



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHOPAL

HOSTEL RULES & REGULATIONS, 2023

Norms governing Hostel Rules of NIFT campuses are laid down in NIFT Statutes 2020 and NIFT Academic Manual 2021. The Hostel Rules of NIFT Bhopal, given hereinunder, incorporate the norms as per the Statutes and the Academic Manual and various instructions issued from time to time. The rules have been adapted to address the specific requirements of NIFT Bhopal which moved to its permanent campus in March 2023.

A. Hostel at NIFT Bhopal

1. The hostel facility is for the bonafide full time under-graduate or post-graduate registered students at the Institute Campus, subject to availability of residence in the hostel.
2. The priority for admission to hostel in the Institute Campuses shall be decided on the Common Merit Rank of the applicant in the following order, namely: -
 - (a) Under-graduate students newly admitted to full time programmes in the current academic year who have passed their qualifying examinations from a station other than that of the allotted Institute Campus, subject to the condition that their family does not reside at the station.
 - (b) Under-graduate students who apply after the commencement of the academic year, subject to availability of seats and production of documentary evidence that their family does not reside at the station.
 - (c) Any other under-graduate student in full time programme in the current academic year, subject to availability of residence in the hostel.
 - (d) Post-graduate students admitted to full time programmes in the current academic year, subject to the condition that their family does not reside at the station and to the availability of residence. Explanation: - For the purpose of this sub-clause, the expression “station” means the area within the municipal limits of the Institute Campus.
3. Without prejudice to priority for admission to hostel, hostel stay is compulsory for First and Second Semester students of both UG and PG students.
4. After declaration of seniority/waiting list, allotment shall be made on first-cum-first serve basis ascertained from the date of payment of stipulated fees.
5. Each room is approx. 10X15 feet. Every student is provided with a single hard bed, study table, chair, light, ceiling fan and curtains. List of items to be brought by students is at “**Appendix A**”.

6. The Hostel Warden looks after day-to-day functioning of the hostel. Hostel warden is responsible to ensure discipline in the hostel and adherence to hostel rules. The Hostel warden is the single point contact for any requirements or concerns of the parents/guardians. However, a matrix is provided to escalate the concerns in C.12.
7. Overall management is overseen by a designated Hostel Committee.
8. The hostel complex at NIFT Bhopal has one Hostel with 240 rooms, out of which 230 rooms (with common toilets and bathrooms) for girls and 10 separate rooms are currently earmarked for the boy (with common toilets and bathrooms) and may increase as per the requirement. A common mess and Warden's residence is also located in the Hostel complex.
9. Some rooms have ac facilities- same will be notified on the time of registration for hostel.
10. The rooms are allotted on twin sharing basis. Allotment on single occupancy basis is also considered on request and hostel fee will be charged accordingly.

B.- Facilities Available at NIFT Bhopal Hostel

- Common Mess run by a contractor and managed by Mess Committee
- Common Gym
- TV Room
- 24 x 7 internet connection
- Lifts
- Luggage trollies
- Biometric attendance
- Nurse
- Housekeeping staff and security guards
- One pantry with basic facilities per hostel (cooking is not allowed)
- Purified drinking water through hot and cold dispensers
- Geysers in bathrooms
- Washing Machines
- Ironing facility
- Campus Facilities – Grocery Shop, Tea shop, Juice shop, library, stationery etc.
- Bus facility for visiting city market.

(The facilities available may vary based on status of contracts)



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHOPAL
HOSTEL RULES & REGULATIONS, 2023

C. 1. General Hostel Rules and Conditions

- 1) All residents are required to maintain standards of behavior expected of students of a prestigious national institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 2) NIFT reserves the right of admission to the hostel. NIFT management may deny or cancel admission to hostel to any student without assigning any reason if it has reasonable ground to believe that his or her presence would be detrimental to the interest of NIFT or other students.
- 3) Entry to the hostel is not allowed without payment of stipulated hostel and mess fee. Part payment is not allowed.
- 4) Mess facility is mandatory for students opting for hostel facility.
- 5) The hosteller shall not be entitled to retain accommodation in the hostel beyond date of closing of semester as per academic calendar.
- 6) The hostel accommodation to the student is available only for the semester period and all hostellers are required to vacate their rooms, along with their belongings during the summer break. Similarly, the students can be asked to keep their luggage at a common place during winter, if the rooms are required by NIFT Management for alternative use, repairs, maintenance etc.
- 7) Hostel facilities are not provided to the students during summer (June-July) industry internships. Students need to vacate the hostel before joining the industry (as maintenance work of the entire hostel is carried out during that time).
- 8) No Hosteller is allowed to change her/his allotted room. Disciplinary action shall be taken against students who change room without explicit permission. Shifting of furniture is strictly prohibited and liable for penalty.
- 9) Permission needs to be taken for any kind of function or celebration within the room/ recreation room. (Refer section C.6.Celebrations Inside the Hostel for details)
- 10) Residents shall keep their rooms neat and tidy. If a student finds any damages or defect in the hostel room, it will be his/her duty to bring it in the notice of the hostel office, failing which it will be presumed that everything is in order.
- 11) The use of heavy electrical appliances is strictly prohibited and invites heavy penalty in case of non-compliance. (Refer section C.7.Use of electricity and Electric Appliances for details)

- 12) The resident students shall not tamper with any electrical installation and any other equipment on the hostel premises. If any damage is caused to any of the installations, the students shall be liable to pay the amount of damage plus appropriate fine that may be levied.
 - I. Residents may register their complaints related to maintenance (electricity, plumbing, furniture etc.) in the complaint register available with the hostel security.
 - II. In case of any grievance, the students are advised to register it in the complaint book provided in the hostel or report it to the hostel Warden in writing or bring it to the notice of the Campus Director or Students Development Activities Coordinator of the Institute Campus
- 13) Residents are required to carry the Institute identity cards on his / her person which are required to be presented on demand. Misuse of the identity card and/ or any tampering or forgery shall invite disciplinary action.
- 14) Resident students must observe complete discipline inside the Hostel premises and see that no wasteful/improper use is made of amenities such as water, electricity, furniture, etc. If any damage is caused to the property/furniture etc. suitable charges shall be recovered from the concerned students.
- 15) Resident students must not leave money and other valuables in their rooms. The Hostel administration/Institute will not be responsible for the loss of any valuable items of the hostel residents from their rooms.
- 16) NIFT resident students are required to report Hostel by **10:00 P.M.** sharp. If they come late without proper justification, a warning letter will be issued. Warning letter shall be issued to the students, if they come after, the stipulated entry time of 10:00 pm, without a proper justification. The second violation of the same shall be treated as a major penalty and apart from informing the parents of the students, disciplinary action must be initiated, including expulsion from the hostel.
- 17) All residents should compulsorily register biometric attendance during in-out of the hostel.
- 18) NIFT resident students can be permitted to stay out for the night at their LG's/parents' place, only when written request is made seeking permission in the prescribed form, along with an email from parents. Any unauthorised absence for the night will be treated as an of indiscipline. Copies of all the night out forms will be sent to the parents for information.
- 19) 'Night out/ Leave approval Form' attached in "Form 4" to take prior permission from the hostel warden in charge by Hand. (Refer to section C.4. Night Out and station leave for details)
- 20) Boys are not allowed inside Girls' hostel and girls are not allowed inside Boys' hostel under any circumstance.
- 21) Under no circumstances, any student shall be permitted to allow anyone to stay overnight in their rooms. Breach of this condition will result in the withdrawal of Hostel Facilities as well attract disciplinary action as well.
- 22) Entry of the day scholar/visitor to the hostel would be granted through a written permission from the joint Director/ CAC of the campus, which shall be submitted to the Hostel Warden.

- 23) The students can receive visitors on Saturdays and Sundays and holidays from 9:00A.M. to 6:00P.M. On working days, the visiting hours are from 6:00PM To 8:00PM.
- 24) Hostel Residents are not permitted to engage/allow any person for services like computer repair, etc. without prior written permission of the Hostel Warden. No hostel resident shall employ a guard/cook/attendant.
- 25) All cases of sickness/diseases must be reported immediately to the Warden/Nurse. Any case of emergency or accident must also be immediately reported to the warden/Hostel (I/c)/ NIFT Bhopal Authorities.
- 26) The NIFT bus for visit to city market by the students follows scheduled timings. If any student is getting late, she/he must make her/his own arrangement for commutation.
- 27) Hostel zone is a smoke-free zone in the Institute. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Strict disciplinary action will be taken if any resident is found to violate this, resulting in expulsion from hostels or rustication from the Institute.
- 28) If any Student found involved in any misconduct, such as, any kind of verbal or physical abuse with any other hostel inmates, misbehavior with fellow hostel mates, security guards then strict disciplinary action including debarment/termination from the Institute/Hostel can be awarded by the Discipline Committee.
- 29) The institute's internet bandwidth should strictly be utilized for educational and/or knowledge sharing purpose, the students should not screen pirated /unauthorized / unlicensed movies in their computers and common rooms. Nor should they indulge into any act which falls into cyber law violation. Any violation will be dealt severely. Penalty for the same will be decided by authorities.
- 30) NIFT Bhopal follows strict "**Anti-Ragging Policy**". Any student found involved /guilty under this policy is liable for strict disciplinary action including rustication from Hostel/NIFT.
{Ragging is a CRIMINAL & NON- BAILABLE offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any acts which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt to such student, or asking the student to do any act or perform something which such student will not in the ordinary course be willing to do"- Excerpts from the Directions of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions}
- 31) Paying hostel fees does not entitle students to infringe the rules and indulge themselves in violent activities to express their views. Violating the law & order can lead to strict disciplinary action against them as decided by the disciplinary committee.

C.2. Hostel Admission and forms-

The **admission forms** are made available to the students at the time of admission process at NIFT Bhopal. The application forms will have to be filled up giving correct information of the names and addresses of the parents/ legal guardian (telephone numbers). The resident students are expected to furnish the name of the local guardian (LGs), their address, telephone numbers and business card, if any, which shall be duly attested by their legal guardian at the time of joining the hostel. Any change in the details provided is to be notified without any loss of time. NIFT Bhopal can, demand documents from hostel students in order to verify / check records.

Documents required by the students for Hostel Accommodation allotment:

- Students Photo ID proof and Photocopy
- Students– Passport size Photograph
- Parents Photo ID proof and Photocopy
- Local Guardian Photo ID proof Photocopy
- Receipt/ copy of Hostel fee Payment

C.3. Hostel Timings and Leave Rules

- 1) Resident students shall abide by the timing for attendance in the hostel and must return to the hostel by **10:00 P.M.** sharp.
- 2) Main Gate of the Campus shall be closed for entry of students (except for students who have obtained prior approval) at 9.30 P.M.

“Hostel attendance at 10:00 PM is compulsory in respective hostels. Absence without leave/permission shall be immediately informed to the i/c hostel.”

Prior permission must be obtained for leaving the hostel and arrival beyond prescribed hostel timings. Details of place being visited, and emergency contact number have to be provided while asking for such permission and the same has to be entered in the register at the hostel security. Consent of parents/guardians is a must for such absence from the hostel. The students are required to carry their I-Cards while leaving the campus/hostel. **No hostel resident shall apply on behalf of other students.**

- 3) Leave for absence from the academic section shall not automatically entitle a student to leave the hostel without the permission of the Warden/Competent Authority.
- 4) Permission is not required to be obtained for leaving the campus and returning within laid down timings. However, for reasons of security, any hosteller leaving the campus must make an entry in the register kept at the reception with details of place being visited and emergency contact number.
- 5) Specific planned arrivals, when coming back from leave etc., need to be informed to the Warden through e-mail well in advance to avoid any inconvenience. Hostel residents can show the approval received from hostel warden at the main gate for their entry.
- 6) All those students who go for field trips or for any Student Development activity or for attending extra classes being called during extra hours must inform the hostel warden.

C.4. Night Out Rule/ Station Leave:

- 1) NIFT resident students can be permitted to stay out for the night (on weekends only) at their authorized Parent's/ Local Guardian's place, only when a written application is made seeking permission in the prescribed form attached in Form No. 4.
 - i. Consent of parents/guardians from their registered email id/ SMS from registered mobile number must be shared with the Hostel warden.
 - ii. Students are required to bring leave application at least one day advance on any working day from 09:00 AM to 05:30 PM.
- 2) For the industry trip/Cluster visit/Study tour; a certificate verified by the concerned department has to be submitted to the hostel warden in advance.
- 3) Any unauthorised absence for the night will amount to an act of indiscipline and a letter will be sent to the parents, including the copies of all the earlier night out forms, for information.

C.5.Celebrations Inside the Hostel

- 1) Permission needs to be obtained from the Hostel Warden for any kind of function or celebrations within the hostel/ hostel rooms/recreation room.
- 2) Birthdays may be celebrated with prior permission of the Warden, but such celebrations in any circumstances are not allowed beyond 12.30 A.M.
- 3) No loud music is allowed inside the hostel.

C.6.Use of electricity and Electric Appliances:

- 1) The use of heavy electrical appliances is strictly prohibited and invites heavy penalty in case of non-compliance. Use of CFL bulbs/CFL/LED tube light only will be permitted in Hostel rooms which are already provided in the rooms. The use of electrical appliances other than table lamps, mobile, and laptops/ tabs is strictly prohibited in the rooms. Any electrical appliance, other than those mentioned above and heaters and cooler, if found being used, will be confiscated.
- 2) Tampering or any modification of the basic electrical and other installation is not allowed.
- 3) Light, fans, and other electrical items shall be switched off when they are not in use, or the resident student goes out.

C.7.Health Care:

- 1) A Doctor will be available at the NIFT Campus and Hostel during specific schedules. The facility of an in-house nurse will be available in the girls' hostel. First Aid Kit and General Medicines will be available with the warden.

- 2) The resident students may also visit any OTHER doctor of their own choice after informing the hostel warden/ Nurse.

C.8. Hostel Fees/ Withdrawal and Refund

- 1) Hostel Fees for the entire year should be paid on time as per the directives of the Institute.
- 2) A formal application may be submitted to the hostel warden along with a "No Dues Form" duly signed by the respective authority. The depositor's copy of the Hostel charges Receipt in original has to be produced for their refund.
- 3) Refund - full hostel charges shall be refunded, except non-refundable security deposit, if admission is withdrawn before joining the hostel; and in case of withdrawal within one month of joining the hostel, only fifty per cent of the hostel charges excepting non-refundable security shall be refunded and in case of withdrawal after one month of joining the hostel, only refundable security deposit shall be refunded.

C.9. Vacating the Hostel

- 1) If a student wants to vacate the hostel, an application along with the consent letter from the parents/guardian needs to be given to the Warden at least one month in advance and only when the approval is given by the Competent Authority, the student shall be allowed to move out with luggage from the premises.
- 2) The student must submit a copy of 'No Dues Certificate' duly signed by Warden, before vacating the hostel.

C.10. Disciplinary Procedure/Conduct/Ground

Following acts, inter alia, shall be concerned as breach of discipline, and shall make NIFT resident students liable for disciplinary action which may also include exception from hostel, if found guilty.

- 1) Use of narcotics, smoking, consumption of alcoholic beverages and gambling are strictly prohibited.
- 2) Any act of indiscipline or misconduct of any sort, in the hostel or outside.
- 3) Any student found hosting or harboring an unauthorized person in the hostel premises, shall be liable to disciplinary action.
- 4) Any unauthorized absence in the night will amount to act of indiscipline and is liable to be expelled without warning. Repeated late reporting for the night as well as any act, which will cause embarrassment to NIFT management, would be sufficient ground for treating that as a breach of discipline.
- 5) Any act of intimidation or violence, willful damage to property or drunken and riotous behavior constitutes an offence.
- 6) Any resident student who has committed an offence or defaulted on the payment of hostel dues or has committed any act that is in violation of the terms and conditions herein or disrupts the

congenial atmosphere of the hostel shall be liable to have the hostel accommodation cancelled after being given an opportunity of being heard.

- 7) Submission of false information in the hostel application form or any other document for admission shall make the student liable for expulsion at any time during the course of study.
- 8) Ragging shall be treated as a major disciplinary violation and the offenders (direct or indirect) shall be dealt in accordance with the guidelines laid down by the Institute from time to time and any complaints of ragging shall be made to the Campus Director or Students Development Activities Coordinator of the Institute Campus.
- 9) The student shall be liable for such action as deemed fit by the Campus Director for any non-compliance of the terms and conditions of the hostel accommodation.

C.11. Rights Of Hostel Management

- 1) The Campus Director or any committee authorized by the Campus Director may inspect the hostel at any time to ensure the proper compliance of the terms and conditions of the hostel accommodation rules.
- 2) Any breach of these rules will invite an inquiry that will be conducted by the Hostel committee. If the student is found guilty, then the Hostel committee will take disciplinary action that it deems fit. Depending on the case, the committee reserves the right to take direct disciplinary action, amounting to even immediate expulsion from the hostel.
- 3) The Hostel Management reserves the right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards. In all matters of discipline and other relating to the students, the decision of Director will be final.

NOTE:

- 1) Violation of any of the hostel rules may invite strict disciplinary action and or monetary fine, as deemed appropriate by the Hostel Committee/Disciplinary Committee.
- 2) These rules are liable to be changed without prior intimation. Such changes will, however, be notified.

C.12. Hostel Important Contact Details:

Hostel Warden shall be the single point contact for any requirements or concerns of the parents/guardians. In case of matters which can't be resolved on the hostel warden level, should be forwarded by the hostel warden to respective Faculty in charge and other higher authorities, according to escalation matrix provided below.

S. No.	Level of Contact	Designation	Contact details
1.	Level 1	Girls Hostel Warden (In charge)/ Hostel Nurse	Hostel.bhopal@nift.ac.in Mob. - 6264236608 Timings-09:30AM 05:30PM
2.	Level 2	Faculty I/c Girl's Hostel/ Faculty Link I/c Girl's Hostel	neha.verma@nift.ac.in or stuti.bisen@nift.ac.in
		Faculty I/c Boy's Hostel/ Faculty Link I/c Boy's Hostel	ritesh.yaduwanshi@nift.ac.in or rahul.sharma@nift.ac.in
3.	Level 3	Joint Director	jointdirector.bhopal@nift.ac.in
4.	Level 4	Director	director.bhopal@nift.ac.in
5.	NIFT Bhopal E-mail id - hostel.bhopal@nift.ac.in		

Essentials while staying in hostel:

- One Mattress and bed sheet - Single Bed
- Pillow / Pillow Cover
- Window Curtains – around 5 feet (can be purchased locally/cost can be shared with room-mate)
- Quilt/blanket, dohar
- Mosquito repellent (All-out / Good night) / Mosquito Net
- Cloth Hangers
- Bucket & Bath Mug
- Door Mat-Personal
- Cloth Clips
- Hangers
- Water Bottle
- Umbrella
- Torch
- Lock
- Toiletries
- Essential medicines as per the individuals need.
- Any other additional items as per the individuals need, subject to adherence to NIFT Bhopal hostel rules and regulation.

From No.1

(To be submitted to Hostel Warden at the time of room allotment along with the supporting documents)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल
National Institute of Fashion Technology, Bhopal

Hostel Application Form 2023-24

Form No:

Allotted Room No:

Room Details- [Tick Mark (✓) in appropriate box]

AC	Non - AC
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Recent Passport size
photograph
of the student

1.	Full Name of the Student (In capital letters)						
2.	Enrollment Number						
3.	Admission (Final) Payment Receipt Number						
4.	Date of Birth (DD/MM/YY)						
5.	Name of the Course/ Programme						
6.	Semester						
7.	Category [Tick Mark (✓) in appropriate box]	GEN	SC	ST	OBC	PWD	EWS
8.	Mode of Admission [Tick mark (✓) in appropriate box]	Regular Student		NRI		Ward of NRI Student	
9.	Mobile Number						
10.	Student E-mail ID						

11.	Specific Medical Condition (if any)	
12.	Blood Group	
13.	Mother's Name	
14.	Residence Address	
15.	Contact No	
16.	E-mail ID	
17.	Father's Name	
18.	Residence Address	
19.	Contact No	
20.	E-mail ID	
21.	Local Guardian's Name	
22.	Relationship	
23.	Residence Address	
24.	Contact No	
25.	E-mail ID (Local Guardian's)	

Signature of Student:

Signature of Parents

Date:

Place:

Form No.2

(To be submitted to Hostel Warden at the time of room allotment along with the Hostel form)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल
National Institute of Fashion Technology, Bhopal

Hostel Student Undertaking form– Hostel

I Ms./ Mr. _____ Roll no. _____ pursuing _____ Semester _____
in the Department of _____ is staying in Room No _____ of NIFT Bhopal Boys / Girls hostel. I
hereby read and understood all the rules and regulations of the hostel.

I declare that the information given above is true to the best of my knowledge. I agree that if any
information furnished above found incorrect, my admission is liable to be cancelled. I give my
undertaking to abide by the rules and regulations. In case of any violation, I will accept the decision
of NIFT management.

.....

Signature of Student

Name of the Student:

Mobile No:

Email ID:

Date:

Place:

Form No.3

(To be submitted to Hostel Warden at the time of room allotment along with the Hostel form)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल
National Institute of Fashion Technology, Bhopal

Parent Declaration Form – Hostel

I have read and understood the NIFT Bhopal hostel rules and assure that my ward will follow and adhere to the same. I am aware that,

- In case of any non-compliance by my ward, the institute will expel him/her without any further notice.
- I take responsibility for any unethical/ illegal/ Anti-ragging/ unauthorized activity done by my ward, anywhere.
- In case of any medical emergency, NIFT will arrange for first aid and inform me. I will take the responsibility for further medical care and will not hold the institute responsible.
- I do hereby agree that Local guardian Mr./ Ms./ Mrs.....of ward.....

agree to take his/ her responsibilities in the absence of the Parents.

.....

Signature of Parent

Name of the Parent: _____

Phone No/ Mobile No.: _____

Email Id: _____

Date:

Place:

Form No.4



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल
National Institute of Fashion Technology, Bhopal

Application for Station Leave/ Night Out

To,
The Hostel Warden
NIFT, Bhopal

Date:
Time:

Subject: **Request for Station Leave/ Night out**

Madam/Sir,

I, Ms.
student of Dept. semesterresiding in allotted room
no....., would request you to kindly permit me to visit my local
Guardian/ Parents place at the below mention address from
(date)..... to (date).....
Consent of the parent's has been received from registered email-id/ SMS on
date.....time....., and **address of Local Guardian/Parent is**
.....

I do hereby declare that I shall return to my hostel on the above-mentioned date positively.

Reason for night out:

Ticket Details:

Contact Number:

Signature of the Applicant with date:

(For office use only)

SMS has been received on (date) _____ at
time _____ from the parent's registered number.

(Hostel Warden)

Permission Granted/ Rejected.

Hostel Committee

The Hostel Committee is as under:

1. Mr. Akhil Sahai, Joint Director (In Chair)
2. Dr Prabhat Kumar, SDAC
3. Ms. Neha Verma, Asst. Prof. & I/c(GH)
4. Ms. Stuti Bisen, Asstt Prof. & Link I/c(GH)
5. Mr. Rahul Sharma, Asstt. Prof & Link I/c(BH)
6. Mr. Utpal Pathak, RA(Admin)
7. Ms. Mithilesh Chicham, I/c(Warden in-charge)(Convenor)