

# **NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

**NIFT GIRLS' HOSTEL, BLOCK –GE, PLOT-4,SECTOR – III, SALT LAKE CITY,  
KOLKATA – 700106, Phone:-033-2334-9234**

**(LAND-MARK :- NEAR WATER TANK NO. 12 & GD MARKET)**

## **RULES AND REGULATIONS FOR HOSTEL RESIDENTS (GIRLS)**

**SESSION -2024-2025**



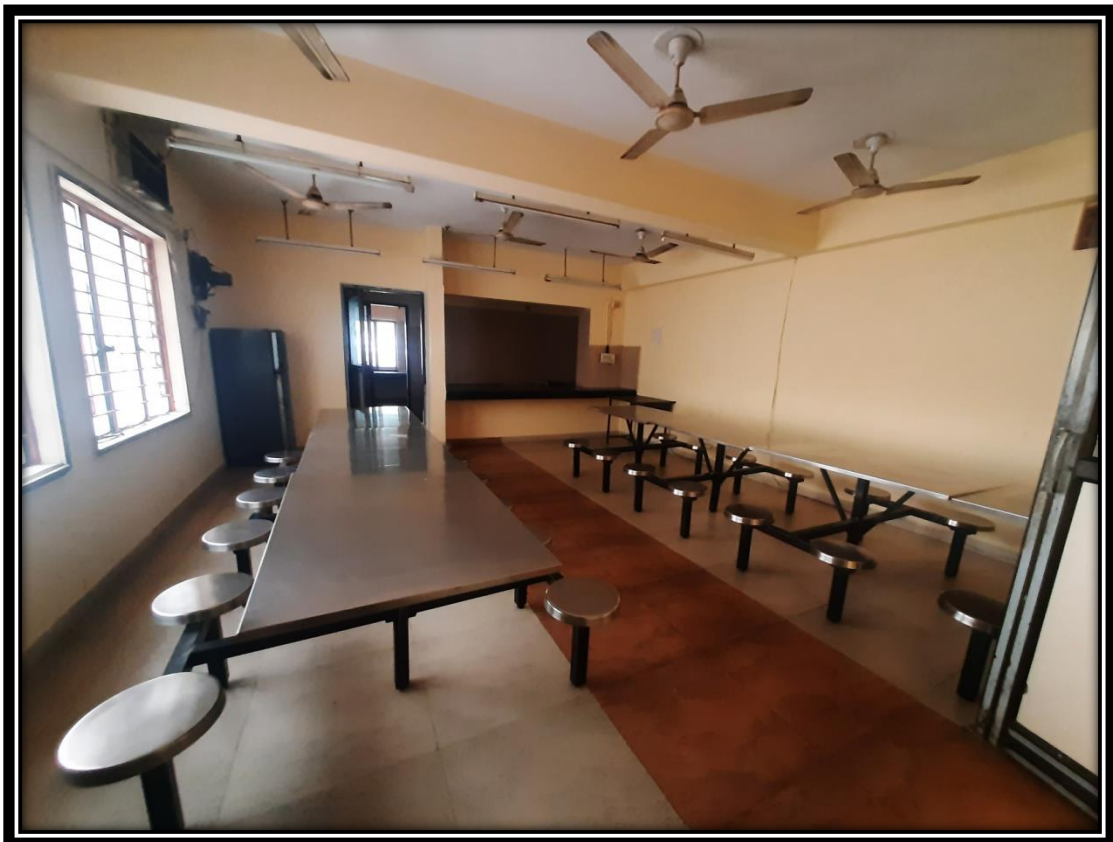
### **HOSTEL CAMPUS**

#### **PREAMBLE/INTRODUCTION**

NIFT Kolkata provides Hostel facilities to the Girls students. Where in total 190 Girl students can be accommodated in various types of rooms. The Hostel is situated at approximate 2.0 Kms from main campus. The hostel is equipped with all furniture's and fixtures. Each girl hostler is provided with a Common room, 24 hours hot/cold water facilities, Internet Room, Wi-facility, 24X7 security arrangements with CCTV Surveillance. In house Assistant Hostel Warden is available, Doctor & Counselor are also available on call to address all the issues & concerns of hostlers.



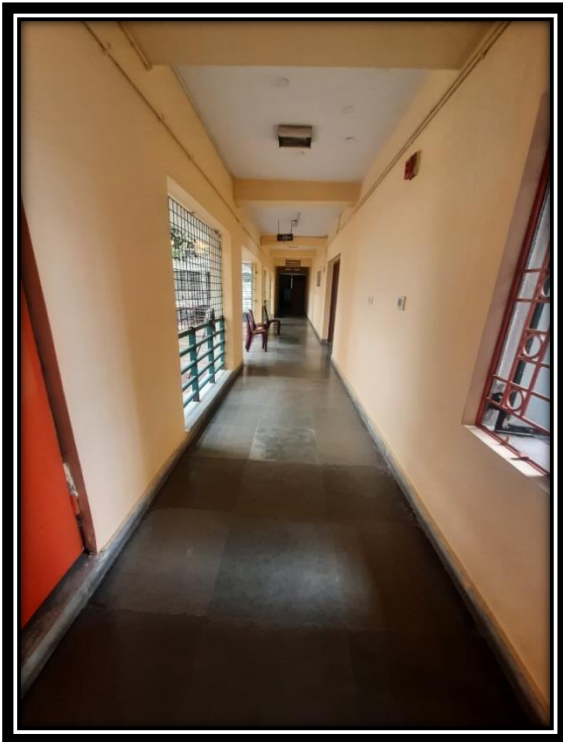
**RECEPTION AREA**



**MESS**



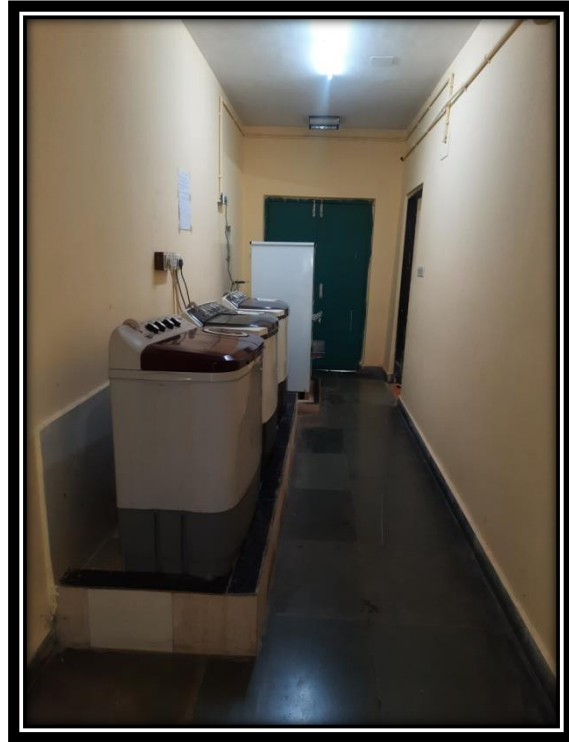
**SEWING MACHINES & COMMON ROOM**



**CORRIDOOR**



**WASHROOM AREA**



## FACILITIES

### 1) HOSTELMANAGEMENT

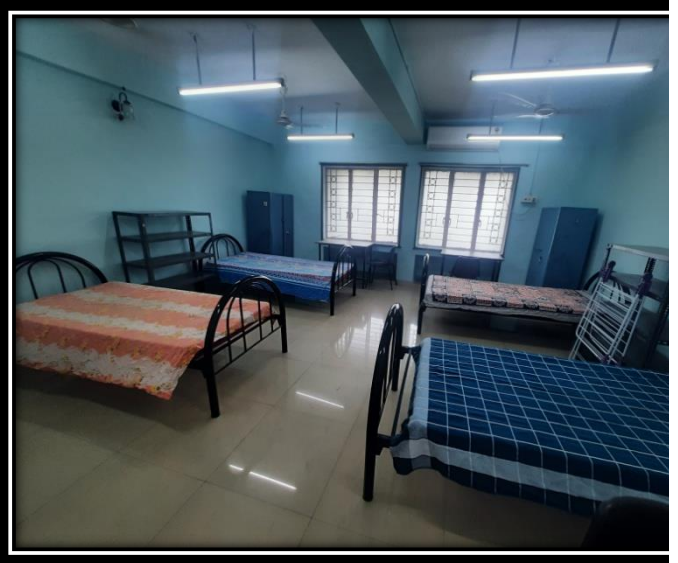
- a. Hostel is managed by Asst. Hostel Warden under the supervision of Ms. Dipali Jana Asst. Director (Academic),
- b. The members of Hostel committee are :-
  - Prof. Dr. Reenit Singh- Professor
  - Prof. Dr. Binwant Kaur-Professor
  - Dr. Nagma Sahi Ansari, Asst. Prof & SDAC
  - Mr. Yashwant Kumar Vishwakarma, Asst. Prof & SDAC
  - Ms. Minoo Lohani- Sr. Librarian
  - Ms. Aloprova Maity, Asst. Warden-Convener
- c. Day to Day activities are managed by Asst. Warden who is resident in the hostel.
- d. The students can approach the Asst. Hostel Warden for help & guidance.

### 2) ACCOMMODATION:

Type of Accommodation	Girls Hostel	
	Rooms	Capacity
4 bedded sharing rooms( AC)	19	76
2 bedded sharing rooms(AC)	26	52
2 bedded sharing rooms (Non AC)	31	62



**TWIN-SHARING ROOM**



**FOUR SHARING ROOM**

### **Objective**

The Hostel provides an ideal place for a disciplined, healthy and congenial atmosphere for peaceful stay and study. To the residents, it is a home away from home, hence they consider themselves to belong to one family and treat one another in friendly & courteous manner. The hostel resident is governed by set of rules & regulations contained in this manual, to be strictly followed by the hostel resident.

### **General Rules**

1. Students seeking admission to the hostel must read the rules and regulations carefully.
2. NIFT reserves the right of admission to the hostel.
3. NIFT Management may deny or cancel the hostel accommodation of any student without assigning any reason, if it has reasonable ground to believe that her presence would be detrimental to the interest of NIFT or other students.
4. NIFT Hostel facility is only for the bonafide students coming from outside the city/living far away from the campus where the allotted campus is situated.
5. The hostel accommodation to the full-time UG/PG degree students is available only for the semester period and all hostlers are required to vacate their rooms along with all the belongings during the summer break; NIFT management will provide centrally located areas for keeping sealed and packed belongings of returning students.
6. On arrival, student will report to the Hostel Assistant Warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room if re-allotted.
7. The resident students are expected to uphold the decorum of the Institute by abiding to the rules of the hostel.
8. Any act of intimidation or violence, willful damage to property or drunken and riotous behavior constitutes an offense.
9. Use of narcotics, smoking, consumption of alcoholic beverages and gambling are strictly prohibited.
10. The hostel dues shall be paid as per the directives of NIFT.
11. NIFT hostel at Kolkata Campus has a hostel committee which is an advisory body to monitor the activities of hostel.
12. Since it is a privilege to gain admission to the NIFT Hostel, residents are expected to appreciate the time and money spent in the maintenance of the campus. Misuse of the Campus & causing damage to campus property including plants and trees, littering in the campus will invite disciplinary action.

13. In case of any maintenance issues of electrical and civil, the students are advised to register it in the complaint book provided in the hostel or report it to the hostel care-taker in writing.
14. The students are advised not to keep large amount of cash or valuables with them, the hostel authorities will not be responsible for any theft, or loss of the belongings of the resident students.
15. Original fee receipt has to be kept safely by all resident students.

**Student accommodation facilities:-**

1. Statutorily, hostel accommodation is available to all the students, only during working Semesters. 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 recommendation of the Centre Coordinator and Hostel committee with approval of Director/Joint Director.
2. The resident students would be provided with single cot, writing table, chair, almirah and shared racks.
3. Each resident must bring her own mattress, pillow, blanket, linen, curtains, bucket and mug and other personal belongings etc.

**CONDITIONS OF ALLOTMENT**

At the time of admission of a student into the hostel, each resident is required to submit a duly completed 'Hostel Application Form'. The telephone number of the parents/legal guardian with STD code must be provided along with Local Guardian's address and phone number. Email of the parents(if available) should also be provided. 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 guardians should be affixed on the form in the space provided.

The Hostel room allotment will be done by an open ended lottery system just before Orientation Programme.

The Hostel Management will generally provide minimum furniture and fittings for each room. At the time of allotment, students should fill up the 'Room Allotment Slip '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.

Rooms once allotted to the student for an academic year will not be changed under any circumstance.

If the student is found guilty for disciplinary cases of any type in institute or outside NIFT, she is required to inform the Hostel Management immediately and should vacate the hostel if the Hostel Management finds that she is not eligible for hostel accommodation.

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.

Before vacating the rooms, the students should fill up '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.

**Local Guardian:-**

1. NIFT resident students are expected to furnish the name of a **Local Guardian\*** their address, telephone numbers and business card, if any, which shall be submitted at the time of joining the hostel.
2. NIFT resident students are permitted to stay out in the night at their Local Guardian's place with a prior approval of Assistant Warden on the written request made by the student, which will also be entered in the 'In & Out' Register available with the Hostel Assistant Warden. On their return the resident students are expected to submit the proof of stay duly endorsed by their Local Guardian mentioning the actual dates and number of days.

**(\*Local Guardian means any responsible local resident declared by the parents at the time of joining at NIFT, Kolkata or changed subsequently by the parents formally)**

**Timing of the Hostel**

1. Resident Students are expected to be inside the Campus not later than 8.00 P.M. every day unless they have written prior permission.
2. Resident students are expected to be present in their respective rooms in the hostel by 10.30 P.M at which time the attendance will be taken by the Asst. Hostel warden.
3. Hostel Gate will be locked at sharp 10.00 P.M. and will be opened only on an emergency/ approval of Director.

**Health Care**

A Doctor and Counselor will be available at the NIFT Campus and Hostel during allotted timing.

**Hostel conduct rules:-**

1. The resident students are not allowed to shift or exchange rooms allotted what so ever under any circumstances.
2. The resident students are required to lock the doors while leaving the room.
3. The Resident students would be issued room keys which must be kept safely. In case of loss, a token charge of Rs.500/-for a duplicate key will be charged.
4. Non-resident students/ Outsiders are not allowed to enter the hostel, if found they will be imposed with a penalty of Rs.1,000/- and suitable action as per law.
5. The resident students are prohibited to cook food in the hostel rooms nor should they bring the utensils in to the hostel.
6. The resident students shall not tamper with any furniture and fixture, electrical installation and any other equipment in the hostel premises. If any damage is caused to any of the installations, the students shall be liable to pay the amount for repairing the damage plus appropriate fine that may be levied.
7. Resident students must ensure switching off lights, fans, geysers and electronic gadgets when not in use. To ensure the safety of the students, they are not allowed to use electric items like kettles, irons, induction, cooker etc. A fine of Rs.500/- will be levied for possessing such things and these are liable to be confiscated and disciplinary action by NIFT.
8. The resident students will be responsible for the up keep and maintenance of furniture and fittings in their rooms. The housekeeping staff in the presence of the resident students will do the cleaning of room.
9. Resident students are expected to keep their room neat and tidy. Rooms are subject to inspection by the committee at any time. Residents are also required to maintain cleanliness and sanitation of the bath room and corridors. Bins are provided for collection of the litter, fruits peels etc. Severe disciplinary action will be taken against students who break rules or abate other students to break the rules or undermine the discipline of the hostel.
10. The students are not allowed to use candles. They are advised to use torch light in the absence of

electricity.(NIFT has a power backup.)

11. Personal couriers/letters of students will be collected by Assistant Warden & Lady Security guard at Hostel Gate.
12. The Resident students who are going out for sourcing material or for any such work, shall return to NIFT campus by 8.00 P.M. Late reporting to the campus will be informed to their parents. Habitual late reporting will be considered as an act of indiscipline and action will be taken as per NIFT rules. Any late coming will have to be informed in writing to the Assistant warden before going out.
13. Resident students who are not found in the hostel rooms at the time of taking attendance (10.30pm) will be given a warning letter in the first instance and their parents will be informed. If any student is in the habit of continuous late coming, the same will be considered as an act of indiscipline and appropriate disciplinary action will be taken as per NIFT Rules including expulsion from hostel.
14. Residential students working late hours (beyond 8.00 P.M) either within or outside the campus should obtain a letter from the department Co-coordinator and inform Assistant Warden duly.
15. Every student will be responsible for the care of the room allotted to her and the furniture provided. No furniture can be removed from the room. No additional furniture can be brought in to the Hostel.
16. Defacing walls, door, corridors and cupboards by writing, painting or pasting poster, notes etc. with glue/tape/nails etc. is not permitted. Any violation, whatever the extent, will lead to severe disciplinary action.
17. Hostel is available to all Residents from 1<sup>st</sup>day of the semester till the last day of semester before break.
18. Residents must hand over possession of the room to the Assistant Warden before leaving and obtain a Clearance Certificate from her. This will include clearance from all service providers, specifically, from the launderette, the canteen contractor to confirm that all bill have been paid.
19. Students from other NIFT Campuses are permitted to stay for internship or industry programme for maximum of 8 weeks with permission from Institute Management. All such students will vacate the hostel one week prior to the commencement of the new semester.
20. **Ragging\* will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid down by Supreme Court in its ruling on the subject. Any complaints on the issue are to be made to the Students Development Activities Coordinator (SDAC) of the Campus.**  
 (\* 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 a education institution”).

#### 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:-

1. Any act of indiscipline or misconduct of any sort, in the hostel or outside.
2. Any alleged act of Ragging.
3. Submission of false, wrong or in complete information in the application form or subsequently while seeking permission etc.
4. Default in payment of dues within the stipulated period.
5. Organizing noisy, indecent, undignified manner of activities and inviting any unauthorized persons to visit their rooms.
6. 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.
7. Any unauthorized absence in the night will amount to act of indiscipline and is liable to be expelled without warning.
8. Indulging in activities of consuming drugs, alcohol or any other activity in Hostel which is construed as a society offence at large.



### **Withdrawal and Refund**

A formal application may be submitted to the hostel Assistant 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.

1. Full hostel charges will be refunded, in case the student allotted other NIFT Campus during admission process.
2. In case of withdrawal by the 2<sup>nd</sup> year onward students from the date of allocation only refundable security deposit will be refunded.

### **CODE OF CONDUCT**

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. No prejudice and biasness or direct or indirect insult due to cast, religion, language or community will be tolerated. All person staying in the hostel are expected to obey the conduct rules.
2. All residents are required to carry their valid identity Cards issued to them by the institute.
3. The rooms, common areas and surrounding should be kept clean and hygienic. Notices shall be pasted on the notice board shall not be scribbled by anyone.
4. 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 ‘ Leave approval Form’ to take prior permission from the Assistant Warden , hostel Committee member and/or respective Centre Coordinator by Hand.
5. Rooms are allotted to each student on her personal responsibility. She should see to the up keep of her room, hostel and its environment. Students should bring to the notice of the Maintenance office, through the Assistant 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.
6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. 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.
7. The institute’s band width 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.
8. The resident of a room shall be responsible for any damage to the property in the room during her occupancy of that room and will be required to make good the damage, if any. 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 she changes\vacates the room /hostel.

9. 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 Assistant Warden/Asst. Assistant Warden and Administration Department.
10. 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 Assistant Warden/ Hostel Warden, failing which she will be charged a penal rent as decided by the Assistant Warden/Hostel Committee.
11. The resident shall not remove/change any fitting from any other room to her room. Every day before leaving their respective rooms students must switch off all electrical points, including fan, light and plug points. Hostel warden will check the rooms random and if the offense repeating the roommates will face penalty. Repeat offenders will be subjected to strict disciplinary action.
12. The residents are required to sign Form for 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.
13. 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.

**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**

14. All hostellers are required to fill up and sign ‘ **Anti –Ragging Undertaking form**’.
15. 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. Severe action will be taken if any resident is found to violate this, resulting in minimum expulsion from hostels and maximum , rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel /room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel. Entering the hostel premises in intoxicated, possessing any drug or drug related substance , littering inside the institute’s premise alcohol/drug smoking
16. 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.

17. Employing unauthorized persons for personal work as washing clothes, etc., is not permitted.
18. Residents should not participate in any anti-national, antisocial or undesirable activity nor outside or in the campus. The visit of non-hostel resident(s) is restricted to the reception.
19. Students should not hire/procure objectionable or pirated CDs or magazines from outside.
20. 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.

### **Guests & Visitor Rules (Guest Room)**

1. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel as decided by the disciplinary committee.
2. No person, guest, classmates or otherwise shall be permitted to stay overnight in any part of the hostel.
3. No day scholar is allowed to enter the hostel without written permission.
4. 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.
5. The visit of male students to the female hostel is strictly prohibited. Any violation in the said guideline shall lead to expulsion from the hostel.
6. Visiting Hours 5:30 P.M. to 8.00 P.M. on weekdays and 10:00 A.M. to 8.00 P.M. for Saturday/Sunday/holiday. No visitor shall be allowed in the Hostel Premises beyond visiting hours.

### **USE OF APPLIANCES**

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 penalty will also be imposed.
2. Use of audio systems apart from head phone which may cause inconvenience to other occupants are not allowed.
3. 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.
4. Lights should be ideally switched off by midnight. Study lamps can be used for self-study hence forthwith out disturbing the room mates.

### **COLLECTIVE RESPONSIBILITIES**

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.
2. Residents should not indulge in practices/activities, which may endanger their own personal safety as well as of others.
3. Residents will be personally responsible for the safety of their belongings.
4. Any case of theft should be reported promptly to the Hostel Assistant Warden and Security officer.
5. Residents are required to park their vehicles/cycle/bike only in the space provided for them in an orderly manner. No cycles/vehicles should be parked at any other place.
6. 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.
7. 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 authorities/police.
8. Students should not paste or make objectionable articles or pictures in the rooms allotted to them. No notices /posters/decorative/stickers shall be pasted on walls.
9. 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.

### **HOSTEL FEES**

1. Hostel Fees should be paid on time.
2. 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.
3. 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.

### **MESS RULES**

1. Mess is compulsory for all hostlers.
2. Once a student joins the mess, she shall be deemed to have become a permanent member of that mess. Students who are absent on the date of reopening of the institute after any semester vacation will be deemed to have joined, unless contrary to that is informed to the hostel administration in writing.
3. Students should strictly adhere to the hostel and mess timings that areas under\*\*:

Particular	Working days	Weekends
Breakfast	7:00 AM to 8:45AM	9:00 AM to 11:00 AM
Lunch	12:00 Noon to 12:45PM (campus)	1:00 PM to 2:30 PM
Dinner	9:00 PM to 10:30PM	8:00 PM to 9:30PM

\*\*Subject to revision as and when needed.

4. The mess rates may be revised time to time based on tender.
5. The system of self service will be followed in the mess.
6. The quantity of food will be unlimited except in the case of special items.
7. Any absence of a student from the mess exceeding 24 hours, should be intimated to the Mess Committee/Caterer in the prescribed form so as to regulate the supply of food even though the student is not eligible for mess reduction so that there is no wastage of food.
8. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
9. Students on no account, whatsoever, will be permitted to take food outside the mess , i.e. common room or allotted room. Nor can they take mess utensils such plate, spoon, tumblers, etc. to their rooms.
10. No Student 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.
11. Student shall assist in maintaining themes and surroundings neat and clean. No notices /posters/decorative/stickers shall be pasted on walls. Notices put on the notice boards should not be removed by the diners.
12. All Students shall interact with the mess staff in the dining hall in a courteous manner.
13. Students should not bring pet animals/pets into the hostel or encourage such practice.
14. After eating, Students shall keep the cup, plates or any left overs in the designated bins.
15. Residents must carry their mess card while entering the mess.

#### **GENERAL GUIDELINES**

1. Harassment of any nature/kind or misbehavior by any student with another student and/or hostel Assistant Warden shall lead to immediate expulsion from the hostel.
2. 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 will lead to expulsion from the hostel.

3. 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.
4. Mess-party is to be organized with written permission from the SDAC However, such parties should not cause any discomfort to other students.
5. Other rules to be notified from time to time should be followed for smooth functioning of the hostel administration.
6. All students must abide by the rules and regulation of the hostel as may be framed from time to time.
7. Violation of any of the above rules will attract strict disciplinary action.
8. 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.
9. 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.
10. Students must abide by the rules and timings (as mentioned below) of the hostel and will not stay outside the hostel during night or till late hours without the permission of the hostel Assistant Wardens.
11. Any serious complaint received against any hosteller shall be referred for the consideration and decision of the Hostel committee/Disciplinary committee. The committee will be fully empowered to call or ask to submit written statement from any staff members and/or Assistant Wardens concerned with the matter. The decision of the committee will be forwarded to Director whose decision shall be final and binding upon the student(s).

#### **RIGHTS OF HOSTEL MANAGEMENT**

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.
2. Any breach of these rules will invite an inquiry 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.
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.

#### **DRESS CODE**

Students should be appropriately dressed while moving in and out of the hostel. Also student residing in the hostel are supposed to dress properly when pass through the common paths and come in mess or reception or open areas.

#### **MEDICAL FACILITY**

In case of serious illness, the resident students and their room- mates should immediately report the same to the Assistant Warden/ Assistant Director. All resident students are required to take personal care of their health, and hostel authorities shall not be able to take any personal care of their health. They may avail the in-house medical facility:

## HOSTEL TIMINGS

**\*\*Out & timing: 6:00 AM-8:00 PM .**

**\*\* Subject to revision as and when needed. Night attendance: 10:30 PM.**

**All residents will return to the hostel by 8:00 P.M. At 10:00 P.M. hostel gates will be closed.**

**Late comers shall be reviewed every month, and following fines shall be imposed accordingly:**

<b>1<sup>st</sup> time offence</b>	<b>:</b>	<b>Warning letter to be issued Information to Parents</b>
<b>2<sup>nd</sup> time offence</b>	<b>:</b>	<b>Rs.1,000/-fine will be imposed Information to Parents Submission of Undertaking</b>
<b>3<sup>rd</sup> time offence</b>	<b>:</b>	<b>Permanent expulsion from Hostel with Information to Parents</b>

## **NIGHT OUT RULE:**

**NIFT resident students can be permitted to stay out for the night (on weekends only, not during weekdays) to their authorized LG's Parent's place, only when written request is made seeking permission in the prescribed form/application by hand/by mail from their parents at least one day in advance to Asst. Hostel Warden .For the industry trip or Cluster visit same process should be followed (verified by Hostel warden then marked to CC, if needed and approved by Hostel committee members)**

## **ROOM ALLOTMENT**

1. Admission in the Hostel cannot be claimed as a matter of right.
2. 190 seats (128 AC and 62 Non AC) Preference is given to first year students after which allotment is done for subsequent year students.
3. Rooms are allotted on first cum first serve basis after receiving full payment (Hostel and Mess) only subject to availability of the room. If rooms are fully occupied then your payment will be refunded.
4. Students who are making payment through RTGS/NEFT will have to send an email to [hostel.kolkata@nift.ac.in](mailto:hostel.kolkata@nift.ac.in) informing the detail of transaction such as date of transfer, bank name, UTR no., account holder name and student name, failing which NIFT will not be responsible for allotting the room. No request will be accepted at later stage.
5. Every year students are required to do re-admission for hostel.
6. Rooms allotted will be occupied as per schedule.
7. The hostelite shall not be entitled to retain accommodation in the hostel beyond date of closing of semester as per academic calendar.
8. No hostelite is allowed to change her allotted room what so ever under any circumstances.
9. The hostelite shall have to vacate accommodation as per the instruction given by competent authority.

**ROOM CHECKING:**

The Campus Administrator/Hostel Warden/or any other officials of NIFT along with Lady Guards may at their discretion in the presence of the students living there in any time may inspect the hostel room.

- Entry register should be kept at its official place and no one will be allowed to take it in her room.
- A hostelite will not be allowed to go for night stay or attending any function in the late hours in their local guardians place or to their relatives place etc.
- Parents, Local guardians and other relatives are not allowed to go in their wards room. They can meet or interact only at girls' hostel reception area.
- All Hostelite are advised to be very careful while dealing with online deliveries, food parcels etc. for security purpose.

**FURNITURE AND EQUIPMENT:**

Every Hostelite is provided with a Bed, Study Table, Chair, All electric fixtures like tube light, fan , air conditioner (in case of AC accommodation) etc, Almirah,. Student will be responsible for the items given to them. Furniture is not to be removed from one room to another. No painting of room is allowed. Every hostelite has to see that not any damages are done to the hostel property/fittings, and repair charges for any damaged (intentionally or through negligence) are to be recovered from the concerned student.

**LEAVE RULES:**

1. Leave sanctioned for absence from the Institute does not mean leave from the Hostel. Leave from the Hostel for one or more nights must be taken with prior approval by the Hostel Warden.
2. Students will have to fill night out form 24-48 hrs before going and submit it to the warden. After receiving email from the parents Asst. Warden would approve the night out. Under no circumstances students will get permission for night out instantly. In case of emergency NIFT Authority would take the decision for approval of night out subject to approval of Competent Authority.
3. Uninformed absence from the hostel premises will be termed under disciplinary action as per rules.

**RAGGING:**

The Hon'ble Supreme Court of India perhaps given a more comprehensive meaning of ragging as under :- “ Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing , treating or handling with rudeness to any student , indulging in rowdy or undisciplined activities which cause or likely to cause annoyance ,hard ship or psychological harm or raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.”



### **PUNISHMENTS TO THE STUDENTS**

- As per NIFT Manual rules
- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship and other benefits
- Debarring from appearing in exam/other evaluation process
- With holding results
- Debarring the student from representing in any national, international or youth festival/events.
- Suspension from hostel
- Restriction from institution for a period of 1 to 4 years
- Expulsion from an institution and barring from admission in any other institution.
- Fine upto Rs.25,000/-
- Collective institution

### **SECURITY:**

1. Hostelites are required to carry their hostel card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.
2. Hostelites are advised to lock all doors at all times for security reason. Students should use their own lock with three keys set, out of which one key should be submitted to hostel warden for security reason/emergency cases.
3. The Hostel management is not responsible for any loss of private property. Hostelites are strongly advised to lock all their valuables e.g. mobile phones, laptops, watches, cash, money, ornaments etc. at all times.
4. Any hostelite who find her room-mate missing for more than 6 hours, must report to the warden immediately. This is to enable the hostel management to take immediate action if any to avoid any untoward incident. Hostelites co-operation is very much appreciated.
5. Hostelites are not permitted to change rooms or sleep in other's room than in their own room.
6. Possession, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as iron, oven, kettle, stove, mini-fridge, mini-cooler etc. in the room is also prohibited. If any of the above material is found in the room, the same shall be immediately confiscated by the hostel management and shall not be returned in any case to the students to avoid any future usage of the same.

### **REVISION OF RULES AND REGULATIONS:**

The NIFT Kolkata reserves the right to revise the rules and regulations from time to time and will keep the hostelites informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.