

PIMRG Boys' Hostel

Total Accommodation	50
Hostel Warden:	Mr. Rajveer Singh Rajawat, 9755245609
Hostel Faculty Incharge:	Mr. Aabil Husain, Assistant Professor 7017262796
Hostel Facilities	Mess Facility 24x7 CCTV security Security Guards Recreation Hall Sport Facilities Guest Rooms

SoP for Hostel Residents:

1. The college provides sharing room accommodation to boy students admitted in the college.
2. Students desirous of having hostel accommodation should submit applications. Rooms will be allotted on first cum first basis.
3. Every resident is responsible for the care of room allotted to him and the furniture provided therein (Table, Chair, Bed with mattress). No furniture item is allowed to be removed from or additional furniture brought in the hostel without the prior permission of the Warden in writing. In case of damage, the resident is supposed to inform the Warden, in writing. A resident may be charged for damage and loss of any such item.
4. No resident is permitted to shift from the room allotted to any other room in the Hostel.

5. In order to safeguard against thefts, residents are required to use good locks. Residents are not permitted to keep costly items, like jewellery, electronic items (music system, camera and television, etc.) in their rooms. If they do so the safety and all associated risk stands at cost of the said person.
6. Residents shall not be allowed to engage any person for service of any kind, personal or otherwise.
7. No mess bearer or any other Hostel/Mess employee should be asked to do personal work by any resident.
8. Residents should pay all their dues and submit the Hostel Leaving Form in the Hostel Office before getting a Clearance Certificate at the time of leaving the Hostel.
9. Male Guests are allowed to stay in the Guest Room of hostel only with the permission of the Warden.
 - The guest charges of Rs. 500/- per day should be deposited in advance. The billing will be done from 12.00 noon to 12.00 noon of the following day (and the fraction of a day will be treated as one full day). A guest is allowed to stay for a maximum period of two days. The Warden/Provost/Principal reserves the right to withdraw the permission at any time without assigning any reason.
 - The resident shall be held responsible for the conduct of his guest.
 - No resident shall be allowed to keep a guest in guest room unless he himself is present in the hostel.
 - Every resident must inform in writing to the Warden about his absence from the hostel if he stays out for more than 24 hours. One should also leave the address at which he could be contacted if necessary. This rule should also be followed when residents leave the hostel during vacation. For providing information about leaving the hostel, a register will be available with the Security Staff and accordingly entries should be made.

- All residents are expected to be back in the Hostel latest by 09:00 p.m.
10. Hostel is a no smoke zone.
11. **No smoking is allowed in any part of the hostel premises, including rooms, common rooms, dining halls, toilets, corridors, and terraces.**
The management reserves the right to take direct disciplinary action against any student who violates this rule, up to and including expulsion from the hostel.
12. The Use of alcoholic drinks or intoxicating material is strictly prohibited in the hostel. Strict disciplinary action amounting to expulsion from the hostel/college shall be taken against those violating the rule.
13. No resident will be allowed to use electrical bulbs of more than 60 Watts.
14. The resident should not temper with electrical installation provided in rooms or in the premises of the hostel.
15. On detection of misuse of electrical installation in the room or in the hostel, disciplinary action will be taken against the resident.
16. Any case of illness should immediately be reported to the Warden.
17. In order to safeguard against thefts, students are required not keep any personal food items in common refrigerator as it is kept in hostel for hostel mess. Students are not allowed to use hostel mixer for personal use.
18. No resident is allowed to collect any kind of fund from hostellers without prior written permission from Warden/Principal.
19. The residents of the hostel are not permitted to hold any kind of meetings in the hostel premises. However, for such activities, prior permission may be obtained from the Warden/Provost/Principal, in writing.
20. A resident who violates any of these rules (existing in the hostel or the university) or creates disturbances in the hostel, is liable to disciplinary action by the Warden/ Provost/Principal.

21. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc. will be liable to the following punishments: -

- (a) He will be expelled from the hostel.
- (b) A record of his misconduct will be made in the personal file.
- (c) The cost of damage will be fully recovered from him together with penalty.
- (d) He will also be fined commensurate with the offense

22. If any student wants to vacate his hostel room, he needs to require serve a 2 months' prior notice.

23. Every year senior rooms in hostel will change for junior (First Floor for Junior and Second Floor for Senior)

24. The College authorities reserve the right to alter or revise any of the hostel rules at any time.

Here are some additional do's and don'ts of hostel life:

Do:

- Be respectful of your roommates and other residents.
- Keep your room and the common areas clean.
- Dispose of your trash properly.
- Report any problems to the hostel management.

Don't:

- Bring unauthorized guests to the hostel.
- Play loud music or make excessive noise.

- Smoke or use drugs in the hostel.
- Drink alcohol to excess.
- Steal from other residents or the hostel.

Hostel Timing

The Hostel Mess is run by the residents of the Hostel on 'no profit, no loss' basis according the rules laid down for the purpose and under the supervision of the Warden.

Smoking in the dining hall is strictly prohibited.

- a) Food will not be served outside the dining hall to resident or their guests. In case of illness, the residents may be served food in their rooms with prior permission of the Warden.
- b) The following timings are observed for the dining hall facilities:

Breakfast	-	8:00 to 9:00 a.m.
Lunch	-	11:30 Noon to 2:00 p.m.
Evening Tea	-	5:15 to 5:45 p.m.
Dinner	-	7:30 to 9:00 p.m.

Hostel and Mess Fee:

Hostel Fees and Annual Charges

1. After submitting the fees and annual charges, if a student decides not to avail the hostel facility in the same month in which the fees and other charges are paid, one is entitled to get a refund of Caution Money only. Annual charges and mess fee are not refundable.
2. All Hostel fee become due twice in a year (July-December & January-June) in advance. Students may be pay Hostel Dues quarterly. A fine of Rs.100/- per day will be charged after dues date. If dues are not paid by the due month the resident may be required to vacate the room after

payment of 2 months' fee i.e. notice period. He may be considered for readmission depending upon the circumstances of the default.

3. As the Academic year of the hostel closes on 30th June, all the Hostel charges must be cleared before June 10.

DISCIPLINE

1. Students are responsible to the Principal for their conduct and are prohibited from doing anything either inside or outside the College which may amount to breach of discipline or interference with the discipline and normal working of the College.
2. At the time of admission, every student shall be required to sign a declaration that on admission, he/she submits himself/herself to the disciplinary jurisdiction of the

Director and other authorities of the University who may be vested with the authority to exercise discipline under the Act.
3. A student shall be liable to the disciplinary action for violation of any of the rules of discipline and disciplinary action may invoke warning and/or fine and suspension from classes, from examination, from use of College Library or even expelled from the College.
4. Ragging in any form is strictly prohibited within the premises of the Prestige Institute of Management College and any part of Jiwaji University as well as on public transport. Any individual or collective act or practice of ragging constitutes gross indiscipline.
5. The students can be fined any amount as penalty as decided by Principal for indiscipline.



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