premises.
Take care yourself– your life is precious – we value it.	Waste water or electricity
Park vehicle/cycles in parking area only	Through garbage in front of doors
Dine in mess only not in rooms or other places of the hostel	Keep mess plates to the rooms
Maintain hygiene and clean room and corridor	Spit anywhere in the campus
Volunteer for supervision of cleanliness of corridor	Cook food in room
Social distancing is necessary in case of pandemic situation	Social gathering
In case of pandemic situation, Wear face mask all the time	Roam on the terrace of hostel

17. GRIEVANCE REDRESSAL

- 17.1 If any hosteller has any problem related to maintenance, he/she needs to enter the grievance/complaint in the relevant "Complaint Register" kept at the reception.
- 17.2 If the complaint is not attended to within a fortnight, then he/she may escalate the issue to the Guest House & Hostel Supervisor.

18. REVISION OF RULES AND REGULATIONS

- 18.1 Any matter that is not covered in the above rules and regulations may be incorporated from time to time by the hostel authority. The institute reserves the right to initiate amendment of the rules and regulations as deemed necessary.
- 18.2 The hostellers shall be informed of any orders from the institute authority through notice displayed at the Notice Board of the hostels.

19. BASIC INFORMATION ABOUT THE MESS

- 19.1 The mess arrangement in the hostel is compulsory for all the hostellers without any exception.
- 19.2 Hostel mess shall be run by the hostellers, and it is the responsibility of every hosteller for betterment of the mess.
- 19.3 Mess is running and managed by the hostellers/mess subscribers, student mess management committee will look over the day-to-day operation and management of the NIPER student mess. Mess has cyclic menu which will be changed after a month or proposal of student mess management committee. Mess management committee constituted by the institute to facilitate students in process only.
- 19.4 NIPER students mess run based on payment made by the student on monthly/semester basis.
- 19.5 If any student going for leave (minimum 7 days or more but less than 30 days in an academic year) and want mess rebate, he/she must submit the Hostel Leave Form for Mess Rebate form to the caterer/mess manager/hostel office before going to leave. Hosteller submits the form after availing leave will not be considered for mess rebate.
- 19.6 Student mess management committee managed the excel sheet of leaves, expenses and revenue, calculate the food cost for each month and calculate the food cost of each month on semester basis. As per the actual cost money will be refunded and/or recovered by the student.

20. REPORTING AUTHORITIES REGARDING HOSTELS

- 20.1 Guest House & Hostel Supervisor
- 20.2 Assistant Wardens
- 20.3 Wardens/Alternate Warden
- 20.4 Proctorial Board

21. APPELLATE AUTHORITIES REGARDING HOSTELS

- 21.1 Dean
- 21.2 Registrar
- 21.3 Director