

# **JNTUA COLLEGE OF ENGINEERING KALIKIRI**

**Madanapalli Road, Kalikiri, Annamayya (Dt) AP.**

## **Student Undertaking for Admission into the College Hostel**

A Student pursuing his / her studies at the JNTUA College of Engineering Kalikiri(JNTUACEK) reside in the hostel, which is owned and maintained by the JNTUA during the studentship of the academic programme. The rules and regulations of the hostel are framed to ensure that the hostel property is protected and discipline is maintained amongst the inmates; and the student staying in the hostel is comfortable in an environment conducive for healthy living and learning.

1. Admission to the Hostel is provisional and will be confirmed only after approval from the Principal and is also subject to the payment of fee and clearing previous dues if any.
2. Room allotment is done by the Hostel Office. Each room can accommodate a maximum of 3 to 4 students. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Officer InCharge of Hostels (OIH). The OIH has the right to shift any student from his/her room to another room in the hostel.
3. Provision of hostel accommodation at the time of admission, does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re- allotment in the specified Performa. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re- allotment can be denied to students with less attendance, low academic performance and those indulging in acts of indiscipline.
4. The student will register details of the parents or local guardian duly authenticated by parents. A copy of hostel rules will be signed by the students, parents/local guardian.
5. The Student is personally responsible for safety of their all valuables. The Student should not leave mobile phones, ornaments and other valuables unguarded.
6. The student shall not bring any extra furniture or other fixture into the room/hostel. All furniture and fixtures in the rooms/hostel allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from their room/hostel due to careless / negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been willfully damaged or damaged on account of misuse or unfair wear and tear.
7. Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the OIH, students involved in such activities may be expelled from the hostel.
8. Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the block/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
9. Students are prohibited to carry utensils and food items from the Student cafeteria's/ Messes to hostel rooms. In case of sickness or injury to a student, Deputy Wardens/Care takers will arrange for food to be delivered to the concerned students' room.
10. Electric appliances shall not be permitted in the room, defiance of which shall enable the OIH to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, the student/students would be penalized.

11. The students should not leave taps open, as it will result in loss of water and further aggravate the water problem.
12. The Principal/OIH/Deputy Warden of the Institute along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.
13. Private Motor Vehicles of the students are not permitted on campus.
14. A student shall have to vacate the hostel within ONE day of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the OIH is required.
15. During the vacation, belongings should be kept in the allotted room. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.
16. Attendance should be given by the students (using the biometric machine) between 8.30 AM to 9.10 AM (before going to the classes). Under any special circumstances if the student wants to stay back in the hostel, he/she must take the permission of the Deputy Warden. Staying back in the hostel without permission during college working hours will lead to a disciplinary action against the student(s).
17. Attendance should be given by the students (using the biometric machine) between 4.30 PM to 6.30 PM for girls and between 7.30 PM to 9.30 PM for boys. After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action against the student(s).
18. The student shall return to the hostel before 6.30 PM for girls and 9.30 PM for boys. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.
19. Students must strictly follow the outing rules and timings finalized by the Hostel committee. Violation of the outing rules will lead to expulsion from hostel.
20. Any student leaving/going out of the college premises anytime without proper prior permission will be expelled from the hostel.
21. Students are permitted to participate in Inter-Collegiate/Inter- University/ Inter-state competitions or any co-curricular or extra-curricular events after obtaining the approval of competent authorities.
22. The student shall take prior permission of the Principal/Officer InCharge for celebrating birthdays. Birthday celebrations should be done at a common place for 30 minutes only. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed. The venue should be reset to its original status at the end of the celebration by attending students.
23. Any student, who is not well, will immediately report to the Deputy Warden/Care taker /Campus Doctor to avail treatment in nature of FIRST AID. In case of medical emergency, the student will be shifted/referred to the hospital. Please inform the OIH about any previous medical history / drug, blood group and any non disclosure of the medical history is at the own risk of the student.. This would be required when emergency aid has to be administered. All the hospital treatment and medicine expenses will be borne by parents/guardians of the student.
24. On holidays with written or verbal consent from parents/local guardian, Students must compulsorily obtain out-passes from the Deputy Warden when leaving the campus.
25. The student will always need to carry their Identity cards. Student should co-operate with security personnel for verification and checking of Identity Card. The name of the student's not carrying, Identity card with him/her will be reported to the Campus Administrator for action.

26. Visitors/parents are allowed to visit a student only in the Visitor's Lobby on the service/ground floor. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.
27. Day Scholar's are not allowed to stay in the hostel. If any Day Scholar's stayed or staying in any room in the hostel, all the students in that room will be suspended.
28. A Mess Committee comprising of OIH, Deputy Wardens, Mess Vendor's or their representative and students will be constituted. The mess committee will decide the menu, check food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.
29. Only members of the mess are permitted to dine in the mess. Outside food is strictly forbidden in the Mess. Members are expected to inform their absence to the Mess Supervisor well in advance, to avoid wastage of food.
30. Guests are allowed in the Mess only with prior permission of the Principal/ OIH on payment of charges applicable.
31. Mess timings shall be strictly adhered to by all hostellers. Any changes to these timings will be intimated to students.
32. Monthly mess bill should be paid before 20<sup>th</sup> of every month. Student will be penalized with fine if failed to pay on or before 20<sup>th</sup> of the month based on the decision of the Hostel Committee.
33. Care shall 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, which may cause disturbance to other inmates in the hostel premises, will not be allowed.
34. The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ common balconies. The warden may confiscate any such clothes hung for drying in the common balconies. No student shall store any cooked food in the room.
35. The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.
36. Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the College. 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 this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Deputy Warden / OIH / Principal directly at any time of the day / night.
37. The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. An occurrence of such behaviour shall invite strict disciplinary action leading to expulsion from the Hostel, rustication from the College and action as per the University law.
38. No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per the law of the land, in addition to expulsion from the College.
39. Any act of uploading derogatory remarks or images ridiculing a person / University or any other outside individual or organization, will invite disciplinary action. Students should strictly refrain from indulging in any act of violating the code of Internet use.

40. The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.
41. The student shall take prior written permission of the Vice-Chancellor/Registrar/ Principal before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
42. Any type of storage or possession of fire-arm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and College.
43. This institution has a Zero tolerance towards Ragging and any attempt to indulge into or encourage such activities will receive serious action from the authorities. The action may vary depending upon the severity of the situation. Any student indulging in such activities is liable to receive the punishments as per rules in vogue.

I, \_\_\_\_\_, Regd. No. \_\_\_\_\_, studying in \_\_\_\_\_ branch for the academic year \_\_\_\_\_ JNTUA College of Engineering Kalikiri, hereby undertake that I have read the above mentioned rules and regulations of the hostel and will abide by all the above and cooperate with the hostel authorities. In case I fail to maintain discipline in the hostel, I shall be suspended from the hostel forever.

Signature of the Student  
Student's Mobile No and email ID.

Parents Signature  
Fathers Mobile No. and email ID.

Permanent Address:

Mother Mobile No. and email ID.

Gaurdian Mobile No. and email ID.: