

# COEP Technological University Pune

## HOSTEL RULES AND REGULATIONS

### 1. Ragging is strictly prohibited.

The Maharashtra Legislative Council has passed a bill (**MAHARASHTRA ACT No. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999**) to prohibit ragging in educational institutions in the State of Maharashtra on 7<sup>th</sup> April 1999.

As per this bill-

- Ragging within or outside of any educational institution is strictly prohibited.
- Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall on conviction be punished, as per the rules.
- Any student convicted of an offence of ragging shall be dismissed from the educational institution and such students shall not be admitted to any other educational institution for a period of five years from the date of order of such dismissal.

### 2. **Absence from Hostel:** Students should take prior approval from the rector before leaving the hostel.

- Absence from hostel without permission is liable to heavy fine, and punishment.
- The students involved in common off shall be detained if there is shortage of attendance as prescribed by the rules of college.

### 3. Room change without consent of hostel office will not be permitted.

- Timings for **Boys Hostel: 5.00am to 11.30pm** & Timings for **Girls Hostel: 6.00am To 9.00pm**.

### 4. Students need to ensure that they make entry in security register whenever they are not staying in the hostel during night hours, failure to which will attract fine.

### 5. If a student damages any Hostel Property like wash basin, furniture, electrical equipment etc. same shall be recovered from hostel deposit. Residents shall keep their rooms neat and clean. Room furniture's such as cot, chair, table and electrical fittings such as ceiling fan, tube light etc., are required to be maintained by the students in good condition. If a student observes any damages or defect in the furniture issued to him/ her or in the permanent fittings his/her duty to bring it to the notice of the hostel office. Failing which it will be presumed that everything was in order at the time of occupying the room.

### 6. It is mandatory for girl students to take a written permission of girl's hostel rector for any absence in hostel during night hours (i.e. outstation stay). If any girl student disobeys this rule, a heavy fine will be imposed first time and student will be immediately expelled from the hostel, if repeated second time. Night stay in local guardians house is permitted twice in month. Night stay

other than Local Guardians place will not be permitted.

7. During the stay in hostel campus, tobacco consumption (i.e. Ghutka, Pan masala, smoking etc.) and any alcoholic consumption is strictly prohibited. Any complaint regarding alcohol consumption and nuisance by a concerned student will be considered seriously and the student will be expelled from the hostel. Smoking, chewing tobacco, pan masala, playing cards, consumption of alcohol, entering campus in drunken condition, possession of alcoholic beverages and manufacturing, possessing, selling, using of any illegal drugs/narcotic substance, will lead to severe punishment such as expulsion from the academic program / denial of placement services of the institute or expulsion from the institute or lodge a police complaint and anyone present during such activity and caught along with people indulging in such incident will be treated at par with those indulging in it.
8. Room occupants will ensure that their room is free from pornographic literature, films CDs, etc. if any of these are found in room, all room occupants will be held responsible.
9. No guests are allowed to stay in the hostel. If any outsider is found in the room without permission, the students will be held responsible and such students will be expelled from the hostel.
- 10 **A]** Day scholars and other relatives of boarders are not permitted to stay in the hostel as guests. Entertaining unauthorized guests will lead to expulsion from the hostel. In addition, such cases will be referred to the Hostel Disciplinary committee for further necessary action. The parents/guardians/spouse of boarders can avail institute guest house facility on payment basis as per the Guest House accommodation rules.
- 10 **B]** change of room may be permitted in exceptional cases. Provided it is deemed necessary/justified by the warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Residents found guilty of such violation of the hotel rules shall be expelled from the hostels without any further enquiry.
- 11 **A]** Water and electricity should be used economically. Use of electrical appliances e.g. Heater, Rod, Stove, Kettle, iron, hot plate etc. is strictly prohibited. Heavy fine will be charged if the students are found using such appliances and they will be liable for dismissal from the hostel. The fine will be based on nature of use if student is caught thrice.
11. **B]** Boarders should be as economical as possible in the use of water and electricity. Boarders leaving the room for any reason shall switch off the fan and lights failing which a fine of Rs. 200/- per fan and Rs. 100/- per light per day will be collectively charged to all persons residing in the room.
12. Students should switch off the light and fan while going out of the room.
13. Students should always carry the Hostel Identity Card and produce on demand. Only authentic vehicles are permitted in the hostel premises. The students have to submit the documents of vehicle and stickers will be stuck on such authentic vehicles. Only such vehicles are permitted

inside the campus. Four wheeler / car parking is not allowed for students in Hostel Campus.

- 14.** Hosteller should obey the rules set up by the committee to maintain discipline in the mess hall. Mess advance has to be paid in the beginning; and then every month mess bill should be paid within 5 days of announcement and thereafter Rs. 10/- per day will be charged as fine. The mess advance will be adjusted at the end of the year. Only hostel students are permitted to avail the facility of mess. No Guests or outsiders are permitted to take meal in the mess without prior permission of hostel office.
- 15.** The Jewellery, money, laptop, mobile and any other costly items should be kept in safe custody, on student's own risk. The authority is not responsible for the theft or loss.
- 16.** Do not keep your keys on the door frames etc. or handover to your friends.
- 17.** The right of admit or cancel the hostel admission and to frame new rules, if required, is reserved with the authority to maintain peaceful, secured and a healthy atmosphere in the hostel premises.
- 18.** If anybody is found disobeying security guard instructions, misbehaving in the hostel premises or college premises or on road, which will damage the image of the college, he/she shall be punished and may be expelled from the hostel permanently.
- 19.** The decision of the Chief Rector shall be final on the matters pertaining to the hostel.
- 20.** If the attendance for Theory/ Practical of the hostelite is unsatisfactory, his/her hostel admission will be cancelled.
- 21.** Misuse of internet facility in the hostels will attract severe punishment.
- 22.** The students staying in the area of Pune Municipal Corporation (PMC) and Pimpri Chinchwad Municipal Corporation (PCMC) are not eligible for Hostel Admission.
- 23.** For birthday celebration, register with hostel office. Celebration at notified place in front of Co-operative store between 11.45 pm to 12.15 am. is permitted.
- 24.** All materials in the room are given on the charge. Students will have to return the material at the end of the year.
- 25.** Do not break any toilet items/ electrical fittings internet ports etc.
- 26.** Fresher's party outside the institute and money collection for the same strictly prohibited.
- 27.** Boarders are required to report the vacating date and sign in the room allotment register kept in the hostel office at the end of academic year failing which they are liable for a fine Rs. 500/- per week. Boarders vacating the room in the middle of the semester for any reason should intimate the hostel office in writing.
- 28.** Residence should not play cricket, football etc, in the corridors, common halls or in front of hostels. It causes damage to hostel property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed and will be collected from all students of the hostel wing/ block.

- 29.** Unlawful assembly and/ or gathering in a hostel room for any purpose is strictly prohibited.
- 30.** Visiting Timing for Girls hostel:
- Morning: 08.00 am. to 10.00 am.
- Evening: 06.00 pm to 08.00 pm.
- (Only mother and Father can meet their ward other than visiting time)
- 31.** If any student remains absent for more than 3 weeks without the permission of the rector / hostel office, his/her hostel admission shall be cancelled.
- 32.** Permission for tour will not be given from the hostel office.
- 33.** Playing Colors during celebrations of Holi / Rangapanchami is strictly prohibited in the rooms/corridor and hostel premises. Playing colors on college ground is permitted from 10.00 am to 2.00 pm only.
- 34.** The students staying in the hostel may be instructed to vacate the rooms if required for college programs like International conference/ National conference/ Workshop/FDP's and other related programs, also the programs like Zest/Mind sparks/ Impression will be included in this category.