



राष्ट्रीय फैशन टेक्नॉलॉजी संस्थान

वस्त्र मंत्रालय, भारत सरकार

निफ्ट परिसर, करवड, जोधपुर-342 037, राजस्थान, भारत

National Institute of Fashion Technology

Ministry of Textiles, Govt. of India

NIFT Campus, Karwar, Jodhpur – 342 037, Rajasthan, India

Hostel Leave Rules

- a. In case of taking leave from Hostel during weekday's students need to submit a leave form (in prescribed format) with the email (registered) from parents stating the duration and purpose of leave to the Hostel warden at least **2 days** prior to leaving the Hostel. Without which leave may not be sanctioned by the Hostel authorities.
- b. In case of taking leave from Hostel during weekends, parents should email the Hostel Warden 2 days prior and mentioned the duration and place of stay of students (after 8pm no student will be allowed to leave). And, taking leave from Hostel during long official holidays **students** need to submit a self-certified application to the hostel guards before leaving and inform the same to the guards on main gate before 8:00 P.M .At the same time, the parents need to inform by sending an email to Hostel warden. Failing to do the above, student will be considered as absent without prior notice and the same will be informed to the parents. Student shall be **debarred from the hostel** after **three such incidents in a semester**.

Disciplinary Procedure

NIFT resident students are liable to be expelled from the hostel as well as the course, if they are found guilty of any of the following:-

- Any act of indiscipline or misconduct of any sort, in the campus, hostel or outside.
- Submission of false, wrong or incomplete information in the activities application form or subsequently while seeking permission, etc.
- Default in payment of dues within the stipulated period.
- Organizing noisy, indecent, undignified manner of activities and inviting any unauthorised persons to visit their rooms.
- 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.
- Any unauthorized absence in the night will amount to act of indiscipline and is liable to be expelled without warning
- **If students are found in inebriated condition or indulgent in consuming drugs, alcohol, tobacco products, smoking, activities of gambling, or any other illegal activities in hostel which is construed as a social offence at large, it will be considered as serious misconduct and the offending residents are liable to be debarred from the hostel without any warning..**
- Visit by the boys to the girls' hostel (rooms and living areas) and vice versa will not be permitted. Those violating this clause would face strict disciplinary action amounting to expulsion.
- Visitor will not be allowed into the rooms and living areas in any of the Hostels. Visitors should meet the hostel residents in the visitors' room with the permission of warden.

- All cases of sickness must be reported immediately to the warden. This is a joint responsibility of the sick student and his/her roommate and those in the adjoining rooms. Any case of emergency or accident should also be immediately reported to the warden & hostel in-charge.
- Plying vehicles inside the campus is strictly prohibited. All vehicles should be parked in the common parking lot of the campus and not elsewhere.
- The students must carry their Student's ID Cards always while going out of campus and guards are authorized to check the ID Cards. Any misbehaviour with the guards/Wardens/Any officials will be considered indiscipline and disciplinary action will be taken for such behaviour.
- Students who are not found in the hostel rooms at the time of taking attendance will be marked absent. Repetitive offence of more than 3 times in a semester will be considered an act of indiscipline and appropriate disciplinary action will be taken as per NIFT Rules including expulsion from hostel.
- Residents are not allowed to shift or exchange room allotted or stay in others room without permission from Hostel warden/Hostel In charge.
- Entry & exit from campus and hostels will have to be strictly registered in the Register Book / "Bio-metric System" installed both in hostel and the campus gate meant for students' access. If students do not follow this rule strict action will be taken against them and may be debarred from hostel.
- Residential students working late hours (beyond 10:00 PM) outside the Hostel should obtain a letter from the department co-ordinator on daily basis and get permission from the management. Also, for industry visit or any other academic activities outside campus students should have written or email permission from Department Co-ordinator/Concerned faculty and submit the same to hostel warden/hostel staff.
- While moving in and out of Hostel as well as campus, the guards are authorized to check the bags of students for any illegal or unauthorized

materials/ substances. If any such material is found then students may be debarred from Hostel.

- Students who misbehave or disrespect any hostel staff shall be debarred from Hostel

Hostel Conduct Rules

- **RAGGING IS STRICTLY PROHIBITED. RAGGING** will be treated as a major act of indiscipline and offenders (direct or indirect) will be treated as per guidelines of the Hon'ble Supreme Court of India vide its ruling on the

subject. Any complaints on the issue are to be made to the Students Development activities coordinator (SDAC) of the campus for action. (Ragging has been defined as "Display of noisy, disorderly conduct doing any act which causes physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institute").

- The Student must return to NIFT Campus **before 08:00 PM** and hostel premises **before 10:00 PM**. Late reporting to the hostel will be informed to their parents. Habitual late reporting will be considered as an act of indiscipline and three times late entry in a semester, student will be debarred from hostel.
- Mess timings should be strictly adhered to ensure academic and campus discipline.
- Break Fast - 7.30 am to 8.45 am
- Lunch - 12.15 pm to 12.50 pm
- Dinner - 7.00 pm to 9.00 pm
- Residents are not allowed to shift or exchange room allotted.
- The Hostels are under Surveillance through CC-TV installation.
- Residents are advised not to keep large amount of cash or valuables with them. Hostel management will not be responsible for any theft or loss of belongings of the residents.
- Residents are required to take care of their belongings and lock the doors of rooms when they are out. NIFT Hostel Management is not responsible for loss or theft of any article. Residents will have to hand over the keys to the hostel wardens at the end of the academic session (One year), before they proceed for the vacations.
- Non-resident students/ day scholars are not allowed to enter into the hostel

premises. If found so, they will be imposed with a penalty of Rs. 1000/- with intimation to their parents. Repeated defaulting will attract disciplinary action as per NIFT Students Rules.

- Residents are prohibited to cook food in the hostel and are not permitted to bring the utensils of mess/ canteen to the hostel.
- To ensure the safety, residents are not permitted to use any heavy duty electrical/ electronic appliances in the hostel rooms including items like electric kettles, irons, radio, tape recorder etc. If found defaulting, fine of Rs.250/- will be levied for possessing such items and the same will be confiscated.
- Residents shall not tamper with any electrical installation, furniture & fixture, wardrobes and other equipment/ assets in the hostel premises. Damage caused if any, residents shall be liable to pay penalty levied by the management and also bear the expenses for repairing the damage plus appropriate fine that may be levied
- Residents must ensure switching off ACs, lights, fans, geyser and other electrical gadgets and equipment when not in use. Hostel warden, in-charge and/or hostel committee may make surprise visits and non-complying residents will be fined as deemed appropriate.
- ACs will be shut down on following times:
 - Weekdays – 09:00 AM – 06:00 PM
 - Weekends i.e. Saturdays & Sundays – 08:00 AM – 12:00 NOON
05:00 PM – 09:00 PM
- Apart from above timings, ACs will not be in operation in winters.
- Residents will be responsible for the upkeep and maintenance of their rooms and hostel premises there by adhering to the Swachh Campus Initiative of NIFT Jodhpur. Common areas will be maintained by the House keepers

while Residents are solely responsible for cleanliness of their allotted rooms.

- Residents are not allowed to use candles. In case of emergency, they are advised to use torch light in the absence of electricity. However, both hostels are provided with Generator backup.
- Parents of resident students are allowed to enter the hostel only with prior permission from the management.
- Birthday celebrations of residents are allowed only with prior permission of the management. If permitted, the celebrations should wind up before 10:00 PM.
- Wardens of the respective hostels will be responsible for handing over personal couriers/ letters of Residents. The same may be collected from the warden's office in the respective hostels.
- Repair & Maintenance at the hostel premises are allowed only on working days between 10:00 am and 4:00 pm with prior permission of management.
- Ex-Residents and Alumni are not allowed to enter into the hostel without prior permission.
- NIFT students from other NIFT campuses are permitted to stay for internship or industry programme for maximum of 8 weeks with permission from management provided:
 - They should be hostellers in their respective campus of study.
 - If any student who is not a hosteller, then he/ she will have to pay the hostel fee on monthly basis instead of the guest fee.
 - All such students will vacate the hostel one week prior to the commencement of the new semester.
- NIFT resident student are expected to be present in their respective room in the hostel on or before 10:00 PM at which time the attendance will be taken by the hostel warden.

- Students who are not found in the hostel rooms at the time of taking attendance will be issued a warning letter in the first instance and their parents will be informed. In case of habitual late coming, the same will be considered an act of indiscipline and appropriate disciplinary action will be taken as per NIFT Rules including expulsion from hostel.
- Entry & exit from campus and hostels will have to be strictly registered in the "Bio-metric System" installed both in hostel and the campus gate meant for students' access.
- Residential students working late hours (beyond 10:00 PM) either within or outside the Campus should obtain a letter from the department co-ordinator on daily basis and get permission from the management.
- Residents who wish to proceed for leave are required to submit the leave application form in prescribed format to the concerned hostel wardens at least two days in advance.
- **Student who misbehave or disrespect any of the Hostel staff will be debarred from the hostel.**