

HOSTEL RULES AND GUIDELINES

SLIET has nine hostels for boys and two for girls, two new hostels are under construction one for girls and one for boys accommodating about 2800 students which includes about 500 girl students. All the hostels have been provided with internet connections, modern kitchens, comfortable dining halls and indoor games facilities. Newspaper, magazines, telephone connection, intercom connection and T.V. including DTH facilities are also available in all the hostels. Students are required to share the responsibilities while availing the hostel facilities.

A. HOSTEL GUIDELINES

- *Always keep your almirah and room locked even when you go out of the room. The institute will not be responsible for any loss, damage or theft of personal belongings.*
- *Switch off the lights, fans, etc. while leaving the room. Close all water taps after use to avoid water wastage.*
- *Any damage to the room furniture/any other hostel/Institute property shall be charged along with the fine from the concerned students.*
- *The hostellers shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy all times. Students found to be living untidy and un-hygienically will be asked to leave the hostel/a fine of Rs. 100/- minimum shall be imposed.*
- *For any problem regarding hostels, contact your Caretaker/Warden(s)/Chief Warden/Dean (Welfare).*
- *A student can get the refund of caution money within three years of completion of his/her regular studies at this institute. After the expiry of this period caution money will be forfeited.*
- *Any type of cash fees should be deposited on all working days on or before 1:00 PM positively. In case of last date of any cash deposit, no cash will be entertained after 1:00 PM and candidate himself/herself is responsible for delay of payment.*
- *In case of any cash fees deposit, receipt should be kept safe for further use. In case of non production of receipt student himself/herself will be responsible.*
- *For use of postal address for communication, student is required to mention his/her complete name, registration number, hostel number and room number. In the absence of same risk of misplacement of postal delivery is possible.*
- *In case where students are entitled for bank loan in the form of hostel/ mess advance, students are required to prepare the Demand Draft in favour of his/her Chief Warden e.g. Chief Warden, Boys Hostel / Chief Warden, Girls Hostel. The Demand Draft should be payable at Longowal only in any of the following banks :-*
Central Bank of India or Oriental Bank of Commerce or Punjab National Bank or State Bank of Patiala.

B. HOSTEL ALLOTMENT RULES

01. The students who were involved in any kind of indiscipline activity shall not be allotted room in the hostel.
02. During allotment of rooms, preference shall be given to the students with good academic record i.e. 1st semester topper of each trade shall be considered for allotment of rooms in the **first floor of first block** on the basis of submission of their request.
03. Preference shall also be given to the students who have achieved distinction in extra curriculum activities on the basis of submission of said certificates duly verified by previous hostel authorities.
04. Remaining rooms shall be allotted to the students according to the branch wise merit in 1st semester **along with the distance of native place.**
05. Occupancy of rooms shall be given to the students on the submission following documents:

- i) No Dues certificate from the previous hostel.
 - ii) Registration slip.
 - iii) Affidavit from parents of their native place on **Non-Judicial stamp paper of Rs.10/-** (format available on the Institute website)
06. Registration slip will be issued through hostel system.
07. Five rooms shall be allotted on the recommendation of CT/Warden of previous hostel on the basis of good behavior or participation in special task for the hostel.

C. HOSTEL/MESS RULES

1. **Ragging in any form in the hostel/institute is illegal and banned as per an act of Govt. of India.**
2. In case of disciplinary action against a student physical presence / undertaking of **parents (only)** will be valid. Uncles, brothers/sisters/cousins will not be entertained.
3. Parents are advised to keep constant touch with Institute/hostel authorities regarding performance of their wards.
4. Indiscipline of any kind including fighting in the hostel premises will be sternly dealt with and severely penalized.
5. Chief Warden/Warden/Caretaker or the Institute authorities can inspect any room at any time.
6. It is the discretion of the Chief Warden to allot/not to allot a room/accommodation to the student on the basis of his/her previous record in the hostel/institute.
7. Hostel option i.e. either Day Scholar or Hostler will be allowed only at the time of admission.
8. Rooms once allotted, will not be changed without any proper and genuine reason.
9. The students shall be responsible for the institute property issued to them or provided in the hostel. Damage to any hostel property shall be recovered from the students along with fine.
10. Moving the hostel property (bed, chair etc.) from the room is not allowed.
11. Any type of markings on hostel inventory/walls etc. will be treated as an act of indiscipline.
12. The use of any type of electrical appliance like Electric Iron, Heater etc. and use of CD player, deck or heavy music system by the students is strictly prohibited in the hostels.
13. Weapons/rods or any other gadget which can be used as weapons, are not allowed in hostel and any student found keeping weapons shall be liable for expulsion from the hostel as well as institute.
14. Smoking, Drinking Liquor, Drugs & Narcotics and other intoxicants are strictly prohibited inside the institute premises. Any violation will be dealt with strict disciplinary action with a minimum fine of Rs. 500/- and up to the level of expulsion from the institute.
15. Every student of institute is required to submit General Health Report duly counter signed by Doctor (CMO/SMO). Student(s) having any chronic/communicable disease(s) are not allowed to stay in hostels(s) without the prior recommendation of Institute Medical Officer/Institute Authorities.
16. Meetings, seminars or gatherings are not permitted in the hostel/campus without permission of the Warden/Chief Warden.
17. Keeping four wheelers is strictly prohibited in hostel and institute premises. If any authorized guest comes with such vehicle, he has to hand over the Registration Certificate of vehicle to the Caretaker/BHS/Security Guard on duty.
18. **a. Degree 2nd, 3rd and M. Tech. students may be allowed to keep two wheelers after submitting an undertaking from their parents.** Students are advised to get their vehicles registered in their respective hostels within a week of starting of semester. Any unregistered vehicle, if found in the institute, a fine of Rs. 2000/- may be imposed along with strict disciplinary action.
b. All the students with registered vehicles (with the hostel) are required to park their vehicles in the prescribed parking area. Any violation of the rule will result in fine of Rs. 200/- and cancellation of registration of vehicle.

19. Movement book is necessary for all girls' students of all the courses. In case of other students, proper report of movement must be entered in movement register which is available with Security Guard / BHS of respective hostel.
20. Students are hereby instructed not go for late night excursions. They are taking physical as well as legal risk by moving out of campus (with or without vehicles).
21. Inter hostel movement at night will be restricted after 10:30 PM.
22. The hostlers are not permitted to leave campus without permission and are not allowed to stay outside their hostel after timings given below:

	(Summer) April 1st-Oct.30th	(Winter) Nov.1st.-March, 31st
<u>GIRLS</u>		
Certificate & Diploma	7.00 P.M.	6.00 P.M.
Degree & PG	7.00 P.M.	6.00 P.M.
<u>BOYS</u>		
Certificate	10.30 P.M.	10:00 P.M.
Diploma	10.30 P.M.	10:00 P.M.
Degree & PG	11.00 P.M.	11.00 P.M.

23. The hostlers are allowed to leave the hostel on holidays after putting the necessary entry in the hostel movement register available in respective hostel with hostel Servant/Security Guard.
24. A hostler is to pay mess bill for at least *16 Days in a month or the minimum working days of the institute*. Record of diets and extra items used by students are entered by mess contractors in diet registers. Students are required to check and sign the entries of diet register with his/her actual consumption during same month.
25. Students are required to open an account in Central Bank of India, SLIET Campus and submit the information of account number to the Caretaker of respective hostel.
26. Students are advised to follow mess/common room/internet room/ TV room timings strictly.
27. Students must dine in their respective hostel messes only.
28. Students are required to come in the hostel mess in a proper dress otherwise a penalty shall be imposed by the hostel authority.
29. Mess contractor shall have to be informed at least 12 hours in advance in case a hostler does not want to take meals on a particular day. Permanent off of any type of meal(s) by students are not permitted. The same shall be followed strictly in each Hostel.
30. For guest diet will be charged as Breakfast Rs. 14/-, Lunch Rs. 16/- & Dinner Rs. 16/-.
31. Mess dues (bill) should be cleared up to 10th of each month, otherwise a fine of Rs.100/- per month shall be charged and a strict action against the defaulter may also be taken by the hostel authority after due date.
 - a. Mess bill fine shall not exceed the total pending mess bill amount.
 - b. The student who fails to pay the mess bill up to two months or whose pending mess bill is up to Rs.3000/- shall not be allowed to dine in any hostel mess.
 - c. If any student accommodates the defaulters to dine in his/her own mess account, he/she shall be penalized and shall be charged @ Rs.20/- per diet.
32. Desert coolers are not allowed in the hostel rooms. If needed due to health reasons, permission may be obtained from hostel authorities with due payment of Rs. 400/- per month.
33. Guests/outside students are not permitted to reside in the hostel without the payment of proper rent and permission of Chief Warden/Warden.
34. Parents/Guardians of the hostlers can get accommodation during their visit in Transit Accommodation with due recommendation of hostel authority on payment basis. Request for accommodation for the visiting parents of student be made at least 48 hours before their arrival.

35. Students are advised to go to the Institute doctor/dispensary staff or to the authorized doctor only in case of any health problem/emergency.
36. No female guests in the boys' hostels and no male guest in the girls' hostel are allowed beyond visitors' room without the permission of Chief Warden.
37. Cell phone is not allowed without prior permission of respective hostel warden.
38. If any student is unwell in the hostel, his room-mate/ immediate neighbor/ next door student should immediately inform the Caretaker/ Warden/ Chief Warden/ Dean (SW) without fail, so that the due care may be taken for providing treatment to the concerned student.
39. Hostel / Mess No-Dues shall be compulsory for registration in each semester.
40. Any type of Certificate / Provisional Degree shall be issued after the submission of clearance from Hostel.
41. In case the amount of recovery is more than security/caution money, appropriate legal action will be initiated against the defaulters.

UNIFORM:

For all Certificate & Diploma students, the following uniforms are prescribed

I Diploma

Boys

Dark brown Trousers
White Shirt
Dark brown turban
Black shoes & white Socks.

Girls

White Salwar
White Dupatta.
Dark brown Kameez with white piping on edges
Black shoes & skin colour socks

II Certificate

Boys

Steel grey trousers
Sky Blue shirt.
Maroon Turban

Girls

White Salwar
White Dupatta
Sky Blue Shirt

III For Short Term Course Students (Like CDC, PWD etc. Students)

Boys

Khaki Shirt
Khaki Trousers
Khaki Turban

Girls

Khaki Shirt
White Salwar
White Dupatta.

In winter season student must wear a blazer of Navy blue colour with institute insignia. All the Certificate/Diploma students have to wear this uniform daily during institute working hours. Students will be checked for the dress by discipline committee, hostel administration, concerned department and librarian.

DIFFERENT TYPE OF CHARGES TO BE PAID BY THE STUDENTS

Sr. No.	Item	Amount in Rs.
1.	Desert Cooler Charges	400/- P.M.
2.	Students Mess Charges (Breakfast, Lunch, Dinner)	39.50 Per Day (for Boys) 39.00 Per Day (for Girls)
3.	Guest Diet	Breakfast = Rs. 14/- Lunch = Rs. 16/- Dinner = Rs. 16/-
4.	Hostel Room Rent Per Day Per Person •Furnished •Unfurnished	Rs. 40/- RS. 10/-

All the students shall follow rules as notified from time to time by the institute authorities.

DISCIPLINE

Discipline builds the character. SLIET lays a special stress on the discipline, all the students are required to maintain the good discipline and congenial environment and cultivate human values among themselves while studying in the institute.

Regulation on curbing the menace of Ragging in the Institute

All students of the institute are advised to go through the regulations related to RAGGING

I. Objective:

To root out ragging in all its forms from institute by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these regulations and the appropriate law in force.

II. Definitions: “Ragging” means the following

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Punishable ingredients of Ragging:

- **Abetment to ragging;**
- **Criminal conspiracy to rag;**
- **Unlawful assembly and rioting while ragging;**
- **Public nuisance created during ragging;**
- **Violation of decency and morals through ragging;**
- **Injury to body, causing hurt or grievous hurt;**
- **Wrongful restraint;**
- **Wrongful confinement;**
- **Use of criminal force;**
- **Assault as well as sexual offences or unnatural offences;**
- **Extortion;**
- **Criminal trespass;**
- **Offences against property;**
- **Criminal intimidation;**
- **Attempts to commit any or all of the above mentioned offences against the victim(s);**
- **Physical or psychological humiliation;**
- **All other offences following from the definition of “Ragging”.**

III. Measures for prohibition of Ragging:

1. The institute will strictly observe the provisions of the act of the central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms.
2. Ragging in all its forms shall be totally banned in the entire institute, including its departments, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.

3. The institute will take strict action against those found guilty of ragging and/or of abetting ragging.

IV. Punishments:

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institute, the possible punishments for those found guilty of ragging at the institute level will be any one or any combination of the following:

1. Suspension from attending classes and academic privileges
2. Withholding/withdrawing scholarship/fellowship and other benefits
3. Debarring from appearing in any test/examination or other evaluation process
4. Withholding results
5. Debarring from representing the institute in any regional, national or international meet, tournament, youth festivals, etc.
6. Suspension/ expulsion from the hostel
7. Cancellation of admission
8. Rustication from the institute for period ranging from 1 to 4 semesters
9. Expulsion from the institute and consequent debarring from admission to any other institute for a specified period.
10. Fine ranging between Rupees 25,000/- and Rupees 1 lakh
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institute will resort to collective punishment.

Student / Parents shall give an undertaking (forms available on the Institute website www.sliet.ac.in) before joining the institute.

ACTS OF INDISCIPLINE

The student shall not indulge in such activities amounting to act of indiscipline and misdemeanor such as:

01. *Taking out processions and holding demonstration in the campus.*
02. *Intimidating and threatening any member of SLIET family.*
03. *Defacing the building by writing slogans and pasting bills, damaging the institute property.*
04. *Disturbing the classes' session, assaulting teachers and students taking examination etc.*
05. *Keeping in possession any lethal weapon.*
06. *Rash driving, driving on pedestrian path, triple riding on two wheelers and parallel driving in restricted areas (institute campus).*
07. *Keeping two wheelers for all certificate, diploma and B.Tech 1st year students and (except for PG).*
08. *Keeping four wheelers by the students.*
09. *Misuse of Internet facility.*
10. *Roaming and sitting in and around campus in pairs.*
11. *Impersonation.*
12. *Moving in the residential area of faculty/staff without any genuine reason.*
13. *Any other acts of indiscipline decided by the competent authority not befitting to the presentation of a student.*
14. *In case, student(s) is/are fined by institute authorities, student(s) is/are required to deposit the fine(s) within time.*
15. *Taking two wheelers by students in the academic area (except for PG).*
16. *Keeping any person in the hostel rooms without permission of the competent authority.*

Involvement in any of the above act of indiscipline will be liable to severe disciplinary action like termination of registration in semester/studentship, imposition of fine & conduct probation/deduction of G.P. marks or any other action as deemed fit by the Competent Authority.

Note: The student(s) are evaluated for their general behavior in and out side the institute campus. It is required that every student should follow discipline rules in true spirit.

ALLOTMENT SCHEDULE OF BOYS HOSTELS FOR ACADEMIC SESSION 2010-11

BOYS HOSTEL NO.01.

CERTIFICATE -2010 CCA, CMEE, CSME, CSMM
DIPLOMA -2010 ALL DIRECT ENRTRY STUDENTS

BOYS HOSTEL NO.02.

CERTIFICATE -2010 CAF, CAC, CFF, CFT, CWG, CPPT, CTV and CTD
PWD STUDENTS ALL BOY STUDENTS.

BOYS HOSTEL NO.03.

DEGREE-2009 ALL BRANCHES (with top rank) remaining in BH-8

BOYS HOSTEL NO.04.

DEGREE-2008 ALL BRANCHES

BOYS HOSTEL NO.05.

CERTIFICATE -2009 ALL BRANCHES

BOYS HOSTEL NO.06.

DIPLOMA -2009 ALL BRANCHES

BOYS HOSTEL NO.07.

DEGREE-2010 ALL BRANCHES (Except GFT, GEC and GCT)

BOYS HOSTEL NO.08.

DEGREE-2009 ALL BRANCHES (remaining of BH-3)
DEGREE -2010 GFT, GEC and GCT

BOYS HOSTEL NO.09.

DIPLOMA-2010 ALL PROMOTE BRANCHES

BOYS HOSTEL (PG)

M.TECH STUDENTS -2009 ALL BRANCHES
MBA -2009 ALL BOYS STUDENTS

ALLOTMENT SCHEDULE OF GIRLS HOSTELS FOR ACADEMIC SESSION 2010-11

GIRLS HOSTEL NO. 01

DEGREE- All Batches ALL BRANCHES
M.TECH- All Batches ALL BRANCHES
MBA ALL GIRLS STUDENTS

GIRLS HOSTEL NO. 02

CERTIFICATE -2009 ALL BRANCHES
DIPLOMA -2009 ALL BRANCHES
PWD STUDENTS ALL GIRL STUDENTS.

GIRLS HOSTEL NO. 03

CERTIFICATE -2010 ALL BRANCHES
DIPLOMA -2010 ALL BRANCHES

NOTE: *The students will be allotted hostels only at the time of counselling and the room allotment will be done in their respective hostel. The Institute /Hostel authorities may change the schedule of allocation at any time.*