

SHAIL GROUP OF INSTITUTIONS

HOSTEL MANUAL (2015-16)

PREFACE:

The Shail Group of Institutions (SGI) campus on the Indore Pithampur Road is rapidly emerging as one of the most sought educational campus in the Central India. In view of this the Institute has large number of students coming from various parts of the country. The hostel facilities at the campus are built tastefully to satisfy the personal aspiration of the residents. The hostel is an optional facility offered by Shail Group of Institutions. Shared rooms in boys' and girls' blocks are available to the students. All the rooms in the Hostel have internet connectivity. Dedicated mess facilities and basic medical and entertainment facilities are also available. Only academic and co-curricular activities are permitted in the Hostel. The entire Hostel and mess facilities are under the general supervision of the Administration. A brief description of all the facilities and corresponding hostel rules & regulations are given in the following sections.

ADMISSION RULES:

Application -

- A student seeking admission to the hostel must apply in the application (prescribed format). A passport size photograph must be affixed in the application form along with an undertaking in writing that he will abide by the rules of the hostel, duly endorsed by the parent or guardian must be submitted to the Hostel warden.
- Applicants are also required to submit a fitness certificate issued by a Registered Medical Practitioner along with the application form.

Allotment:

- Based on the availability of the rooms and the requirement (twin sharing /Triple sharing) an appropriate room will be allotted by the Hostel Warden.
- The Management reserves the right to refuse admission in the hostels to any student without assigning any reason, or to expel any resident in the interest and the welfare of the campus.
- A student admitted to the hostel will have no claim to any particular room. He / She will have to stay in the room allotted to him / her with other residents in the room.

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Payment of Fees:

- A student admitted to the hostel for a particular year should pay the fees for the entire period of one semester in advance.
- On payment of fees the student is allowed to occupy the allotted room along with the furniture fixtures and other belongings offered by the hostel are then handed over to him/ her and documented.
- Late fee charges will be applicable.

GENERAL RULES AND REGULATIONS:

- Inmates of each room are jointly responsible for the furniture, fittings, etc. and cost of repair of any damage to the hostel property is recoverable from them.
- If any student is found absent without proper intimation, appropriate disciplinary action will be taken & immediate information will be given to their Parents / Local guardians.
- Mutual exchange of rooms is not permitted. Students are not allowed to shift rooms without prior permission of the Hostel Warden. For effective utilization of the hostel facilities, students may be required to change their rooms at any time during the academic year if so required and recommended by the Admin. Students may be asked to vacate their rooms during Semester breaks for undertaking maintenance work.
- Every student is responsible for the care of the hostel property. Students are not allowed to remove any article. Students, staying in the Hostel, are responsible for any loss or damage caused to the property of the Institute whether movable or immovable. Students shall be charged individually or collectively for damages to the hostel property, including furniture, cupboard, etc. provided in the room. If the person(s) is/are not traced, the students in that wing or block will be held responsible and collectively charged. In certain cases, all the students of a particular block may be held responsible. In case of deliberate damage, in addition to recovery of the cost of repair, the Institute may impose a fine and also treat this as a violation of hostel rules. A student vacating the hostel accommodation must clear all outstanding payments and get a clearance certificate from Hostel Office before leaving the Hostel.

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- Students are not supposed to celebrate any community festival/ occasion like birthday inside the rooms or on the corridors of the Hostel blocks. Open spaces outside the hostel premises may be used for such purposes with prior approval. Celebration must be over by 9:30 pm.
- Ragging in any form and eve teasing is not permitted and any violation of this rule will result into strict disciplinary action resulting in expulsion from the hostel and the Institute.
- No female guest can be entertained in the boy's hostel and no male guest in the girl's hostel room.
- Playing cards or any other form of gambling is strictly prohibited in the hostel.
- Students are not permitted to entertain any day scholars/guests to stay with them without the permission of the resident warden.
- Students are not allowed to stay in the hostel during the college hours without any valid reason/permission from their respective warden / head of the Department.
- Use of drugs, alcohol and smoking is strictly prohibited. Possession of these items in hostel is also prohibited.
- In case of serious illness or infectious diseases, the students should report to the concerned warden for necessary action.
- No electrical appliances are permitted in the hostels.
- All the students have to put off the light & fans of the room when they go out.
- Students are advised to avoid keeping possession of valuables and excess cash with them. They are also advised to keep their belongings or suitcases always locked and deposit excess money, if any, in the bank.
- Writing or pasting posters on the walls, windows and doors is strictly prohibited.

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- Hostel inmates shall not organize or address any meeting in the hostel without prior permission of the Director.
- Only Laundry services authorized by the institution may be engaged. Students should not deal with unauthorized vendors.
- Strict silence should be observed during the period from 10.00 p.m. to 6.00 a.m.
- Students are not permitted to stay outside the campus at night.
- Students will not be permitted to enter the hostel premises during the college timings.
- Brothers, cousins or nephews of girl students are not permitted to visit the girl students.
- If the students wish to go home for weekdays or weekends, they have to obtain permission from their HODs in the prescribed format.
- Disciplinary action will be taken for violation of rules and misconduct by hostel inmates. In all matters of discipline, the decision of the management committee shall be final. Student may have no claim on the fees paid if expelled on disciplinary grounds.
- The Hostel organizing body shall be nominated on the basis of merit to assist the Warden in supervision and enforcing discipline.
- The Room of any student can be inspected at any time by Warden/or a team of staff members of the Institute nominated by the Principal / Administration.
- Rooms must be locked by lock provided by the hostel.
- Students are expected to share the responsibilities and duties in maintaining the splendor of Hostel mess and the campus.
- At the time of allotment of seat and leaving the Hostel for summer vacation, every student must take over and hand over the hostel property including room key carefully. Stolen items, damages of furniture, electric fitting, crockery etc. will be replaced at the cost recovered from the student.
- No activity such as display of notices, cultures, guest artist, publication of souvenirs / magazine whatsoever shall be arranged without the permission of Warden/Management/ Director.

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- Visitors are not permitted to stay in the hostel after 8.00 p.m. and guests are not allowed to stay in the hostel except with prior permission of the Administration.
 - Ragging is banned in the campus and anyone indulging in ragging will be punished, which may include fine with a public apology, suspension from the Institute or class for a limited period, or even expulsion from the Institute. Broadly speaking, 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 any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”. Any student who is subject to ragging or is aware of any such incident should report the same immediately to

1. Hostel Warden (Boys hostel) - Mr. Hemant Thakur
2. Hostel Warden (Girls Hostel) - Mrs. Sarika Divekar
3. Prof In Charge (Hostels) - Mr. Prakash Choudhary

Guests and visitors:

- Parents/Relatives are allowed to meet their wards in the hostel only during the non-working hours of the institution with the permission of the Warden.
- No Guest or visitors are permitted to stay in Hostel rooms.
- The hostel warden based on availability of guest rooms may make arrangements for stay only for the parents (father/ Mother) of the residents.

Leave or absence:

- All residents must obtain a gate pass before leaving the campus for any reason.
- Students, who are sick and want to go home or to their local guardian, must obtain permission from the Warden in the prescribed form,.
- Students who leave the hostel for weekends should apply for leave in the prescribed form and obtain permission from respective HOD and Principal before they leave the hostel.
- Leave for reasons other than sickness should be obtained in advance from the Warden.

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- The leave forms must be duly approved by the HOD & the Principal.
- The students are generally not permitted to go to their native place during working days. In case of emergency and other important occasions they may avail leave citing proper reasons to their HODs.
- In case of leave on non – working days, the students have to get their leave forms signed by HODs well in advance and can submit to the Hostel wardens.
- The hostel wardens will not permit leave for the students without the leave forms duly approved by the HOD/Principals.
- In case of any Emergency (from 10 p.m. to 7 a.m.), the hostel wardens can take decision to send the students to their home, and the same can be informed to the Principal and Administration on the next day.

HOSTEL MESS RULES:

- Entry into the kitchen is strictly prohibited, except for the Resident Warden and mess committee members.
- Students are required to wear decent attire in the Mess Dining area and shall maintain the discipline.
- Food should not be taken to the rooms, except in case of illness, with the specific permission of warden.
- Complaints regarding the quality of food and suggestions should be entered in the suggestion / complaint register available in the mess.
- Avoid wastage of food and water.

MESS TIMINGS:

BED TEA	06:30 a.m.	to	07:00 a.m.
BREAKFAST	07.30 a.m.	to	9.30 a.m.
LUNCH	12.30 noon	to	2.00 p.m.
EVEING TEA + SNACKS	05.00 p.m.	to	6.00 p.m.
DINNER	08.30 p.m.	to	10.30 p.m.

ADDITIONAL RULES FOR GIRL STUDENTS:

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- Girl students are not permitted to go out of the campus except with the prior permission of the resident warden.
- Parents / Relatives will be permitted to visit on Saturdays, Sundays and public Holidays between 2.00 p.m. and 6.00 p.m.
- Girl students will be permitted to go out during the weekend or stay outside at night with the local guardian with the written approval of the parents.
- Girl students are especially warned not to keep jewelry or valuables in the rooms.

RULES FOR VACATING / LEAVING THE HOSTEL:

1. Students who wish to vacate the hostel are permitted to leave on 30th Jun and 31st Dec in the academic year.
2. Students applying for vacating the hostel must take consent of his father/ guardian in writing or by telephonic conversation with warden.
3. Hosteller must put up application for vacating hostel giving valid grounds. Application must be submitted minimum one month earlier to the desired date of vacation, but the fee will be charged for the entire period (June 30th / Dec 31st).
4. On approval of application by Prof In-Charge - Hostel, he/she will be issued no dues Performa by the respective wardens for getting clearance from various departments/section.
5. After receiving No dues Performa duly completed and clearance from administration, the hostellers name will be deleted from the hostel records.
6. Failing to adopt above said procedure name of hosteller will continue in the hostel records. He/she will need to pay till the date of submission of complete no dues certificates.
7. Application submitted by the hosteller will be considered. If grounds framed in the application are genuine and reasonable then only he/she will be permitted to vacate hostel. Decision of the authorities will be final.
8. Students expelled on Discipline grounds will be dealt separately.

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OTHER RULES:

9. The hostel fee as decided by the management will be applicable for one year (12 months).
10. Hostel fee will not be refundable under any circumstances nor can it be transferred to any other name or to any other head.
11. Hostel security deposit, as decided from time to time, would be refundable only at the time of leaving the hostel after deducting dues, if any.
12. Hostel fee will be charged for one semester (six months) at the time of taking admission in the Hostel.
13. The parents of the student will have to give an under taking, at the time of admission to the hostel, that the student will not vacate the hostel for at least 6 months.

GENERAL CONDUCT:

- Utilize the dustbin kept in the corridor for throwing the garbage.
- Keep the clothes, pillows and bedspreads neat and clean. Wash them at least once in a fortnight.
- Use hangers for hanging clothes.
- Do not dry (washed clothes inside the room. Provision to dry the washed clothes is available on the terrace of each hostel.
- Avoid foul smelling items inside your room.
- Ensure that your footwear is clean.
- Do not stick anything on the windows / doors.
- Students are advised to trim their hair at least once in a month.
- Water and electricity are precious. Avoid wastage of water while bathing and when using the toilet. See that the taps are kept closed after use. All electrical fittings should be switched off while leaving the rooms.
- The students are required to report back to the Hostel by 10:00 pm (gate closing time).
- During summers as the water level goes down in the campus, water through tankers fulfills the requirements of the campus. Hostel students should not waste the water and should cooperate with the Administration to manage water requirement within a defined time period.
- During summers, student can bring their own coolers on a monthly charge for using electricity and water.

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TRANSPORT:

Shuttle facility is available to students to commute to the Indore city and Rau all days on fixed timings.

ENTERTAINMENT:

- Wifi / Internet facility will be available for all inmates in the hostel.
- Sports facilities are available inside the campus.
- Excursion facility to hostellers.
- Library facility is available till 8 pm in the evening.
- Television is provided in the hostel with satellite channel facility. Students are permitted to watch entertainment & informative channels only up to 11:00 pm only.

INTERACTION WITH PARENTS:

- Parents are advised to meet hostel authorities once in a semester to get progress of their ward.

Hostel Management Committee:-

S.No.	Name of The Faculty Members	Designation	Responsibility
1.	Mr. O.P.Singh	HOD, Mechanical Engineering (IIST-II)	Coordinator
2.	Mr. Prakash Choudhary	Executive to Director, Director Office	Member
3.	Ms. Kriti Vishwakarma	Admin & HR Manager	Member
4.	Mr. Hemant Thakur	Hostel Warden (Boys)	Member
5.	Ms. Sarika Divedi	Hostel Warden (Girls)	Member