



## **NIFT HOSTEL RESIDENTS' RULES**

### **1. Introduction:**

These Rules shall be called "NIFT Hostel Residents' Rules". These Rules shall come into effect for the Academic Year 2022-23 from 1<sup>st</sup> July, 2022 and onwards.

NIFT reserves the right of admission to the hostel. NIFT Management may deny or cancel admission to hostel to any student without assigning any reason if it has reasonable ground to believe that his /her presence would be detrimental to the interest of NIFT or other students.

The admission forms are made available to the students as part of student registration during the Orientation Programme. The application forms will have to be filling up giving correct information of the names and addresses of the parents (telephone nos. if any) and that of local guardian. Any change in the same is to be notified without any loss of time. NIFT can at any point of time verify, the proof of residence of parents by demanding any official, document of the parents of hosteller substantiating the bonafide of the declared address. NIFT hostel facility is only for the bonafide students coming from outside the city where the center is situated.

### **2. Objective:**

These Rules are based on the Student Accommodation Policy as enumerated in the Academic Manual Para 5.10.1 and further elaborated in Annexure 5 (G) of Academic Manual. These Rules derive the substance from Academic Manual Para 5.7.1 and Para 5.5. These Rules are essential to maintain the highest standards of discipline, decorum and propriety for NIFT resident students in and outside hostel.

### **3. Applicability:**

These Rules are applicable to all residents of NIFT Shillong Hostels.

### **4. Hostel Authorities:**

The following officials/group of officials individually and collectively constitutes the Hostel Authority

- a) Campus Director
- b) Joint Director
- c) Student Development Activity Coordinator (SDAC) (Female)
- d) Hostel Warden/Asst. Hostel Warden
- e) Hostel Committee Members as constituted by the Campus Director

### **5. Hostel Management:**

Hostel Management constitutes the following officials:

- a) Student Development Activity Coordinator (SDAC) (Female)
- b) Hostel Warden/Asst. Hostel Warden
  - i. Each Hostel is managed by a Hostel Warden/ Asst. Hostel Warden who is resident in the hostel.



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**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG**



- ii. In case of any grievance, the students are advised to register it in the complaint book provided in the hostel or report it to the hostel Warden in writing or bring it to the notice of the Campus Director or Students Development Activities Coordinator of the Institute Campus. The students can approach the Hostel Warden/ Asst. Hostel Warden for help, guidance and any matter related to the Hostel. grievance redressal representations to other Hostel authorities must be forwarded through proper channel.
- iii. The Campus Director or any committee authorized by the Campus Director may inspect the hostel at any time to ensure the proper compliance of the terms and conditions of hostel accommodation.
- iv. The management of the Hostel except civil and electrical maintenance is the subject matter of the Academic Affairs Unit.

**6. Accommodation:**

- a) Hostel shall be opened to all bonafide fulltime under-graduate or post-graduate registered students of the NIFT Shillong Campus subject to the availability of seats in hostel.
- b) Limited Seats are available at the NIFT Girls Hostel. Therefore, accommodation will be given on first come first serve basis which may also include a waiting list depending on number of applicants. All students who are interested to join the NIFT Girls Hostel have to submit with UTR Number by the stipulated date ailing which will be assumed that you are not interested.
- c) The students who join the girls and boys hostel late will have to pay hostel fees in full and not subject to actual date of joining hostel.
- d) Details of Fee paid online may be submitted with UTR Number must be in favour of “NIFT Shillong” , payable at Shillong.
- e) Once all the seats at the hostel are occupied, the remaining students will have to make their own arrangement outside the NIFT Girls and Boys Hostel.
- f) Students who will not be staying at NIFT Girls/Boys Hostel but wish to avail the bus facility will be allowed only after payment of bus fee for a semester to NIFT subject to number of applicants. There will be a set route from Nongthymmai Girls Hostel to NIFT permanent Campus at Umsawli and the same route will be followed.
- g) The hostel accommodation to the student is normally available only for the semester period and all hostellers are required to vacate their rooms along with their belongings during the summer break. The residents can be asked to keep their luggage at a common place during winter, if the rooms are required by NIFT Management for alternative use, repairs, maintenance etc.
- h) No student will have right of occupancy of room during vacation. However, Campus Director/Joint Director can permit the student on receipt of written request if student is doing any Course work/Project work/ Institute work during vacation, after endorsement / recommendation for the same by concerned CC, and on a chargeable basis.
- i) Any NIFT student can stay in the hostel of another centre for internship or industry programme For maximum of eight weeks, subject to vacancy. If the student is not a hosteller than he/she will pay the hostel fee on monthly basis instead of the guest fee.
- j) Allotment of hostel room to any other students/trainees other than students of the Regular Course shall depend on availability only and will be at the discretion of the Campus Director.
- k) The Hostel accommodation is available on sharing basis.
- l) Every Hostel Resident is provided with minimum required furniture as notified by the Hostel Management at the time of admission.



## **7. Mess Services:**

Mess & canteen facilities are provided to all the hostellers in the canteen within the hostel premises which is compulsory as per NIFT rules which is to be paid at the time of payment of hostel fee.

Mess Timings
Breakfast: 07:30 am to 08:30 am
Lunch: 12:00 Noon to 02:00 pm
High Tea : 04:00 pm to 05:30 pm
Dinner: 8:00 pm to 10:00 pm
Last order for dinner is 09:30 pm

During college time Lunch and High Tea will be available in the college cafeteria and rest of the meals will be provided at the hostels.

[Note: In case of sickness, lunch and snacks would-be provided in hostel with prior Information to Mess Manager by the students]

## **8. Procedure for Admission:**

- a) Student or any other applicant shall fill up the Hostel Application Form (HAF) as Annexed – I for seeking admission in the Hostel. The first-year student shall submit duly completed Application form at the time of registration on the Campus to the Academic Affairs Unit. Other students shall also apply with duly completed Application form to the Academic Affairs Unit in response to the due notification on Institute/Hostel Notice Boards.
- b) Submission of false information in the hostel application form or any other document for admission shall make the student liable for expulsion at any time during the course of study.
- c) Academic Affairs Unit shall maintain a register of applications sold and received in chronological order for the students of (a) the first year (b) other students (c) other applicants.
- d) The admission will be for an academic year starting from July/August. The students who want to continue to stay shall apply again at due time. No priority will be given to the Hostel Residents and admission will be governed by Rule 6 a) above.
- e) Due weightage will be given to the opinion of the Hostel Warden/Asst. Hostel Warden for Admission or re-admission of senior/earlier residents.
- f) Admission can be granted by the Competent Authority during the academic session depending upon the vacancies.
- g) The Competent Authority to grant admission in to the Hostel is Campus Director/Joint Director of the Centre.
- h) Student/applicant has to submit the hostel fees at the time of admission as indicated in the Hostel Application Form (HAF) without fail. Non-payment of fees within the stipulated time will result into automatic cancellation of the admission without any further notice.
- i) The Hostel Fee normally consists of the following:
  - Hostel Fee (per semester)
  - Security Deposit (Refundable)
  - Electricity charges (per semester)
  - Maintenance charges (per semester)



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- Mess charges (per semester)
- Wi-Fi facility charges (Per semester)
- j) Hostel fees once paid are not refundable. In the event of a student having paid his/her hostel fee, and late opting out from these facilities, he/she will be refunded with the refundable component of security deposit and rest of the payment shall stand forfeited. No request on this account can be entertained.
- k) Each student who has been allotted Hostel seat must furnish all relevant and updated information given in the Hostel Registration.
- l) Nomination of Local Guardian (LG) is mandatory for allotment of Hostel Seat. No hostel admission will be granted in case the nomination of LG is missing or incomplete. The resident students are expected to furnish the name of the local guardian, their address, telephone numbers and business card, if any, which shall be duly attested by their legal guardian at the time of joining the hostel. Any incorrect information furnished for/by LG, may lead to termination of hostel residency for the student concerned.
- m) Documents to be submitted at the time of Hostel Admission included the following:
  - Copy of Hostel Fee Receipt.
  - Details of Local Guardian in performa.
  - Details of Parents Permanent Address, contact no., mobile no.
  - 2 passport size photographs of student
  - Recent passport size photographs of mother, father and local guardian.

### 9. Fees:

The hostel dues shall be paid as per the directives of the Institute. For admission during the academic session in the Hostel, the fees shall be calculated as per prevalent circular.

### 10. Refund of Hostel Fee:

- a) Full hostel charges shall be refunded, except non-refundable security deposit, if admission is withdrawn prior to start of the academic session. Otherwise only refundable security deposit shall be refunded.
- b) For withdrawal from hostel due to transfer to other centre, the remaining portion of Hostel fees, Security Deposit (Refundable), Electricity charges and unconsumed Mess charges will be refunded as per applicable to the students after vacating the Hostel and relieved from the Centre.

### 11. General Conduct:

- a) Admission in the Hostel cannot be claimed as a matter of right.
- b) The student must personally be present at the time of allotment of rooms.
- c) Rooms to be allotted will be occupied immediately after an allotment is made.
- d) Every Hostel Resident must have a copy of Hostel Rules to make herself/himself aware of all the Rules and Regulations of the Hostel and must observe them strictly. Ignorance of the Rules will not be considered as an excuse.
- e) The resident students shall abide by the timing for attendance in the hostel.
- f) Hostel Resident must look up the Hostel Notice Board everyday for important notices and instructions.
- g) No student is permitted to cook any food (solid or liquid) within the hostel premises including rooms.
- h) Students will be responsible themselves for any kind of security of their personal belongings.
- i) Hostel resident will not have any right to leave the hostel on holiday, Saturday, Sunday when the



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**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, SHILLONG**



- Institute is closed without the prior permission of the Hostel Warden.
- j) All Hostel residents shall vacate the hostel rooms for annual maintenance before they leave for the vacation.
  - k) 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.
  - l) Hostel residents shall not damage or cause to be damaged any hostel property, fittings, articles and items. In case of any damages the student/resident will be charged penalty for damages/repairs, including installation costs if any, at replacement of market cost, whichever is higher. For wilful/extensive damage, the student may also forfeit Hostel seat in addition to damages payable.
  - m) Laundry facilities will be permitted in designated area at prescribed time as decided by Hostel warden/Asst. Hostel Warden.
  - n) Hostel residents should not play high volume music from music system/computer system in their rooms.
  - o) Student shall make proper use of common rooms, recreation facilities, the newspapers, other allied literature and articles required for indoor games and shall not damage them.
  - p) The Hostel resident should not take articles meant for common use to their rooms.
  - q) Timings of the common room(s) will be fixed by the Hostel Warden.
  - r) Hostel Warden will nominate Secretary and Joint Secretary for the Common Room(s). They will be responsible for running the Common Room(s).
  - s) Common Hostel furniture must not be moved without the permission of the Warden/Asst. Hostel Warden.
  - t) Any damage to the hostel property must be reported immediately to the Warden. Hostel Residents will be charged for all damages. In case of any damages the student/resident will be charged penalty for damages/repairs, including installation costs if any, at replacement of market cost, whichever is higher. For wilful/extensive damage, the student may also forfeit Hostel seat in addition to damages payable.
  - u) Pasting of posters, writing graffiti, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed. In case of any damages the student/resident will be charged penalty for damages/repairs, including installation costs if any, at replacement of market cost, whichever is higher. For wilful/extensive damage, the student may also forfeit Hostel seat in addition to damages payable.
  - v) The Hostel Authorities/Management reserves the right to make spot checks on the Hostel and rooms without giving prior notice to the residents.
  - w) Hostel residents are required to carry their Hostel cards to be issued during admission at all times in the compound of the hostel complex and produce it on demand by the Hostel Authorities/Management/Security personnel.
  - x) Hostel Residents are advised to lock all doors at all times for security reasons.
  - y) The Hostel management is not responsible for any loss of private property. Hostel Residents are strongly advised to lock all their valuables e.g. mobile phones, laptops, watches, money, ornaments etc. at all times.
  - z) Hostel Residents are not permitted to change rooms or sleep anywhere other than their own rooms unless with prior written approval.
  - aa) Keeping electric appliances such as iron, oven, kettle, stove, hot plates, heater etc. in the room is prohibited and any violation of this or any other safety measure will lead to penalty/forfeiture of hostel seat.
  - bb) The student shall be liable for such action as deemed fit by the Campus Director for any non-compliance of the terms and conditions of the hostel accommodation.



**12. General Discipline:**

- a) NIFT resident students are required to abide by the highest standards of discipline, decorum, and propriety for their behavior within and outside the hostel.
- b) NIFT resident students are required to avoid any situation, which will cause irritation, inconvenience and hardship to other students or the neighbours. Any kind of shouting, violence, knocking, or any other act of movement or behaviour that is likely to cause disturbance or annoyance to others is strictly prohibited.
- c) Dealing with fellow students and other should be very courteous and polite. All quarrel and disputes with fellow hostel residents should be avoided. Students should not take law in their hands and should always try to settle their entire dispute with the help of Hostel Warden/Asst. Hostel Warden and other designated NIFT officers only.
- d) Teasing, maltreating or indulging in any sort of ragging of newly admitted students is strictly prohibited. Serious disciplinary action including rustications from Hostel/NIFT will be taken against the defaulting students/residents.
- e) Ragging shall be treated as a major disciplinary violation and the offenders (direct or indirect) shall be dealt in accordance with the guidelines laid down by the Institute from time to time and any complaints of ragging shall be made to the Campus Director or Students Development Activities Coordinator of the Institute Campus.
- f) Visiting in canteen, the common room(s) and outside the hostel campus should always be in proper dress.
- g) Maltreating and abusing the Hostel employees and mess-staff is strictly prohibited. In case of any complaint against them, their report should be made to the Hostel Warden/Asst. Hostel Warden.
- h) If any extra fan is used, extra charges for the electricity consumption will be charged according to the prescribed rates as decided by Campus Authority.
- i) Smoking is strictly prohibited in the Hostel complex/campus at any time inside as well as NIFT related places.
- j) Possession, distribution and consumption of alcoholic beverages, prohibited drugs, narcotic substances, chewable tobacco, any form of gambling in the Hostel is strictly prohibited.
- k) Parties, social or political gatherings in the hostel complex are not permitted. Any event/gathering can be organized with the permission of the Joint Director only.
- l) 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 others the opportunity to study or sleep in comfort. Television, radio etc., provided in the common room must be switched off or volume turned down after 10:00 pm. These rules are intended to ensure conducive environment for all hostel residents.
- m) No student should keep any firearms, lethal weapons, poisonous things or intoxicants of any kind in the hostel.
- n) Any hostel resident, who finds 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 untoward incidents. Hostel residents' cooperation is very much appreciated.
- o) No boy students shall be permitted to enter the campus of the girls' hostel and vice versa even for any academic purpose including group assignments at any time during the day or night. Non-hostel girl students are also not permitted to stay overnight at the girls' hostel. The same is applicable vice versa to the boys' hostel.
- p) No girl's resident shall invite any boy students and vice versa even for any academic purpose including group assignments at any time during the day/night. The same is applicable vice versa to





the boys' hostel.

- q) Any hostel due or penalty shall be paid to the Accounts Department of the Institute within the prescribed time limit. Non-payment shall result/invoke debarment from appearing in the Examination (Mid-term/End -Term).
- r) Entry register/official documents should be kept at its official place and no one will be allowed to take it in the room. No official documents shall be tampered/destroyed.

**13. Leave:**

- a) 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 got approved by the Hostel Warden/Asst. Hostel Warden based on submission of written request and with the consent of parents/ local guardian. The procedure for approval by Hostel Warden/Asst. Hostel Warden may be prescribed by the Joint Director. Any unauthorised absence for the night will amount to act of indiscipline.
- b) Leave should be personally secured before it is availed of.
- c) In case the Hostel Residents want to go out, they will have to take prior permission following due procedures from the Hostel Warden/Asst. Hostel Warden and enter the relevant information in the register kept in the hostel office.
- d) All hostel residents shall report to the hostel before the night roll call as described in Rule 15.
- e) No night travel is allowed without prior written permission countersigned by parent/nominated local guardian.
- f) Hostel residents should return to the hostel by the stipulated time. Under exceptional circumstances, if the hostel resident expects to be late beyond stipulated time, she/he should obtain prior permission from the Hostel Warden/Asst. Hostel Warden.

**14. Medical Emergency:**

- a) 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.
- b) In case of medical emergency, the students/roommates/wing mates shall contact Hostel Warden/Asst. Hostel Warden. 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.
- c) 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.
- d) Joint Director should ensure regular Counselor sessions in the Hostel

**15. Night Roll Call:**

- a) The night roll-call be taken at 9:00 pm in winter and 9:30 pm in summer. Every hostel resident must be present in her room to avoid in conveniences for taking the roll-call. NIFT resident students are required to enter rooms by 10:00 pm. sharp. If they come late without proper justification, a warning letter will be issued. If the practice continues, apart from informing the parents of the students, disciplinary action may also be initiated including expulsion from hostel.
- b) A student absent at the time of roll call is liable to pay a fine of Rs.100/- exclusive of GST. The fine list shall be put upon the Notice Board at the end of each month. After roll-call no student is allowed to



leave the hostel but if any emergency arises, he/she shall leave the hostel only with the prior permission of Hostel Warden/Asst. Hostel Warden.

- c) A student found to be violating Hostel timings more than three times in a semester may be asked to leave the Hostel on discipline grounds.

**16. Visitors/Local Guardian/Guest:**

- a) The resident students of NIFT hostel are not allowed to use NIFTs hostel facilities for their guests. Any person who is not a resident of the hostel shall not enter any room allotted to the students and can meet only in the designated common area. Unauthorized entry in to the hostel room would amount to criminal offence and will attract prosecution.
- b) Any student found hosting or harbouring an unauthorized person in the hostel premises, shall be liable to disciplinary action
- c) 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. This nomination is mandatory.
- d) 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 a prior written approval is taken from the Hostel Warden/Asst. Hostel Warden countersigned by parent/nominated local guardian.
- e) A hostel resident keeping a guest without prior written permission is to be fined Rs. 500/- per day exclusive of GST.
- f) Only those persons are allowed to meet the Hostel residents whose photographs are referred and signed by the parents.

**17. Maintenance of the Hostel:**

- a) Hostel residents are responsible for keeping their rooms and the common areas in the hostel such as visitors 'area, bathrooms, staircases and common room (s) etc., clean and tidy at all times.
- b) The resident students shall not tamper with any electrical installation and any other equipment on the hostel premises. If any damage is caused to any of the installations, the students shall be liable to pay the amount of damage plus appropriate fine that may be levied.
- c) All fans, lights and electrical appliances must be switched off when not in use.
- d) The resident shall economize the use of water.
- e) Residents are permitted to use the proper room/desert coolers with prior permission and after checking by the NIFT electrician. Additional electrical charges are payable for the use of room/desert coolers.
- f) Students will not be allowed to use room heater switch open rods, hot plates or any such item, which may lead to fire in the rooms. A fine will be levied for possessing such things and items confiscated.
- g) The students are not allowed to use candles or any source of flame, such as match boxes, lighters etc. They are advised to use torchlight's in the absence of electricity.
- h) For any maintenance complaint, the complaint shall be lodged/entered in the prescribed register in the hostel office or on NIFTCMs portal.
- i) 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. However, every effort will be made to respect the privacy and dignity of the hostel residents.
- j) Hostel management reserves the right to change students from the rooms if there is a necessity.





- k) Disposal of solid or liquid waste shall be as per the prescribed instructions issued from time to time by hostel management.

**18. Violation of Rules:**

- a) Violation of General Conduct Rules and general disciplinary rules as enumerated in the rules or violation of any provisions of these Rules will invite disciplinary action as enumerated in the Academic Manual and Student Rules and Regulations promulgated from time to time.
- b) Any violation will be reported by Hostel Warden/Asst. Hostel Warden (AHW) to the Joint Director who will summon the Hostel Committee for an enquiry in summary or in detail.
- c) After the conclusion of the enquiry, the Joint Director shall follow the procedure prescribed for imposition of major/minor penalties.
- d) Centre Director has discretion to expel any student from the hostel after instituting due enquiry as per the circumstances.
- e) Any damage to the hostel properties, fittings, articles and items nor attributable to any particular residents shall be recoverable from a group of residents or all residents depending upon the circumstances and evidences at the discretion of the Competent Authority.
- f) Any act of intimidation or violence, willful damage to property or drunken and riotous behaviour constitutes an offence.
- g) Any resident student who has committed an offence or defaulted on the payment of hostel dues or has committed any act that is in violation of the terms and conditions herein or disrupts the congenial atmosphere of the hostel shall be liable to have the hostel accommodation cancelled after being given an opportunity of being heard.

**19. Revision of Rules:**

- a) The Campus Director reserves the right to revise the Rules from time to time without any further notice to the Hostel residents or any students.
- b) Such changes shall be notified on the Hostel Notice Board and it is deemed that each hostel residents have been informed about the changes.

**20. Contact Details:**

- **Girls Hostel, Nongthymmai [Outside Campus]**  
**Name:** Ms. Thrice Petal Sancley, Asst. Warden  
**EmailID :** hostel.shillong@nift.ac.in  
**Phone:** 8794721187
- **Girls Hostel, Umsawli [Within Campus]**  
**Name:** Ms. Conny Basan Khyriem , Asst. Warden  
**Phone :** 8837290692
- **Boys Hostel, Umsawli [Within Campus]**  
**Name:** Mr. Jeffery Nongbet, Asst. Warden  
**Phone :** 8974251288



## Undertaking

I,.....D/S/o.....do hereby solemnly affirms and undertakes that:

- I shall not possess, use or deal with any kind of intoxication material including alcohol, drugs of any kind like gutka, tobacco, cigarettes, chew gums or any other sedative materials in the hostel premises and surroundings and on being found guilty, the institution may take any disciplinary action(s), including rustication/expulsion, against me.
- I shall not possess, use or a bet the use of any kind of weapons including sticks, rods, explosives firework or any material and on being found guilty, the institution may take any disciplinary action(s), including rustication/expulsion, against me.
- I shall be liable to pay for any damage caused by me to the property of the Institution either alone or jointly with others and face disciplinary action.
- I do not have the tendency, and shall not make any attempt, to commit suicide or abetting or inciting any other person to commit suicide or anything unwarranted and/or prohibited by law or otherwise and shall not give any sort of threats to commit suicide and or being found guilty of the aforesaid action, I myself shall be responsible for any consequences under law and the expulsion/rustication from the institution and any other legal action under the law or land. The management shall not be responsible for the same.
- I shall not ask any money from any student(s), employee(s) for any purpose including donations, contributions/gathering without written approval of the institution.
- I shall not allow any unauthorized person to enter or stay in my room.
- I shall not misuse electricity by using electrical gadget like irons, heaters, audio players, electric kettles, juicers, induction, etc., If found using any of the above, disciplinary action may be taken by the institute.
- If I am absent from the hostel without permission, I am liable for disciplinary action, which may amount to my rustication/expulsion from the hostel/institution also.
- If declared ineligible for appearing in any examination of the institute, on account of shortage of attendance or any other reason whatsoever or if ordered by the institution authorities at any time, I shall vacate the hostel immediately, Readmission to hostel in the forth coming term/semester may be allowed only at the sole discretion of the Management.
- All type of charges and fees as charged by the Institution are subject to revision from time to time and would be acceptable to me.
- For any unforeseen issues arising, that is not covered by the Undertaking, or in respect of all the matters, not expressly provided herein, the institution may take an appropriate decision that shall be final and binding on me and all other concerned.



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- I understand that if any of the statements made by me above is found incorrect, I shall be to such disciplinary action(s) and/or penalty as may be decided by the Management notwithstanding legal action under the law of the land. In such case, the hostel fee and other charges deposited by me shall be forfeited.
- The Management reserves the right to frame, amend, revoke or repeal the Provisions including hostel timings and that will be effective and binding on all the concerned, as decided by the management from time to time.
- That I have read and understood all the rules mentioned in the Hostel Rules.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

(Name and Signature of the student)

\_\_\_\_\_

(Name and Signature of the parent)

Room no.: \_\_\_\_\_



## Room Allotment cum Undertaking

I \_\_\_\_\_ daughter/son of \_\_\_\_\_

Admitted to course \_\_\_\_\_ in batch \_\_\_\_\_, have been allotted room no. \_\_\_\_\_ In the hostel. The following items have been provided in good condition by the NIFT Shillong to me during by period of accommodation.

Sl. No.	Description	Sl. No.	Description
1	Bed	4	All electric fixtures.
2	Study Table	5	Almirah
3	Chair		

I hereby undertake that I will not spoil the wall, chair, table, almirah, locker, door, window or any property of any hostel. If I break or damage any article, I agree to pay the total cost of the material and a fine of Rs. 1,000/- Further, I will also follow all the norms of the hostel given to me orally as well as in writing.

(Signature of the Student with Date)



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**Important instructions to all students:**

1. The fees need to be paid through NEFT only and the transaction details to be sent to the email id: [accounts.shillong@nift.ac.in](mailto:accounts.shillong@nift.ac.in)

**NAME OF THE BANK – UNION BANK OF INDIA, SHILLONG**

**ACCOUNT NUMBER – 385002050000003**

**BANK ACCOUNT NAME – NIFT, SHILLONG HOSTEL ACCOUNT**

**IFS CODE – UBIN0538507**

2. No fee payment will be accepted by cash/cheque or in instalments.
3. Students will be allotted a room on first come first serve basis and only after payment of hostel fee, and on production of payment receipt from the Accounts department to the Hostel Warden.
4. Please note under no circumstance, request for extension of date remitting the fee will be entertained.
5. Fees once paid will not be refunded except the Security Deposit (refundable).
6. Bus fee/mess fee charges may subject to change.
7. Food will be provided as follows:
  - ✓ Breakfast & Dinner will be provided at the Hostel during college days and only lunch and evening snacks will be provided at the Campus.
  - ✓ During holidays all meals will be provided at the Hostel as per the timing mentioned in the Hostel Rules and Regulations.