



National Institute of Fashion Technology
(Ministry of Textiles, Government of India)

GENERAL RULES FOR HOSTEL STUDENTS

NIFT, KANNUR

2017-18

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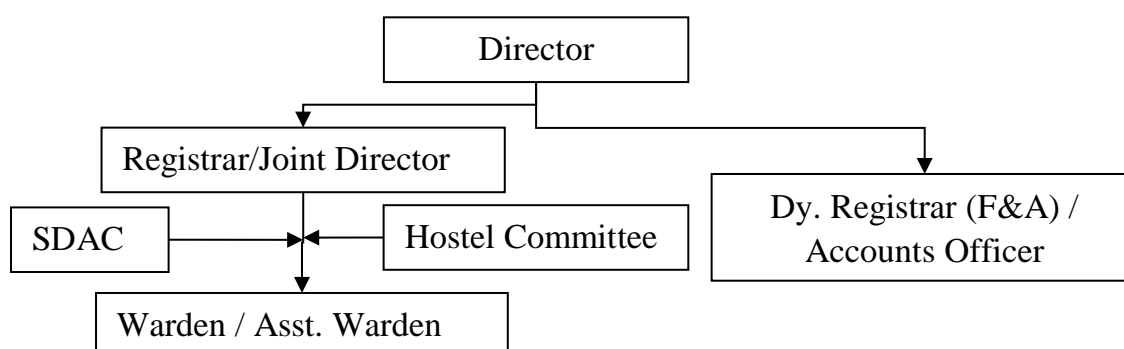
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1. INTRODUCTION

National Institute of Fashion Technology (NIFT), set up in 1986 under the aegis of Ministry of Textiles, Government of India, is a Statutory Institute Governed by the NIFT Act 2006. National Institute of Fashion Technology is a leader in fashion education with the ability to integrate knowledge, academic freedom, critical independence and creative thinking. Academic inclusiveness has been a catalyst in the expansion plans of the institute. Over this period, NIFT has spread its wings across the length and breadth of the country. Through its 16 professionally managed campuses, National Institute of Fashion Technology provides a framework to ensure that prospective students from different parts of the country achieve their highest potential through the programmes offered. Admission is based on all India with merit ranking. Therefore, each centre gets students from every part of the country and other countries as well. To facility such students NIFT provides residential facility at all the centres. Residential facilities differ from centre to centre depending on the location and infrastructure. The details of facilities in this regard can be obtained from respective centres. Hostel is a community living and need to have disciplined, healthy and congenial atmosphere for peaceful stay and study. Therefore, the hostel is governed by a set of rules and regulations which should be followed by all the student residents of the hostel. This manual applies to Kannur campus of NIFT.

2. HOSTEL MANAGEMENT

Management of hostel is organized as shown below. Students can approach the officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.



3. ACCOMMODATION & CONDITIONS OF ALLOTMENT

- 3.1. Availability of residential seats is limited and fixed and therefore allocation of the hostel facility restricted to conditions as prescribed. Admission in the hostel cannot be claimed as a matter of right. 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.

- 3.2. NIFT Hostel facility is only for the bonafide students coming from outside the city where the allotted centre is situated and not for the residents of the city. Once admission procedures are completed, according to the availability of rooms, in exigency cases can be considered for local students.
- 3.3. The students are entitled for accommodation in the hostel only if they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of institute will automatically cease to be a member / occupant of the hostel.
- 3.4. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel Management immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.
- 3.5. The application forms for admission to the hostel are made available to the students at the time of post admission counseling. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Form No 1 Hostel Application form.
- 3.6. The application forms will have to be filled up and submitted giving correct information of the names, addresses of the parents with email id and telephone numbers and that of local guardians.
- 3.7. The student must personally be present at the time of allotment of Rooms. Room allotment will be made by the competent authority in this regard.
- 3.8. Rooms to be allotted will be occupied immediately after an allotment is made. Rooms once allotted can't be changed.
- 3.9. Any change of address / telephone number of the parent /local guardian, at any point of time, has to be intimated to the hostel office in writing, at once. In addition to the above information, passport size photograph of the parents and the local guardian should be affixed on the form in the space provided. NIFT can at any point of time verify proof of residence of parents by demanding any official document of the parents of hostler substantiating the bonafide of the declared address.
- 3.10. Statutorily, hostel accommodation is available to all the students, only during working semester. Students will have no right to occupation of a room during vacation. But he/ she may be permitted to stay on request, if he / she is doing any course work /project work for which staying in the hostel is necessary and on prior approval of the concerned authority.
- 3.11. All Hostel residents shall vacate the hostel rooms for annual maintenance before they leave for the vacation. The room when vacating should be returned in the same condition it was given.

- 3.12. The students can be asked to keep their luggage at a common place during summer vacation, if NIFT Management requires the rooms for alternative use, repairs, maintenance etc.
- 3.13. Hostel accommodation is available to students for a maximum length of stay according to the duration of the course or approval of the concerned authority.
- 3.14. The Hostel Management will generally provide minimum furniture and fittings for each room. At the time of allotment, students should fill up the Form No. 2 Room Allotment Slip provided in the annexure and make sure that all the furniture and fixtures are in proper order. If any discrepancy found, it should be immediately brought to the notice of the hostel management.
- 3.15. Before vacating the rooms, the students should fill up Form No. 3 Room Vacating Slip in triplicate. The installations including the fan should be handed over intact and in proper working condition, in addition to the furniture and fixtures.
- 3.16. Single occupancy/Twin Occupancy and rooms with attached washrooms may be allotted subject to availability on payment of amount fixed by NIFT.
- 3.17. Rooms once allotted to the student for an academic year will not be changed if the rooms are with full occupancy. However, in special circumstances or if rooms fall short of full occupancy, the students of such rooms will be reallocated for optimization.
- 3.18. If the students vacate the room for any reason and any other wants to occupy the room on any genuine grounds then the case would be considered on merit and availability of the rooms, for only that semester or for such period permitted by the centre.
- 3.19. Any student during the year of occupancy can be expelled if it has reasonable ground to believe that her presence would be detrimental to the interest of NIFT or other students.

4. CODE OF CONDUCT

All residents are required to maintain standards of behaviour expected of students of a prestigious National institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

- 4.1. Every Hostel Resident must have a copy of Hostel Rules to make her/ him aware of all the rules and observe them strictly. Ignorance of the Rules will not be considered as an excuse.
- 4.2. Hostel Resident must look up the Hostel Notice Board every day for important notices and instructions.
- 4.3. No student is permitted to cook any food within the hostel premises including in the rooms.

- 4.4. Students will be responsible for safety and security of their personal belongings and items issued to them.
- 4.5. Hostel residents have no right to leave the hostel on holidays, Saturdays and Sundays when the Institute is closed without the prior permission of the Hostel Warden. ;
- 4.6. Hostel residents are responsible for returning all the hostel articles issued to them at the time of admission in the good/original conditions to the Hostel Warden/Hostel Clerk at the time of vacating the Hostel.
- 4.7. Hostel residents shall not damage any hostel property, fittings, articles and items. In case of violation, disciplinary action will be taken against them in addition to fine as per the damage.
- 4.8. Hostel residents should not possess/ play music system /computer / Speaker systems in their rooms.
- 4.9. Students can use common rooms, recreation facilities, other allied literature and articles required for indoor games without damaging them.
- 4.10. The Hostel residents will not take articles meant for common use to their rooms.
- 4.11. The Hostel Warden will fix timings of the Common Room.
- 4.12. Hostel Warden will nominate Hostel Representatives. They will be responsible for running the Common Room (s).
- 4.13. Hostel furniture must not be moved without the permission of the Warden.
- 4.14. Any damage to the hostel property must be reported immediately to the Warden. Hostel Residents will be charged for damages.
- 4.15. Pasting of posters, writings graffiti, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed. Fine will be imposed for indulging in such activity.
- 4.16. The Hostel Authorities / Management reserve the right to make spot checks at any time on the Hostel Rooms, bags & baggage of the residents to monitor and ensure hostel rules. Hence, the student must cooperate with the warden in this regard.
- 4.17. Hostel Residents are advised to keep their rooms locked.
- 4.18. Hostel Residents are not permitted to change rooms or to sleep anywhere other than in their allotted room.
- 4.19. Keeping electric appliances such as iron, oven, kettle, stove, hot plates etc. in the Room is prohibited. If found the resident will be penalized and the item will be confiscated.
- 4.20. The Resident shall economize the use of water. Lights / fans must be switched off when not in use.
- 4.21. The rooms, common areas and surroundings should be kept clean and hygienic.
- 4.22. Notices shall be pasted on the notice board shall not be scribbled by anyone.
- 4.23. If any student wishes to be away from the hostel during the weekend and holidays or any other time (working days), his /her parents or authorized Local Guardian will have to fill up form no.4. Leave approval Form to take prior permission from the Warden/ Asst. Warden or respective Centre Coordinator by Hand/Fax.

- 4.24. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/ her room, hostel and its environment. Students should bring to the notice of the Maintenance office, through The Warden, for all routine maintenance works (Civil, Carpentry, and Electrical of any other) and or damage /breakage if any, to be carried out in their rooms.
- 4.25. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose.
- 4.26. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 4.27. The institute's 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 chatting and/or exchange of any other non-relevant data. Any violation will be dealt severely. Penalty for the same will be decided by authorities.
- 4.28. The resident of a room shall be responsible for any damage to the property in the room during his/ her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good working condition when he/she changes\vacates the room / hostel.
- 4.29. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden / Asst. Warden and Administration Department.
- 4.30. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than that above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden/ Asstt. Warden, failing which he/ she will be charged a penal rent as decided by the Warden/ Asstt. Warden / Administration Department.
- 4.31. The resident shall not remove/change any fitting from any other room to his/ her room.
- 4.32. The residents are required to sign Form No.7 Hostel Upkeep Undertaking form, a copy of which is given in the annexures. In case of any damage, the cost and a fine amount proportionate to the damage shall be levied and recovered from the resident(s) by the Hostel Management.
- 4.33. Entering the hostel premises in intoxicated, possessing any drug or drug related substance , littering inside the institute's premise alcohol/ drug smoking, chewing tobacco, Betal (Pan) or Gutkha or other drug related substance and/ or spitting in the institute's premises is strictly prohibited

and shall invite strict disciplinary action as decided by the disciplinary committee.

- 4.34. Chewing tobacco, use of Betal (Pan) or Gutkha or any similar product and spitting in the NIFT premises is strictly prohibited. The spitting or chewing tobacco (or similar products) in the NIFT premises is grounds for disciplinary action. Students are required to sign an undertaking prescribed in annexures.
- 4.35. Possession, distribution and consumption of alcoholic beverages, prohibited drugs, narcotic substances, and chewable tobacco in the Hostel Complex/Campus are strictly prohibited.
- 4.36. Employing unauthorized persons for personal work as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.
- 4.37. Any student found hosting/harboring an offender will be also liable to the same punishment as decided for the offender by the disciplinary committee.
- 4.38. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of non-hostel resident(s) is restricted to the reception and/or mess.
- 4.39. Students should not hire objectionable CDs or magazines from outside.
- 4.40. No boy students shall be permitted to enter the Girls' Hostel premises and vice versa even for any academic purpose including group assignments at any time during the day/night.
- 4.41. Hostel Residents are expected to maintain proper discipline and decorum within and outside the Hostels.
- 4.42. Smoking is strictly prohibited in the NIFT Hostel & Campus.
- 4.43. Parties, Social gatherings in the Hostel Complex are not permitted. Any such event/gatherings can be organized only with the prior permission from the competent authority.
- 4.44. Any hostel resident, who finds his /her room-mate missing for more than 6 hours, must report to the warden immediately to ensure safety of hostel inmates.
- 4.45. Students should not go to the balcony area after 09.00pm. If anybody is found loitering after 09.00pm action would be initiated against them.
- 4.46. Meeting, party inside the hostel is strictly prohibited. However, in special circumstances it may be organized only with prior written permission from the Hostel authorities. Such parties should not be celebrated in the rooms. It will be permitted in the mess area only.
- 4.47. Mess-party is to be organized with written permission from the SDAC. However, such parties should not cause any discomfort to other students.
- 4.48. 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.
- 4.49. A Hostel Campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostel residents at all times. Noise

level must be kept low to allow other's the opportunity to study or sleep in comfort. Television, Radio etc. provided in the Common Room must be switched off by 10.00 pm. These rules are intended to ensure a conducive environment for all hostel Residents.

5. HOSTEL FEE

HOSTEL FEES: The fees structure as applicable for the hostels will be charged from the students. These would vary from centre to centre.

- 5.1. Admission in the hostel will be made only on Payment of Hostel fee and on produce the receipt issued by the accounts section to warden/hostel in-charge. Hostel fee once paid will not be refunded under any circumstances.
- 5.2. Hostel Fees for entire year should be paid on time.
- 5.3. Hostel fee for current year (2017-18) is Rs 36500/- excluding mess charges and internet charges. New entrants are to pay non-refundable security deposit of Rs.2500/- and refundable security deposit Rs.2500/- in addition to the above, i.e total of Rs. 41500/-
- 5.4. Hostel fee/Additional Fee should be deposited in advance by the students after getting admission to the programme. Room will be allocated only after the payment of hostel fee and on availability.
- 5.5. Hostel will be allotted on annual basis. The exception is made to final year students, if any, who are required to spend the last semester outside the college in connection with academic activities like industry attached internship, GP etc. In such case, subject to room availability, hostel will be allotted for a single semester. In case of the 7th semester students who vacate the Hostel room at the end of semester and do not want to avail the Hostel facilities in 8th semester the refund of hostel fee may be allowed subject to the condition that they would stay in private accommodation if they have to attend the Institute in the 8th Semester.
- 5.6. In case hostel accommodation required for short stay the competent authority may consider on pro-rata basis. Visitor charges of Rs. 125/- per day for the Hostel Room which may be temporary allotted to them for the maximum of 10 days, subject to availability.
- 5.7. Mess charges will be extra which will have to be paid by students directly to the mess contractor.
- 5.8. Students should timely pay their hostel and/or mess and/ or cafeteria dues on time and should not involve themselves in any type of nuisance inside the mess / Cafeteria.
- 5.9. No hostel fees will be refunded irrespective of the fact whether a student has been placed in the industry or gone on training in the beginning or in between the semester.
- 5.10. Two months prior notice has to be given before vacating the hostel, failing which two months hostel fee will be charged. 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 original challan has to be produced for their refund of security deposit.

- 5.11. Any Hostel due or penalty shall be paid to the Accounts Department of the Institute within the prescribed time limit. Nonpayment shall result /invite debarment from appearing in Examinations.

6. MESS RULES

- 6.1. No student is allowed to stay in the hostel without being a member of the mess.
- 6.2. Students should strictly adhere to the hostel and mess timings that are as under:

	Working days	Weekends
Breakfast:	7:00 AM to 09:00 AM	9.00AM – 11.00AM
Lunch:	12:00 Noon to 12:45 PM	1.00PM – 2.30 PM
Dinner:	8:00 PM to 9:30 PM	8.00PM – 9.30 PM
** Subject to revision as and when needed.		

- 6.3. The mess charges should be paid directly to the contractor.
- 6.4. The system of self-service will be followed in the mess.
- 6.5. The quantity of food will be unlimited except in the case of special items.
- 6.6. Non – vegetarian food may be served as extra items on specified days of the week.
- 6.7. Guests of any student can dine in the mess with prior permission from the Mess Committee and by paying in cash.
- 6.8. Any absence of a student from the mess exceeding 24 hours, should be intimated to the Mess Committee/Caterer in the prescribed form to regulate the supply of food even though the student is not eligible for mess reduction so that there is no wastage of food.
- 6.9. Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 6.10. No food will be served in the rooms of the hostel for any student unless (a) it is recommended by the hostel warden and (b) only when the student's condition requires the food to be served in their rooms. The concerned student will deposit a security to the mess in- charge for the same and the amount will be refunded once all the utensils are returned to mess. The amount will be decided by the administration.
- 6.11. No Students shall waste food. Paying mess bill does not entitle a Student to waste food. Wastage of food by any of the student(s) shall invite heavy penalty along with a disciplinary action.
- 6.12. Student shall assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put on the notice boards should not be removed by the diners.
- 6.13. All Students shall interact with the mess staff in the dining hall in a courteous manner.

- 6.14. Students should not bring pet animals into the hostel or encourage such practice.
- 6.15. After eating, Students shall keep the cup, plates or any leftovers in the designated bins.
- 6.16. If a Student is ill and requires a special diet, he/she should request the warden to arrange the same at the mess.
- 6.17. Residents must carry their mess card while entering the mess.

7. VISITORS /GUESTS/ LOCAL GUARDIAN

- 7.1. Students will provide the name, phone numbers, address and photographs of the Local Guardian duly acknowledged by their parents at the time of admission whom they could meet during the Hostel specified hours.
- 7.2. A guest of a resident may be permitted, with the prior approval by the Warden/ Administration Department, Guest room on payment of Rs.400/- (for Non AC) per day & Rs. 800/- (for AC) per day or as fixed by the Management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest.
- 7.3. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel as decided by the disciplinary committee. Only those persons are allowed to meet the hostel residents whose photographs are referred and signed by the parents.
- 7.4. No person of the opposite gender either guest or otherwise shall be permitted to stay overnight in any part of the hostel. Any violation in the said guideline shall lead to expulsion from the hostel.
- 7.5. No day scholar is allowed to enter the hostel without permission.
- 7.6. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 7.7. Visiting Hours
 - 5:30 pm to 9:00 pm on weekdays
 - 10:30 am to 9:00 pm for Saturday/Sunday/holiday.
- 7.8. No visitor shall be allowed in the Hostel Premises beyond visiting hours.

8. USE OF APPLIANCES

- 8.1. The use of electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. is forbidden in any of the rooms allotted for residence. Private cooking in the hostel/student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

- 8.2. Use of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR/VCD player/is prohibited.
- 8.3. Students should not carry the plates / other utensils other from the mess hall to hostel room.

9. DRESS CODE

- 9.1. Students should be properly dressed while moving in and out of the hostel. Also student residing in the hostel are supposed to pass through the common paths.
- 9.2. While in NIFT Campus /Canteen / Mess / Common Room and outside the Campus students should dress in appropriate manner. Adequate consideration should be given to local ethos.

10. LEAVE AND NIGHT OUT RULE:

- 10.1. Entry/Exit register has to be filled in by the student's every time they leave out of the hostel and when he / she enter back inside.
- 10.2. The night roll-call will be taken at 9.00 p.m. daily. Every hostel resident must be present in his/her room to avoid inconveniences for taking the roll-call.
- 10.3. A student absent at the time of roll call is liable to pay a fine of Rs.100/-. The fine list shall be put on the Notice Board at the end of each month.
- 10.4. Leave sanctioned for absence from the Institute does not mean leave from the Hostel.
- 10.5. In case the hostel residents want to go out, they will have to take prior permission following due procedures from the Hostel Warden and enter the relevant information in the register kept in the Hostel office.
- 10.6. The Assistant Director can only sanction any station leaving permission, after warden has received parental consent.
- 10.7. All requests for leaving the hostel will be verified with the mobile number of the parents that as registered on the Hostel Application form. Parents are advised to notify if any changes of mobile number. Students will be permitted to leave the hostel only on confirmation with their parents on registered mobile numbers.
- 10.8. A Hostel Resident will not be allowed to go for night stay or attending any function in the late hours in their local guardians or relatives' place unless prior approval is taken from the hostel warden along with parental consent.
- 10.9. Prior approval of night out of one-day leave from the Hostel must be obtained from the Hostel Warden. Assistant Director can consider night out beyond one day and up to 3 days.

- 10.10. The night out application should be submitted 48 hours before.
- 10.11. All Hostel Residents shall report to the Hostel before 08.00 PM and they are not allowed to go out before 6.00 AM.

11. RAGGING /HARASSMENTS/VIOLENCE

- 11.1. Harassment of any nature/ kind or misbehavior by any student with another student (male/female) and / or hostel warden (male/ female) shall lead to immediate expulsion from the hostel
- 11.2. Ragging is punishable by law. Anyone found culpable will be expelled, in addition to the mandatory FIR being filed against him/her.
- 11.3. As per Govt. of India directions. The Internal Complaint Committee is in place to deal with the Sexual Harassment Cases.
- 11.4. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students (s) will be dealt with very severely. For details kindly go through the Anti – Ragging policy and regulations.
- 11.5. Ragging is a CRIMINAL & NON- BAILABLE offence is defined in legal parlance as, “display of noisy, disorderly conduct doing any acts which
- a. 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:-
 - b. Teasing, abusing, of playing practical jokes on or causing hurt to such student, or
 - c. Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do”.
- 11.6. *Excerpts from the Directions of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions*
- 11.7. *The Head of the institution (Director/Registrar (Administration, etc should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.2.1 Fresher's should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims should also be punished suitably.*
- 11.8. *When the person committing or abetting the crime of ragging are not identified collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential ragger not to indulge in ragging.*
- 11.9. All hostellers are required to fill up and sign Form No.5 Anti – Ragging Undertaking form.
- 11.10. Any serious complaint received against any hosteller shall be referred for the consideration and decision of the disciplinary committee. The disciplinary committee will be fully empowered to call or ask to submit written statement from any staff members and/or wardens concerned with the matter. The decision of the disciplinary committee will be forwarded to Director whose decision shall be final and binding upon the student(s).

- 11.11. Keeping of fire arms, lethal weapons, poisonous things or intoxicants of any kind in the hostel is punishable.
- 11.12. Carrying of any type of weapons-blunt, sharp edged or firearms, in the college campus or keeping such weapons in the hostel is a serious offence and is strictly prohibited and shall lead to strict action against the student as decided by the disciplinary committee.
- 11.13. All kinds of shouting, violence, knocking, or any other act or movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
- 11.14. Students should be courteous and polite in their behavior. Quarrels and disputes with fellow Hostel Residents should be avoided. Students should not take law in their hands and should always try to settle any disagreement with the help of Hostel Warden/Asst. Hostel Warden or with other designated NIFT officers.
- 11.15. Maltreating and abusing the Hostel employees and Mess-staff is strictly prohibited. In case of any complaint against them, the report should be made to the Hostel Warden.
- 11.16. The student must not be involved directly or indirectly in fighting gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the other students and the public. Use of outside agency for redressal of grievance, possession or consumption of alcoholic drink, intoxicating drugs will be a viewed as serious offence and may lead to expulsion from the hostel.

12. MEDICAL EMERGENCY:

- 12.1. All resident students are required to take personal care of their health and hostel authority shall not take any responsibility of such cases.
- 12.2. All applicants are required to disclose any kind of permanent disabilities or ailments or diseases or allergy at the time of admission with relevant medical papers. Hostel Warden/Asst. Hostel Warden shall maintain a list of Residents with permanent disability or ailment or disease or allergy and shall get regular medical check-ups in consultation of parents for the same as advised by the Campus Doctor.
- 12.3. In case of medical emergency, the students/room-mates/wing mates shall contact Hostel Warden / Asst. Hostel Warden/ Assistant Director. Any Hostel Resident asked by the Hostel Management/Hostel Authority for help in cases of Medical emergency are duty bound to do so. In case of denial or refusal appropriate disciplinary action shall be initiated.
- 12.4. They may avail the medical facility from 06:00 P.M. to 07:30 P.M. (Monday, Wednesday and Friday) and with emergency cases without paying any consultation fee by the Campus Doctor.
- 12.5. Hospital facility available nearby are Lurdhe hospital, Co-operative hospital, Pariyaram Medical College etc.

- 12.6. They may also visit any other doctor of their own choice on the payment of fees.

13. MAINTENANCE OF THE HOSTEL:

- 13.1. Hostel residents are solely responsible for keeping their rooms clean and tidy at all times. No housekeeping services are available inside the rooms. Spot check will be done and if during such check, inmates who do not maintain cleanliness will be penalized.
- 13.2. Students are advised to maintain cleanliness and hygiene in the Common areas in the Hostel such as visitor's area, bathrooms, staircases and Common Room (s) etc. at all times.
- 13.3. Every inmate of the girl's hostel must ensure proper hygienic disposal of Sanitary napkins.
- 13.4. For any maintenance complaint, the complaint shall be lodged/ entered in the prescribed register in Hostel office.
- 13.5. Electricians, Contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the Warden/Hostel Authority.
- 13.6. Hostel Management reserves the right to change students from the Rooms if there is a necessity.
- 13.7. Disposal of solid or liquid waste shall be as per the prescribed instructions issued from time to time by Hostel Management.
- 13.8. When the students go out of their rooms they should switch off all the electrical/ electronic appliances (as allowed by the hostel management), and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.
- 13.9. Lights should be switched off by midnight. Study lamps can be used for self-study henceforth.

14. COLLECTIVE RESPONSIBILITIES

- 14.1. General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 14.2. Residents should not indulge in practices/ activities, which may endanger their own personal safety as well as of others.
- 14.3. Residents will be personally responsible for the safety of their belongings.
- 14.4. Any case of theft should be reported promptly to the Hostel warden and Security officer.

- 14.5. Residents are duty bound to report to the Warden/Asst. Warden/ Administration Department in case they notice any unwanted or undesirable activity going on in the hostel or on the campus.
- 14.6. Residents are required to park their vehicles only in the space provided for them in an orderly manner. No cycles/ vehicles should be parked at any other place.
- 14.7. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw and/or litter indiscriminately and should not use non-bio-degradable items, such as polythene bags etc.
- 14.8. The jurisdiction of NIFT is confined to the campus. If our students create law and order problems outside the campus, they are themselves answerable to the police.
- 14.9. The students are advised not to go out in large groups, which are difficult to control. This is so because if you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute and your parents.
- 14.10. NIFT will do its utmost to protect you as long as you are on the right side of the law. Do not overstep the law. Help us to help you.
- 14.11. Students should not paste or make objectionable articles or pictures in the rooms allotted to them.

15. VIOLATION OF RULES:

- 15.1. Other rules to be notified from time to time should be followed for smooth functioning of the hostel administration.
- 15.2. All students must abide by the rules and regulation of the hostel as may be framed from time to time.
- 15.3. Violation of any of the above rules will attract strict disciplinary action.
- 15.4. The institute attaches utmost importance to strict integrity, honesty and general conduct of the students. Any violation of the above shall lead to expulsion from the institute.
- 15.5. NIFT resident students are required to abide by the highest standards of discipline, decorum, and propriety for their behavior in and outside the hostel. Rules of the hostel will be made available to those availing the facility by the respective centre Director/Registrar. Non adherence to the rules will invite serious disciplinary action against the student.
- 15.6. Violation of general conduct rules and general disciplinary rules will invite disciplinary action as enumerated in the Academic Manual and Student Rules and Regulations as applicable from time to time. Institute reserves the right to levy fine / penalty to ensure compliance of the rules.

- 15.7. Centre Director has discretion to expel any student from the Hostel after instituting due enquiry as per the circumstances. However in exceptional cases the defaulting student can be immediately suspended.
- 15.8. Any damage to the Hostel properties, fittings, articles and items not attributable to any particular Resident shall be recoverable from a group of Residents or all Residents depending upon the circumstances and evidences at the discretion of the Competent Authority.
- 15.9. A designated Discipline Committee, headed by the Joint Director, is in place. Any serious complaint received against any hosteller shall be referred for the consideration and decision of the disciplinary committee. The disciplinary committee will be fully empowered to call or ask to submit written statement from any staff members and/or wardens concerned with the matter. The decision of the disciplinary committee will be forwarded to Director whose decision shall be final and binding upon the student(s).
- 15.10. Any violation will be reported by Hostel Warden to the Joint Director who may summon the Hostel Committee for an enquiry in summary or in detail.

16. RIGHTS OF HOSTEL MANAGEMENT

- 16.1. The hostel authority is empowered to have hostels inspected at any time to ensure the proper compliance of all the provisions of the Hostel Policy.
- 16.2. Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even immediate expulsion from the hostel.
- 16.3. 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.
- 16.4. In all matters of discipline and other relating to the students, the decision of Director will be final.

ANNEXURE

1. Hostel Application Form
2. Room Allotment Slip
3. Room Vacating Slip
4. Leave application form
5. Anti-Ragging Undertaking form (Approved by NIFT, HO)
 - a) UNDERTAKING BY THE STUDENT
 - b) UNDERTAKING BY PARENT / GUARDIAN
6. Educational /Industrial Trip Consent Slip
7. Hostel Upkeep Undertaking Form
8. Night Out Application form
9. Travelling details during Vacation

FORM NO. 1: HOSTEL APPLICATION FORM

(To be filled in by the applicant in his/her own handwriting clearly and carefully in capital letters)

Admission (Final) Payment Receipt Number.....

Course / Roll No.

Hostel Allotted: Room No:

Affix your
self- attested
recent colored
photo

To,
The Director
NIFT – Kannur.

Sir,

I wish to apply for providing accommodation in any Hostel managed by NIFT for the academic year 20.....- 20..... I have read and hereby agree that I will abide by the Rules and Regulations of the hostel in force from time to time. I furnish the following particulars.

PERSONAL DATA:

Full Name (with Surname)	
Residential Address	
Email	
Phone number with STD code	M R
Date of Birth	
Nationality	
Blood Group	

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above is found to be incorrect my admission is liable to be cancelled.

Date:

Signature of the Applicant

FAMILY BACKGROUND:

Affix self
attested Colored
photo of parents
(Father)

Affix self
attested Colored
photo of parents
(Mother)

Affix your local
guardian's self
Attested recent
colored photo

Full name of the parent	
Occupation	
Office Address	
Designation	
Email:	
Tel. No. (With STD code)	
NEAREST LOCAL GUARDIAN	
Name	
Address	
Tel. No. (Mob/Res)	
Contact details of any nearest person (in case of emergency)	
Name	
Address	
Tel. No. (Mob/Res)	

I request you to admit my ward Mr. / Ms.
to the NIFT hostel. I give an undertaking that he / she have read and will abide
with all Rules & Regulation of the Hostel.

Yours faithfully

Date:

Signature of the parent/ Local Guardian

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach.

Date:

Signature of student

Signature of parent

***** NOTE:-**

True copies of the following documents should be submitted along with the Hostel Application Form.

- 1) Proof of residence. (Parents and Nearest Local Guardian).
- 2) Medical Certificate from a Registered Medical practitioner.
- 3) Three extra photograph in small envelope. (Each photo should have your name/ course name)

FORM NO. 2: ROOM ALLOTMENT SLIP

I _____ Daughter of _____

Admitted to Course _____ bearing Roll No. _____ have been
allotted room no _____ in hostel _____

The following items have been provided to me by the institution during my
period of accommodation.

S. No.	Items provided to the student by the institution.	Sign. of the student while getting the items from the warden	Sign. of warden at while receiving the items from the student
1			
2			
3			
4			
5			
6			

I hereby undertake that I will be responsible for losing, damaging any of above-
mentioned items provided to me and follow all the norms of the hostel given to me
orally as well as in writing

Signature of the student with Date

FORM NO. 3 ROOM VACATING SLIP

From the warden (to be filled up at the time of student leaving the hostel)

*This is to certify that Mr. /Ms.....
of course bearing Roll No..... and
staying in room no..... in hostel name has
submitted all the articles /equipments on (Date).....
which had been issued to him/ her at the time of joining the hostel .*

Signature of Hostel Warden

Date:

FORM NO. 4: LEAVE APPLICATION

Respected Sir/ Madam,

With due respect I would like to
inform you that Mr./Mscourse and bearing
roll.no.....and staying in room no..... in hostel name
..... permitted to avail leave from to
.....

Reason:

.....
.....

Kindly approve his/her leave for the same and grant his/her permission.

Yours truly

(Sig. of Parent/Guardian)

Name:.....

Mob. No.:.....

Contact No. while on leave:

CENTER CORDINATOR / HOSTEL WARDEN

GUARD FILE

MAIN GATE

FORM NO. 5A. UNDER TAKING FOR ANTI RAGGING

(To be filled in by the Student)

I,.....

S/o, D/o, of Mr./Mrs.....

a student of NIFT, Kannur center hereby undertake on this daymonth

..... year, that:

- That I have read and understood the directives of the Hon'bl Supreme Court of India on anti-ragging.
- That I understand the meaning of ragging and know that the ragging in any form is punishable offence and the same is banned by the Court of Law.
- That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the Institute authorities for the purpose from time to time.

I hereby agree that if found guilty of any aspect of Ragging, I may be punished as per the penalty implications laid down by NIFT.

Signed on..... Signature.....

Name in full.....

Address.....

.....

Telephone Nos.

FORM NO. 5B. UNDER TAKING FOR ANTI RAGGING

(To be filled by the Parent/ Guardian)

I,.....

F/o M/o G/o.....

Understand that Ragging is a criminal offence. I assure the management at NIFT that my son / daughter / ward will not indulge in any act of Ragging. I hereby agree that if he/she found guilty of any aspect of Ragging, he/she may be punished as per the penalty implications laid down by NIFT.

Signed on.....

Signature.....

Name in full.....

Address.....

.....

Telephone Nos.

FORM NO. 6: EDUCATIONAL/INDUSTRIAL TRIP CONSENT SLIP

From (Place and date):.....

To (Place and Date).....

Dear Sir/ Madam,

I agree to undertake the said educational/ industrial trip at my own responsibility.

Name of the Student	
Course/Roll No.	
Person to be contacted	
In case of emergency	
Emergency contact no.	
Email id:	
Blood Group of the student	

Signature of Student:

Signature Hostel Warden.

Signature Admin Dept.

FORM NO. 7: HOSTEL UPKEEP UNDERTAKING

*To,
The Director
NIFT, Kannur.*

*I S/D of
Admitted to course, bearing Roll No.
and staying in room no..... in hostel name hereby gives
undertaking that:*

- I will not smoke or chew betal/ gutka/ tobacco or similar products inside the hostel.
- I will not take liquor or drugs during my stay in NIFT hostel.
- I will not indulge in ragging directly or indirectly and will not resort to any undesirable activities inside the hostel, which may tarnish the image of NIFT.
- In case of any harassment to others or me inside the hostel, I will bring immediately the facts to the notice of the Director / Deputy Registrar (F&A) / Warden or any other official of NIFT present inside the hostel/Campus.
- I will not create disturbance of any sort (whether noise or physical) inside the hostel.
- I will abide by the hostel timing and the mess timings as mentioned in the manual.
- I will maintain cordial relations with everyone inside the hostel and will help others in getting settled in the hostel as well as the campus.
- I will keep my room clean and tidy and will not indulge into destruction of any article/ equipment provided to me by NIFT.
- I will give my full cooperation in keeping the hostel neat and clean and creating a comfortable environment to stay.
- In the absence of hostel warden or any other officer of NIFT, I will maintain healthy environment inside the hostel and will ensure that no disturbance is there until the, time, the warden and/or concerned officer returns.
- I will be regular in the night attendance and will ensure that others are also present for the same every day.

- I shall maintain the dignity and sanctity of the hostel by not creating noise/nuisance; especially after 11:00 pm. Management is free to take any action including rustication if I found breaching any rules/regulations.
 - While going on leave, I will submit the required format duly filled and signed by Parent/Guardian to the hostel warden or any other concerned officer of NIFT and will keep the warden informed about my wellbeing and date of return.
 - At the time of vacating the hostel, I will leave only after the taking over of my room by the hostel warden along with the articles/equipments in proper working condition given to me by NIFT.
 - I certify that I have studied the rulebook and I will abide by all rules and regulations prescribed in the rulebook.
 - I will abide by the above undertaking and all instructions given to me orally as well as in writing from time to time. If I am found breaking the rules and instructions in any way at any time, I am liable to be debarred from continuing with my course or subject to any other action deemed fit by the NIFT authorities
 - I have read and gone through the hostel manual and promise to abide by the rules and regulations mentioned therein.
- ** Hostel fee for remaining month will not be refundable in case of expulsion from hostel by the management.

PLACE:..... DATE

SIGNATURE:

NAME:

ADDRESS:



FORM NO. 8: NIGHT OUT APPLICATION FORM

I want a night out from _____to _____ (no. of days ____)

My address of stay during this period would be:

Contact No.

I have informed my parents/guardians regarding my Night Out. This information can be verified with my parents.

Father's Name:
Name:

Mother's

Contact No:

Email ID: _____

I take responsibility for my activities outside the hostel premises during this time and will not hold NIFT responsible for my activities outside the hostel premises during this time and will not hold NIFT responsible for any mis-happening.

Thanking you,

Name of the Student & Signature:

Department & Semester:

Mobile No:

Date_____ Time _____

Signature of the Warden

Date:

Time:

FORM NO. 9: TRAVELLING DETAILS DURING VACATION

SEMESTER BREAK 2017/2018

PARTICULARS	DETAILS
Name of the student/ E-mail id & mobile no	
Roll number, department, semester	
Date & time of leaving from hostel	
Places of visit/address other than home town/arrival/departure Timings as per tour plan	
Date & time of boarding (bus/train/flight) at home town	
Scheduled date & time of arrival at home, destination with contact address & mobile number	
Date & time of arrival at campus after vacation	

I do hereby state that I have informed my parents about my complete travel plan as indicated above.

Signature of the Student