

# **International School of Management, Patna**



## **RULES AND REGULATIONS GOVERNING HOSTEL ADMINISTRATION Academic session 2022-2023**

## Hostel Rules

Hostel accommodation is provided with the understanding that the resident student will strictly abide by the Hostel Rules currently in force or as may be enforced from time to time. Accommodation in the Hostel cannot be claimed as a matter of right. The Institute Administration may refuse accommodation to any student who is known to have grossly violated the Hostel Rules or whose presence is likely to disturb the peace and tranquility of hostel. Violation of hostel rules will make the student liable to disciplinary action including permanent expulsion from the hostels. Students must remember that hostel is the home of the student, and therefore, he/she should behave in the hostel as well as outside in such a manner as to bring credit to him/her and to the Institution. Every student must be acquainted with all the rules and regulations of the Hostel. He/she must observe them strictly. Ignorance of rules will not be considered as an excuse.

1. Boarders during their stay in the hostel will be governed by the hostel rules.
2. Ragging is strictly prohibited in any form.
3. Consumption of alcoholic, narcotic drugs or any intoxicating substance in the hostel premises is strictly prohibited.
4. Keeping any unlawful thing, unauthorized property and unauthorized guests in room is not allowed.
5. No person/guest shall be permitted to stay overnight in the hostel.
6. No male (even father) is allowed to enter at the girl's hostel.
7. Boarders are responsible for the safekeeping of their valuables, and they should take proper care of all their belongings.
8. Boarders should handle hostel equipment, furniture, mess property carefully, and not abuse or tamper with it. If so, then applicable fine will be charged by the hostel management.
9. Use water and electricity judiciously. If fan, bulb, tube lights, etc., are left on unnecessarily, boarders will be fined.
10. No boarder shall use the service of a hostel housekeeping person for personal work.
11. No boarder will enter rooms of other boarder without permission.
12. Every case of illness and accident must be reported immediately to the warden/hostel authorities. The staff/supervisor will accompany the boarder to the hospital, only in case of emergency.

13. No function or celebration shall be organized inside hostel premises without written permission of Hostel In charge/ Warden.
14. Any boarder suffering from contagious disease will not be allowed to stay at hostel.
15. Submission of fitness certificate is must for all the boarders.
16. Boarders need to carry their mask, sanitizer, and medicines with them as essential belongings during the period of pandemic.
17. Allotment of room furniture, almirah etc. will entirely depend on the availability in stock room and no complaint in this regard will be entertained by the hostel authority.
18. All matters relating to differences among boarders and complaints arising thereof (including theft) shall be brought to the notice of the hostel management. No police complaint will be lodged by the boarders before taking prior permission from the hostel management.
19. If any dispute or grievances arises among the hostel dwellers, roommates or flat mates with use of abusive and threatening language, physical fights, such boarders will be punished by immediate expulsion from the hostel.
20. Hostel management may allow the boarder to change his/her room under occupancy only after six months or as found necessary.
21. Playing music/record player etc. loudly to cause disturbance to others is not allowed.
22. Hostel Charges should be paid by the boarder in quarterly, half yearly & full year basis.
23. The outside visit time on Wednesday and Friday is between 4:30 PM to 6:00 PM only.
24. The outside visit time on Sundays is 12:00 PM to 5:00 PM or a maximum time of 5:00 hours in the particular day. For early departure permission of parents is a must. **In and out timing will be decided by the management for every semester (April – Sep and Oct-March).**
25. In case of emergency, boarders are allowed to go out with the permission of parents and by submission of an application to the Hostel Warden. Without making proper entry boarders can't go outside the hostel at any point of time.
26. Day scholars are not allowed to enter the hostel without permission of the Warden.
27. If any boarder is staying back in the hostel during class hours due to some health issues , he/she has to give an application to the respective coordinators mentioning his/her parents contact number in the application. In that case their breakfast and lunch will be made available in the hostel.

28. Garbage should only be put in the garbage box available in the hostel. Wastage of food is not allowed and if found penalty of Rs.500/- will be charged to the boarders. No blame game will be entertained in this regard.

29. Keeping the room and flat clean is the responsibility of all the in-mates.

30. All boarders in the girl's hostel must wait at the bus stop, 5 minutes before their respective trip to and fro from the hostel. The scheduled timing of the bus shall be as notified by the warden /Hostel in-charge from time to time. To board a different bus trip, the respective boarder(girl student) has to seek prior permission of the Warden/Hostel in-charge.

31. Boarders must assure their presence in classes before commencement of their classes.

32. For any issues related to hostel and hostel dweller, Hostel In charge/Warden will talk to parents of the boarder. Any interference from brother, sister, relatives and friends will not allowed in the matters concerning the hostel.

33. The boarder must enter the complaint if any into the complaint register and intimate the hostel administration via email as follow-up.

34. Timing to meet Hostel Warden is 8:00 AM – 8:15 AM in morning and 8:00 PM – 8:30 PM in evening daily. Time is not a constraint for any emergency

35. WhatsApp is not considered as official communication. Communication for any approval must be signed or approved through mail.

36. Surprise Visit in hostel room can be happen at any time on any day. Any ignorance of rule will not entertain by the Management.

37. Marking attendance of boarders in attendance register is must on daily basis.

38. Discipline is a state of mind. The attitude that violates rules and regulations will not be tolerated. Students are solely responsible for their personal conduct. Strict action will be taken against any indiscipline in the Hostel.

39. Request for hostel leaving in mid-session cannot be allowed. Full hostel fees will be charged for the whole academic year as applicable. One-month prior notice in written is must for permanent exit from hostel in any case which is subject to approval. Full fee will be charged even if the student is expelled or relieved from the hostel on account of disciplinary actions.

40. Any modification or revision of hostel fee & hostel rule can be done as and when required by the Management.

41. Hostellers will not be allowed to reside in the hostel during vacation & festive holidays like Holi, Diwali, Dussehra etc.

## **ACCOMMODATION POLICY**

### **a. Purpose**

The purpose of this policy is to provide information, and also to offer the desired academic environment; protect and secure room occupants. These rules also been established in order to reduce excessive wear and damage to facilities and to effectively administer the use of the facilities.

### **b. Hostel Fees Deposit**

The hostel fee shall be paid by the student wishing to be resident prior to the beginning of that session or according to the notice issued by the accounts department of the Institute. This amount deposited by the student is for the purpose of reserving a room for the student. The hostel fees are non-transferable.

Contact Account section of ISM, Patna for complete detail. The hostel charges are subject to changes/revised after a period as decided by the ISM administration.

### **c. Refund**

The policy on refunds provides “Refunds” regarding hostel fees and there shall be no refund in this regard. A resident who is suspended or expelled by the ISM authority or removed from a hostel for reasons of improper conduct or violation of policy for the hostel or ISM regulations is not entitled to any refund. The decision of management will be final and binding.

### **d. New Students**

- i. Each new student must complete the admissions process before an assignment can be made. At the time of assignment of room the Hostel living form and payment receipt should be presented before warden.
- ii. Allotment of room is subject to available space only.
- iii. Roommate preferences can be made at the time of application. An effort will be made to comply with the request; however, ISM cannot guarantee specific roommates.
- iv. Once a student has signed up for a room, that student is responsible for room-and-hostel charges from the date of allotment done until exit form is turned in to the Hostel Warden.

- v. Following the last day of orientation, any space reserved but not occupied by any student will be canceled unless an exception has been granted for late arrival.
- vi. Students who check into their rooms and fail to officially check-out before vacating the room will continue to accrue their room and hostel charges.

**e. Room Changes**

- i. Rooms in the hostel are available under two category;
  - i. Single Room
  - ii. Double Room
- ii. Room changes are assigned as per available space and are considered according to the order in which they are received.
- iii. Students are not allowed to move into a completely empty room without authorization.

**f. Room Keys**

- i. Keys are supposed to be in the safe hands of individual students. There is a charge for keys which are lost or not returned. Students should keep their doors locked whenever they are out of their rooms. Any student using an unauthorized key to enter a room or trespassing will be subject to dismissal.

**g. Room Decoration**

- i. Students are NOT encouraged to decorate their rooms for convenience and comfort however ISM requires that permission must be sought before pasting pictures, posters, or written materials on the wall and the content must be known to the hostel warden.

**h. Cleanliness Responsibility**

- i. Students are responsible for the cleanliness of their rooms and are expected to maintain cleanliness.
- ii. Students are expected to leave the rooms clean when moving out of the hostel. A fee will be charged when cleaning is necessary for the next tenant to move in, if needed. For health and facility care reasons, ISM reserves the right to authorize inspection of student rooms. There will be periodic random inspections of the rooms and bathrooms to ensure that the standard of cleanliness is being kept.
- iii. Neither cooking nor possession of cooking apparatus is permitted in rooms, and food should be stored in such a way as not to attract insects.

**i. Damage Responsibility**

- i. Damages to a room or its contents should be reported immediately the Hostel Warden in written so the necessary repairs can be made. Failure to do so may result in damage charges.

- ii. Excessive damage to furnishings and equipment will be charged to those found responsible.
- iii. If the identity of the person(s) at fault cannot be determined, the cost of repairing or replacing the damaged or stolen property in a common area will be divided among residents of the living area.

**j. Vacation Residence**

- i. Those individuals residing in hostel during the vacation are subject to all institute policies, procedures, rules and regulations.

**k. Electrical Appliances**

- i. All cords and connections must be in good working condition. Students may only expand electrical outlets with power strips and surge protectors.

**l. Canteen**

- i. No one is allowed to go inside the canteen without the permission of the Canteen authority.
- ii. No food preparation is permitted in rooms.
- iii. No food will be served after the specified hours.

**m. Common Areas**

- i. The Common area/ Dining Hall in the hostel are to be used for relaxing, studying and socializing. Loud talking will not be tolerated.
- ii. Students are advised to use Dining area for the celebration of events like birthday etc. with due permission of respective warden.

**n. External Guest and Visitation Privileges**

- i. All guests must abide by the Student Standards of Conduct.
- ii. Visitors are only permitted on campus but not in the hostels.
- iii. No guests are permitted to stay overnight in hostel.
- iv. Visitation and guest policies remain in force during holiday, exam, and camping periods. Failure to comply with these policies may result in termination of the housing privileges and/or further judicial action, including suspension or dismissal.

**o. Parking Space**

- i. Students who wish to park their vehicles in the hostel for security reasons must register their vehicle (only bike / scooter) with the Hostel Warden.
- ii. Parking space will be given on a first come first serve basis and at the discretion of the Maintenance In charge.

**p. Withdrawal**

- i. Request for hostel leaving in mid-session cannot be allowed. Full hostel fees will be charged for the whole academic year as applicable. One-month prior application in written is must to submit before Warden for permanent exit from hostel in any case which is subject to approval. No refund shall be made in this regards in any case.
- ii. Failure to comply with this policy will result in a fine.

**q. Overnights and Weekends Hours**

- i. All students are encouraged to follow the notification procedures as determined by the Hostel warden when leaving their hostel for the weekend or overnight. The purpose of this procedure is to help locate students in an emergency such as illness, accident, or death in the family. Freshers are strongly encouraged to limit their weekends away during the first term, exclusive of holiday vacations. This guideline has been established to encourage new students to become involved in campus life and activities.

**r. Locking Hours**

- i. The main entrances of the hostel will be locked at 7:00 p.m. every night. All other doors should be locked at 10:00 p.m. every night. Entrances in all residence area are unlocked at 6:00 a.m. each morning.

**s. Quiet Hours**

- i. Quiet and consideration hours have been established as a necessary part of community life in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.
- ii. Quiet hours are in effect from 10:00 p.m. to 6:00 a.m. every day.
- iii. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study, sleep or to have his/her quiet time.
- iv. Stereos and other forms of noise are not to be heard outside of the room for which they are intended so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student's room.
- v. Activities such as shouting, serenading and playing loud games in the lawn areas outside the residence area are not permitted during quiet hours.
- vi. Repeated complaints about noise from a particular room or person will be investigated and could result in eventual fining or expulsion.



**t. Hostel Meetings**

- i. Meetings should hold at least once in every month.
- ii. Extra meetings may be called to address issues during the course of the semester.
- iii. All residents are required to attend and permission for an absence must be secured from the Warden in advance of the meeting time. A fine will be charged to a student for an unexcused absence.

**u. Working in Residence Halls**

- i. Workmen may come into the hostel to make repairs during regular office hours or in the evening or weekends for emergencies.

**v. Thefts**

- i. All students should take precautions against thefts. Most thefts that occur in the residential units occur as crimes of opportunity when students leave their room with the door unlocked or leave their belongings unattended. Most thefts can be prevented by eliminating these situations. If a theft does occur, students should report it immediately.

**w. Drug, Alcohol and Tobacco Policy**

The following guidelines will be followed:

- i. ISM is a smoke-free, alcohol-free and drug-free college.
- ii. No one under the influence of alcohol, illegal drugs or narcotics is allowed in the hostel or on campus.
- iii. No one shall own, possess, use, transport, distribute, manufacture or sell any illegal or controlled substance as defined by the Narcotics Department of India.
- iv. Medication prescribed and used according to directions by a registered physician is permitted.
- v. The possession of or the use of illegal drugs, alcoholic substance, narcotics or tobacco is forbidden on or off the college campus.
- vi. Anyone who comes to the campus or hostel premises under the influence of alcohol or any illegal substance will face disciplinary action and possible expulsion.

## **x. CODE OF CONDUCT**

All residents are required to maintain standards of behavior expected of students of a prestigious institution. They are expected to behave courteously and fairly with everyone inside and outside the hostel campus.

- i.** Students should behave properly and will respond accordingly to the guidance and direction.
- ii.** All residents are required to always carry their valid Identity Cards issued to them by the Institute.
- iii.** Students will respect the other residents. They will realize that they are living in a community and need to adjust their lifestyle accordingly.
- iv.** Students will refrain from profanity and obscene behavior at all times.
- v.** Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel warden requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work. Hostel management will not responsible for any missing articles.
- vi.** In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the Warden.
- vii.** The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- viii.** Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the Institute norms and guidelines issued from time to time by the competent authorities.
- ix.** Fresher's should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
- x.** When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
- xi.** In the hostel premises following are strictly prohibited—
  - Smoking.
  - Consumption of alcoholic drinks/drugs.
  - Gambling.
  - Intimidation or violence.

- Willful damage to property.
  - Entering the hostel premises in intoxicated state.
  - Shouting and using abusive language in the hostel or in campus.
  - Employing unauthorized persons for personal work such as washing clothes, etc.
  - Cooking in room.
- y. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden.
- z. When the students go out of their room they should switch off all the electrical/ electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.