



**IARE**  
INSTITUTE OF  
AERONAUTICAL ENGINEERING

**STANDARD OPERATING PROCEDURE  
FOR  
HOSTEL**

# **STANDARD OPERATING PROCEDURE FOR HOSTEL**

## **Hostel Rules and Regulation**

- Student should read the rules before signing the application form.
- Rules to be displayed in the hostel also.
- No Boarder shall remain absent from the Hostel without permission from the Warden. They should simultaneously inform the Hostel Warden in writing the absence. Student shall not leave the station without prior permission of the Warden.
- Food cannot be served to boarders in their rooms except for valid reason of illness. Any such service shall require prior permission from the Warden.
- No extra person is permitted to stay in the room of any boarder whatsoever may be their relation.
- Any student, whose name is removed from the rolls of the Institution, shall by that very fact, cease to have any right to occupy a room in the hostel and must vacate it. Accordingly, he/she shall not be allowed to take food from hostel.
- Students are not allowed to put up any notice or convene any meeting of any sort within the hostel premises except the meetings of Hostel Management Committee without the permission of the College Authority.
- The room of any boarder can be inspected any time by warden/assistant warden or by any member of the College staff authorized by the Principal. /Registrar.
- Cleanliness: Students shall keep their room, Corridor and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No students shall store any cooked food in the room.
- Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9&00 am to 11&00 am and 6&00 pm to 8&00 pm on working days and between 11&00 am to 5&00 pm on Sundays and public holidays. No student shall take any visitor including her/his parents to the room. The parents should give an undertaking to cooperate with the authority and should be available on call.
- Students are advised not to waste food. Outsiders are not allowed in the canteen area. Hostel warden will be present at Canteen area during Breakfast/Lunch/Dinner time. Timings for Canteen.  
Breakfast - 7&30 am to 9&00 am  
Lunch - 12&30 am to 1&30 pm  
Dinner - 7&30 pm to 10.00 pm  
These timings shall be strictly followed by the hostellers.

## **Admission Procedure of Hostel**

- Student should apply at least 7 days before for accommodation.
- Application form with attached one passport size photograph will be submitted to the Hostel Warden for hostel accommodation.
- Admission form for hostel accommodation has to be endorsed by the Administrative Officer.
- Admission in the hostel will be provisional subject to Allowed to Keep Term Rule.
- Room Inventory form will be filled during check-in and check-out by the students in the hostel.

## **Issued Related to Parents / Relatives / Visitors**

- Parents / Guardians should give an undertaking to co-operate with the Hostel Wardens and should be available on call as and when required and disclose all contact details.
- Parents / Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

## **Use of Electronic / Electric Item**

- Each student shall use only electric connection already fitted to their rooms. Uses of all unauthorized electric appliances such as heaters re **STRICTLY PROHIBITED**.
- Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be penalized financially for any item found missing from their room. Students shall also be penalized if they will fully damage or have been damaged on account of misuse or unfair wear and tear.
- Students shall not interchange any furniture / fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- Theft / damages to hostel assets in common areas / corridors shall be recovered from all students of the flank / wing involved. In case of theft / damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the students involved.

## **Celebration of Birthdays**

- It shall be with prior written permission of the Hostel Authorities.
- It shall be held in a common place for one to two hours between 8&00 pm to 10.00 pm. There shall not be any kind of physical discomfort.
- No outside guest will be allowed.
- Violation of the rule shall be penalized.

## **Attendance of Students in Hostel**

- Undertaking form will be taken from students for attendance.
- No student will be allowed after 8&00 pm in the Hostel premises without prior permission of the Hostel Authorities.
- Attendance of the students in the hostel will be taken strictly between 10.00 pm to 10.30 pm.
- Students are not allowed to remain absent from their hostel during the night hours without permission of the Warden.
- Any late comer will have to sign in a separate register.
- Strict disciplinary action will be taken to the late comers which may lead up to suspension from the Hostel.

## Rules for Hostel Leave

No student will be allowed to leave the hostel in the mid of the semester, In that case student must have to submit Hostel leaving application to the Warden one month before. Before leaving the hostel, they must have to clear all dues of the hostel and they have to take clearance certificate issued by A/C section, failing which their due will be continued. Disciplinary action as per Institute Code of Conduct shall be taken against students violating Hostel Rules.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied wholly or partly and can be replaced by Management at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination, students shall not be entitled to stay and / or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
3. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded.
4. Every student shall stay in the accommodation allowed to him/her by the authority. Any change accommodation without the permission will not be allowed and may invite disciplinary action.
5. The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Hostel warden.
6. Strict silence shall be observed in hostel from 12&00 am to 6&00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
7. No gambling of any kind shall be allowed on the premises of the hostel. 8. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
8. Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behaviour shall invite strict disciplinary action leading to rustication from the Hostel. 10. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
9. Hostel authorities will not be responsible for any loss of money, jewellery or personal belongings of any student. Students are advised not to keep any cash / jewellery or any costly items in the room.
10. Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar

disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to the Warden/College Authority.

### **UNDERTAKING BY THE STUDENT**

I.....D/O, S/O, Mr. / Mrs..... staying in Room No.....  
in Hostel has read the above Rules and Regulations and I undertake that I will sign on the attendance register before 10.30 pm (unless exempted) failing which shall be liable for censure/fine/disciplinary action.

Name of the Student: .....

Program: ..... Year: .....

Signature of the Student ..... Date.....

### **UNDERTAKING BY THE PARENT**

I.....F/O,M/O,Ms./Mr.....Who is studying in.....  
Hostel in Room No.....has read and understood the above Rules and Regulations and I undertake that I will cooperate with the Hostel Authorities and I will also provide all the medical information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required.

My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure that my ward shall follow the norms of Institute of Aeronautical Engineering code of conduct while he/she is inside or outside the hostel.

Name of the Parent:

Signature Date: