

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, दमन

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, DAMAN

NIFT GIRLS HOSTEL, 1st Floor, Govt. Girl's Hostel, Nani Daman
(Landmark- Near Government College)

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

(GIRLS')

SESSION 2025-2026



INTRODUCTION

NIFT Daman provides hostel facilities for girls' students. The hostel is situated at approximate 2.0 km from main campus. The hostel is well furnished. The facilities include common room, 24 hours hot/cold water, Wi-Fi, and 24X7 security arrangements with CCTV surveillance. Assistant Hostel Warden is residing in the hostel.

HOSTEL MANAGEMENT

Hostel is managed by Assistant Hostel Warden under the supervision of Faculty Hostel In charge & the Hostel Committee.

HOSTEL RULES AND REGULATIONS

1. NIFT reserves the sole right to grant admission to the hostel.
2. NIFT management may deny or cancel the hostel accommodation of any student without assigning any reason.
3. NIFT hostel facility is exclusively for Bonafide students who reside outside the city or at a significant distance from the campus.
4. Hostel accommodation for full-time UG/PG degree students is provided only for the duration of the admission session.
5. All residents must vacate their rooms along with their belongings during the summer break (i.e. at the end of the academic year).
6. Resident students are expected to uphold the decorum of the institute by adhering strictly to the hostel rules.
7. Any act of intimidation or violence, willful damage to property or involvement in drunken and riotous behavior will be treated as a serious offence.
8. Use of narcotics, smoking, consumption of alcohol and gambling is strictly prohibited within the hostel premises.
9. Hostel fees must be paid as per the guidelines issued by NIFT.
10. The Daman campus has a hostel committee, which functions as an advisory body to monitor the hostel activities.
11. Residents are expected to respect the resources and funds invested in maintaining the campus. Any misuse or damage to the property & littering-will result in a disciplinary action.
12. For any electrical and civil maintenance issue students must register complaints in the complaint book available at the hostel warden.
13. Students are advised not to keep large sums of cash or valuables in the hostel room. The hostel authorities will not be responsible for any theft or loss of personal belongings.
14. The resident students must keep their original fee receipt safely for future reference.
15. All residents are expected to maintain the high standards of behavior. Courtesy and respect must be shown to all, both inside and outside the campus. No prejudice, discrimination or direct/indirect insult based on caste, religion, language or community will be tolerated. All residents are required to strictly follow the code of conduct.
16. Residents must carry their valid NIFT identity cards, at all times.

HOSTEL CONDUCT RULES

1. Students must ensure that their room doors are locked securely while they are leaving the room.
2. Entry of non-resident students or outsiders into the hostel premises is strictly prohibited. Violation will attract a penalty of Rs. 1,000/- and legal action to the concerned student, and outsider as applicable.
3. Cooking is strictly prohibited in hostel rooms. Students must not bring cooking utensils into the hostel.

4. Tampering with or damaging furniture, fixtures, electrical installation, or any other hostel property is not allowed. Any damage will be charged to the student along with an appropriate fine.
5. Students must switch off lights, fans, geysers and electronic gadgets when not in use. Use of personal electrical applications such as kettle, irons, induction cookers, etc. is prohibited. A fine of Rs.500/- will be imposed and the items will be confiscated followed by the initiation of the disciplinary action.
6. Students are responsible for the upkeep of furniture and fixtures in their rooms.
7. Room must be always kept neat and tidy. Regular inspection may be carried out by hostel authorities. Residents must also maintain cleanliness in bathrooms and corridors. Dustbins are provided for waste disposal. Any act of rule-breaking or inciting others to break rules will lead to strict disciplinary action.
8. Use of candles is prohibited in the rooms. Students are advised to use torches in case of power failure.
9. Personal couriers and letters will be collected by the assistant warden/ security guard at the hostel gate.
10. Students going out for academic work must return to campus by 8.00 P.M. Any late return must be informed in writing to Assistant Warden in advance and the parents will be informed. Defaulters will face disciplinary action.
11. Students not found in their rooms during attendance at 10:00 P.M. will receive a warning letter and their parents will be informed. Random checks will be conducted. Repeated violations will be treated as indiscipline and may lead to expulsion from the hostel.
12. Each student is responsible for the condition of her allotted room and furniture. No furniture may be removed or additional items brought into the hostel.
13. Defacing walls, door, corridors and cupboards by writing, painting or pasting poster/ notes with glue, tape, nails is strictly prohibited. Violations will result in disciplinary action.
14. Residents must hand over possession of the room to the Assistant warden before leaving and fill the **NO DUES** form. This includes clearance from all service providers (e.g., laundry canteen) to confirm all dues are paid.
15. Students from other NIFT Campuses may stay for internship or industry programs for maximum of 8 weeks with prior approval from Institute Management. Such students must vacate the hostel one week before the new semester begins.
16. **Ragging is a serious disciplinary offence. Any student found directly or indirectly involved will face action as per the Supreme Court guidelines. Complaints must be reported to the Student Development Activities Coordinator (SDAC).**

Ragging is defined as: "Display of noisy, disorderly conduct, or doing any act which causes physical or psychological harm or raise apprehension, fear, shame, or embarrassment to an educational institution".

17. All residents must submit a signed **ANTI-RAGGING UNDERTAKING FORM**.
18. Smoking, alcohol consumption, and use of narcotic substances are strictly prohibited within the hostel premises. Entry into the hostel in an intoxicated state or possession of such substance will lead to immediate disciplinary action, including expulsion from the hostel and possible rustication from the institute. All hostel areas, including rooms, common rooms, dining hall, toilets, corridors and terraces are strictly smoke-free.
19. Chewing tobacco, gutkha, betel (pan), or any similar substance, as well as spitting on NIFT premises, is strictly prohibited and is grounds for disciplinary action.

RAGGING

The Hon'ble Supreme Court of India defines ragging as:

“Any disorderly conduct whether by spoken or written words or by an act that has the effect of teasing or handling a student with rudeness; or indulging in rowdy or undisciplined activities that cause or likely to cause shame, embarrassment, or a negative impact on their psyche. Ragging is strictly prohibited and punishable by law.

PUNISHMENTS FOR STUDENTS INVOLVED IN RAGGING OR MISCONDUCT

As per NIFT guidelines, the following disciplinary actions may be taken along with the fine payable up to Rs. 25,000/-

- Cancellation of admission
- Suspension from attending classes
- Withholding or withdrawal of scholarships and other benefits
- Debarment from exam or evaluation processes
- Withholding of academic results
- Prohibition from participating in national/international events or youth festivals
- Suspension or expulsion from the hostel
- Restriction from entering the institute for 1 to 4 years
- Permanent expulsion and ban from admission to any educational institution
- Collective punishment, if necessary.

IMPROPER CONDUCT IN HOSTEL

Resident students are liable to be expelled from the hostel and the academic program, if found guilty of any of the following violations:

1. Any act of in discipline or misconduct whether within the hostel premises or outside.
2. Involvement in any form of ragging, whether direct or indirect.
3. Submission of false, misleading or incomplete information in the application form or in any subsequent documentation (e.g., while seeking permission).
4. Failure to pay dues within the stipulated time period.
5. Organizing or participating in noisy, indecent, or undignified activities or inviting unauthorized individuals into hostel rooms.
6. Habitual late reporting at night or any behavior that may bring disrepute or embarrassment to the NIFT administration will be considered a serious breach of discipline.
7. Any unauthorized absence from the hostel during the night will be treated as a grave act of in discipline and may lead to expulsion without prior warning.
8. Engaging in the use or possession of drugs, alcohol or involvement in any activity within the hostel will be considered as criminal or socially offensive act and will result in strict disciplinary action.

LOCAL GUARDIAN

1. All resident students of NIFT are required to provide the name, address, and contact number(s) of a Local Guardian, along with their business card (if available), at the time of joining the hostel.
2. Resident students may be permitted to stay overnight (**ONLY DURING THE WEEKEND**) at their Local Guardian's residence with prior approval from the Assistant Warden. The student must submit the **LEAVE FORM** along with the email request from the parent to the hostel warden at least 02 days before the approval. The tele conversation with the parents will be mentioned by the hostel warden on the leave form, which will be verified by at least one hostel committee member. Thereafter, the details will be recorded in the 'In & Out' register maintained by the assistant warden.
3. Upon returning to the hostel, students must submit **PROOF OF STAY**, duly signed by the Local Guardian, clearly mentioning the actual dates and number of days of the stay.

Note: A Local Guardian refers to any responsible local resident formally declared by the parents at the time of admission or later updated by the parents in writing.

ACCOMMODATION

Types of Accommodation	Rooms	Capacity
4 bedded sharing rooms (AC) (Girl's Hostel)	22	88

*The allocation process will be on first come first serve basis.

- a. Hostel accommodation is available only during working semesters. Students do not have the right to occupy rooms during vacation. However, exceptions may be granted on the recommendation of the hostel committee, with approval from the Director/Joint Director.
- b. Each resident will be provided with a single bed, writing table, chair, almirah.
- c. Students must bring their own pillow, blanket, bed linen, bucket and mug and other personal items.

The hostel offers an ideal environment that is disciplined, healthy and conducive to a peaceful stay and focused study. For the residents, it serves as a home away from home, fostering a sense of belonging and encouraging them to treat one another with friendliness and respect. Hostel residents are governed by a set of rules and regulations outlined in the manual, which must be strictly followed.

CONDITIONS OF ALLOTMENT

1. At the time of hostel admission, each student must submit a duly completed '**HOSTEL APPLICATION FORM**'. The form should include the contact number (with STD code) and email ID (if available) of the parents or legal guardian, along with the address and phone number of the local guardians. Each student should bring 4 passport size photographs.
2. Any change in the contact details of the parents or local guardian must be promptly communicated in writing to the hostel warden.

3. Passport-size photographs of both the parents and local guardians must be affixed in the designated space on the Hostel Application form.
4. Hostel room allotment will be conducted through first come, first serve system prior to the orientation program.
5. The hostel management will provide basic furniture and fixtures in each room. At the time of the allotment, students must fill in the **ROOM ALLOTMENT SLIP** and ensure that all items are in proper working condition.
6. Once allotted, rooms will not be changed enduring the academic year under any circumstances.
7. If the student is involved in any disciplinary violation either inside or outside the institute, she must inform the hostel authorities immediately. If deemed ineligible for hostel accommodation, she will be required to vacate the premises.
8. Hostel accommodation is available only to full-time, registered students. Hostel accommodation is automatically forfeited in the case student's registration is cancelled.

ROOM ALLOTMENT

1. Admission to the Hostel is not a matter of right and is subject to availability and approval.
2. The first-year students are given priority during allotment, for the hostel accommodation.
3. Rooms are allotted on a first come, first serve basis after receipt of full payment of hostel fee. If all rooms are occupied, the payment will be refunded.
4. Students making payments via RTGS/NEFT must email at hostewarden.daman@nift.ac.in along with a copy marked to accountsassistant.daman@nift.ac.in with the following detail:
 - Student's name
 - Date of transaction
 - Bank name
 - UTR number
 - Account holder's name

Failure to do so may result in non-allotment of the room, and NIFT will not be held responsible for delays or denial of accommodation. No request will be entertained at a later stage.
5. All students are required to complete the re-admission process for the hostel in each academic year.
6. Allotted rooms must be occupied strictly as per the given schedule.
7. Residents must vacate their rooms on or before the semester closure date as per the academic calendar.
8. Change of room is strictly prohibited under any circumstances once allotted.
9. Hostel residents must vacate their accommodation as per instruction issued by the Competent Authority.

FURNITURE AND EQUIPMENT

Each hostel resident is provided with following:

- A bed, study table, chair, almirah,
 - Electric fixtures such as a tube light, fan, and air conditioner (in case of AC accommodation)
- The student will fully be responsible for the maintenance and safety of these items. Furniture must not be moved from one room to another. Painting or altering the room in any form is

strictly prohibited. Residents must ensure that no damage is caused to hostel property or fittings. In case of intentionally or negligent damage, the cost or repair will be recovered from the concerned student. The hostel resident can avail the common facilities of washing and ironing of clothes, electric kettle.

USE OF APPLIANCES

1. The use of electrical appliances such as immersion heaters, electric stove, induction, electronic irons etc., is strictly prohibited in hostel rooms. Private cooking in any form is not allowed. Any such appliances, if found will be confiscated and penalty will be imposed on the student.
2. Audio systems or speakers that cause disturbance to other residents are not permitted. Only headphones may be used for personal listening.
3. Students must switch off all electrical and electronic appliances (permitted by the hostel management) and lock their rooms whenever they leave. Failure to do so will result in appropriate penalty.
4. Lights should ideally be turned off by midnight. Students may use study lamps for self-study, provided it does not disturb their roommates.

HOSTEL TIMINGS

Hostel in-time	8:00 P.M.	
Hostel main gate (closing time)	10:00 P.M.	
Night attendance (in respective rooms)	10:00 P.M.	by the Assistant Warden

Note: Timings are subject to revision as and when deemed necessary by the hostel authorities.

1. Resident students are expected to return to the hostel no later than 8.00 P.M. each day, unless prior written permission has been granted.
2. All residents must be present in their respective hostel rooms by 10.00 P.M for their attendance by the Assistant Hostel Warden.
3. The hostel gate will be locked at 10.00 P.M. sharp and will be opened only in case of an emergency or with the approval of the Campus Director.

NIGHT OUT RULE

1. NIFT resident students must be permitted to stay out overnight only on weekends (not on weekdays), at the residence of their authorized Local Guardian or Parents. The process to be followed is mentioned under the section 'Local Guardian' (Point no 2).
2. For official academic activities such as an industry visit or cluster programs, the same process must be followed. The request will be verified by the Assistant Hostel warden, forwarded to Center Coordinator and subject to approval by the Hostel Committee members.
3. Continued absence from the hostel will attract disciplinary action as per the rules.

ROOM CHECKING

The Campus Administrator/Hostel warden or any designated NIFT official, accompanied by lady security guards may inspect hostel rooms at any time at their discretion, preferably in the presence of the residents.

1. The entry register must be always kept at its designated place. No students are to take the register to her room.
2. Hostel residents are not permitted to go for overnight stay or attend function at late hours at their local guardian's or relatives' residence without prior written approval.
3. Parents, local guardians and relatives are not allowed to enter student's room. Under any circumstances.
4. All hostel residents are advised to exercise caution and vigilance while dealing with online deliveries, food parcels and similar services to ensure personal and hostel security.

LATE ENTRY POLICY

Late comers will be monitored monthly. Reported violations will lead to the following disciplinary action:

No. of entry	Action taken
1 st time	Warning letter issued and parents informed
2 nd time	Rs. 3000/- fine + written undertaking + Intimation to parents
3 rd time	Permanent expulsion from the hostel + Intimation to parents

MEDICAL FACILITY AND HEALTH CARE

A Doctor and a Counselor will be available at the NIFT Campus during allotted timings. First aid box will be available with the hostel warden at the reception.

In case of serious illness, the resident students or her roommates should immediately inform Assistant Warden. All resident students are responsible for taking personal care of their health.

VISITOR RULES

1. Entertaining unauthorized guests is strictly prohibited and will result in severe disciplinary action, including possible expulsion from the hostel, as determined by the Disciplinary Committee.
2. No person – whether guest, classmate, or otherwise –is permitted to stay overnight in any part of the hostel under any circumstances.
3. Day scholars are not allowed to enter the hostel premises without prior written permission.
4. All visitors, including parents or guardians, must enter their details in the Visitor's Register maintained at the hostel reception with the security guard.
5. The entry of the male students into the girl's hostel is strictly prohibited. Any violation of the rule will result in immediate expulsion from the hostel.
6. Visiting hours are from 5.30 P.M. to 8.00 P.M. on weekdays and from 10:00 A.M. to 6:00 P.M. on weekends and holidays.

COLLECTIVE RESPONSIBILITY

1. Damage to hostel property will be considered a collective responsibility of all the residents until the individual(s) responsible for it has not been identified. The cost of repair or replacement will be charged accordingly.
2. Residents must not engage in any activity or practice that may endanger their own safety or that of others.
3. Each resident is personally responsible for the safety of her belongings.
4. Any case of theft or suspicious activity must be reported immediately to the hostel Assistant warden. Vehicles, Bicycles, and two-wheelers must be parked only in the designated areas in an orderly manner. Parking in unauthorized spaces is strictly prohibited.
5. Residents must be environment conscious and keep it clean and hygienic. Littering is strictly prohibited, and the use of non-biodegradable items such as polythene bags should be avoided.
6. Jurisdiction of NIFT is limited to the hostel and campus. If students create law and order issues outside campus boundary, they will be personally accountable to the relevant civil authorities or police.
7. Students must not paste or display objectionable material, make objectionable articles or posters, or pictures in their rooms. No notices, stickers, or decorations are allowed on the walls.
8. NIFT is committed to protecting its students, provided they abide by the law. Any violation of the law will not be supported and may lead to disciplinary or legal consequences.

HOSTEL FEES

1. Hostel fees must be paid within the prescribed deadline.
2. No refund of hostel fees will be granted, regardless of whether a student has been placed in industry or has gone on training at the beginning or during the semester or whatever reason Academic, Personal or Administrative.
3. Students must pay all dues related to the hostel.
4. Hostel fees will not be refunded under any circumstance, in the middle of the academic year.

REFUND OF SECURITY DEPOSIT

A formal application for refund of security deposit must be submitted to the Assistant warden, along with a duly completed **NO DUES FORM** signed by the concerned authorities when a hostel boarder willfully applies for leaving the hostel facility before the completion of allotment period. The original depositor's copy of the hostel receipt must also be submitted to process the refund of security deposit (refundable).

GENERAL GUIDELINES

1. Harassment or misbehavior of any kind by any student towards with another student or the hostel Assistant warden will result in immediate expulsion from the hostel.
2. Student must not engage, directly or indirectly in fighting gambling, ragging, strike, picketing, gheraos, fasting, inciting sentiments, or anti-social or disruptive activities. Involvement of external agencies for grievance redressed, or possession /consumption of alcohol, intoxicating drugs will be treated a serious offence and may result in expulsion from the hostel.
3. Organizing meeting or parties inside the hostel premises is strictly prohibited.
4. Students must comply with any additional rules or circulars issued by hostel administration from time to time in the interest of smooth hostel functioning.
5. All residents are required to strictly abide by the hostel rules and regulations, including any amendments introduced periodically.
6. Violation of hostel rules will invite strict disciplinary action, including fines, suspension, or expulsion depending on the severity of the breach.
7. Carrying or possession of any type of weapons (blunt, sharp edged or firearms) on campus in hostel premises is strictly prohibited and will lead to disciplinary action as decided by the disciplinary committee.
8. Students must adhere to hostel timings and are not permitted to stay out during the night or late hours.
9. Any serious complaint against any hosteller will be referred to the Hostel Committee/ Disciplinary committee. The committee has the authority to seek written statements from staff or Assistant Warden concerned with the matter. Final decision will be taken by the Competent Authority and the concern student(s) should abide the decision.

DRESS CODE

Students must be appropriately dressed while moving in or out of the hostel premises. Residents are also expected to wear decent and proper attire when passing through the common areas such as corridors, mess reception and open spaces within the hostel. Inappropriate or indecent clothing is not permitted in shared or public spaces.

SECURITY

1. Hostel residents must always carry their ID card within the hostel premises and present it upon request.
2. Rooms must be kept always locked. Students must use a personal lock with three keys, one of which is to be submitted to the Hostel warden for security/emergency purpose.
3. The hostel management is not responsible for the loss of private property. Residents are advised to secure their valuables such as mobile phones, laptops, watches, cash, money and ornaments.
4. If a roommate is found missing for more than 6 hours, it must be immediately reported to the warden to ensure timely action and avoid untoward incidents.
5. Residents are not permitted to sleep in others room.

6. Possession, distribution or use of firearms, lethal weapons, contraband drugs, or hazardous substances is strictly prohibited.
7. Electric appliances like irons, ovens, kettles, stoves, mini-fridges, and mini-cooler are not allowed in hostel rooms. Any such items found will be confiscated permanently and not returned.

RIGHTS OF HOSTEL MANAGEMENT

1. The hostel authorities are empowered to inspect hostel premises at any time to ensure compliance with the rules and provisions outlined in the Hostel Policy.
2. Any violation of hostel rules will be subject to an enquiry conducted by the hostel management. If the student(s) is found guilty, the Management will take appropriate disciplinary action, which may include a warning, penalty, suspension or immediate expulsion, depending on the severity of the offense.
3. The Hostel Management reserves the right to revise or update the hostel rules from time to time. All updates will be communicated to students through general circulars displayed on the hostel notice boards. In all matter related to student's discipline, the decision of the Competent Authority shall be the final.

REVISION OF RULES AND REGULATIONS

NIFT Daman reserves the right to revise the rules and regulations from time to time. Updates will be communicated via hostel notice board. Ignorance of the rules shall not be accepted as a valid excuse.