

Hostel Student Undertaking Form

I, **SUNITA ROUT**, hereby acknowledge that the hostel is the home of resident students on campus. I have read the following rules and regulations (set to support effective study and peaceful living) and undertake to abide by them during my stay.

Hostel rooms

- 1)** Accommodation in the hostel rooms is available for a minimum of one academic year. No permission shall generally be given to a student to leave the hostel between academic years.
- 2)** Hostel residents must keep their rooms neat and clean.
- 3)** Each resident should check the fittings and furniture in his/her room at the time of occupation, and return them in good condition while vacating the room.
- 4)** Each resident shall be completely responsible for his/her belongings. Residents are warned not to keep valuable goods in their rooms. The Institute will not be responsible for loss incurred due to negligence or any other reason whatsoever.
- 5)** Cooking food in the hostel room is strictly prohibited. To avoid fire hazards, no fire-producing equipment in the room is permitted.
- 6)** No one should use the belongings of other students without their consent.
- 7)** While leaving the rooms, residents must ensure that lights and fans are switched off; failure may attract fines.
- 8)** Hostel residents should hand over the keys of his/her room only to the Warden or a person authorized by the Warden.

Hostel property

- 1)** Hostel residents will be personally or collectively responsible for any loss or damage caused to hostel properties, equipment, and fittings in common places.
- 2)** Any loss or damage in a particular room will be borne by the concerned hostel resident or residents.
- 3)** Damage to hostel property such as doors, windows, electrical fittings, toilet fittings, glass panes, etc. may lead to fine, disciplinary action, and expulsion from the hostel.
- 4)** A general deduction from the hostel security deposit may be made at the end of the year towards breakage other than those charged against individuals.

Hostel Warden

- 1)** Students shall abide by the decisions of the respective Hostel Wardens of the boys' hostel and girls' hostel with respect to enforcement of the hostel rules, failing which strict disciplinary action may be taken.
- 2)** The Hostel Warden has full authority to check any room in the hostel at any time, with or without assistance from local administration.
- 3)** The hostel management reserves the right to revise the rules and regulations from time to time and will inform hostellers of changes through notices on the hostel notice boards.
- 4)** No student shall occupy or interchange the room allotted without permission from the hostel authority.
- 5)** Hostel residents shall not leave the campus without prior written permission of the authority. Those who leave without application and permission shall be deemed to be on unauthorized leave.

Fees

- 1)** All students will pay a hostel security deposit of Rs. 2,000/- at the time of hostel admission.
- 2)** All students must pay hostel fee (lodging and boarding) of Rs. 35,000/- for session 2026-27.
- 3)** Hostel rent, including mess charges, is typically reviewed before each new academic session; authorities may modify the fee structure.
- 4)** Fees may be paid in up to three installments (maximum three installments).
- 5)** Security deposit is one-time refundable caution money (commonly around Rs. 2,000/-) but may be used to cover damages or unpaid dues as per institute/hostel rules.
- 6)** Once admitted to the hostel, a student will not discontinue hostel for one academic session.

Visitors

- 1)** Unauthorized guests or outsiders in the hostel room are strictly prohibited.

- 2) Parents or local guardian may be allowed only on prior written permission of the hostel authority.
- 3) Any student keeping an unauthorized person in his/her room will be liable to disciplinary action up to expulsion from the hostel.
- 4) Male visitors are not permitted at any time into the hostel for girls. Female visitors are not permitted at any time into the hostel for boys.

General behaviour

- 1) Hostel residents should behave on the campus as well as outside in a manner that brings credit to themselves and to the college.
- 2) Residents must return to the hostel by 6:30 p.m. daily for their own safety.
- 3) A decent dress code is to be maintained in the hostel premises.
- 4) Late entry due to institutional functions, academic commitments, or laboratory work may be considered on the basis of a written application validated by the HOD.
- 5) Hostel residents shall treat fellow boarders, institute staff, hostel staff, and mess staff with dignity and decorum.
- 6) Consumption of alcohol, other intoxicants, and drugs is strictly prohibited. Anyone found consuming alcohol or drugs will be expelled from the hostel immediately; no enquiry into the matter shall be required.
- 7) Ragging is a cognizable offence, punishable under the law, and is strictly banned. Any student involved in ragging will be liable for immediate expulsion from the hostel/institution.
- 8) Possession of firearms, daggers, cycle chains, rods, iron rods, or any other weapons is strictly prohibited (Arms Act). Hostel inmates found in possession of the above will be handed over to the police or expelled from the hostel immediately; no inquiry shall be required.
- 9) Each student must carry an identity card whenever he/she goes outside the hostel and produce it on demand from hostel/institute authorities; otherwise a fine or disciplinary action may be taken.

Hostel fines and violations (indicative)

Cause	Fine Amount	Reason
Prohibited appliances	Around Rs. 1,500/-	Using heaters, induction stoves, or irons may incur fines with item confiscation.
Damaging or altering property	Rs. 1,000/-	Pasting posters, writing on walls, or damaging furniture.
Cleanliness and hygiene	Rs. 500/- per inspection	Failing to maintain cleanliness in rooms or common areas may result in fines per inspection by the hostel team, particularly for dirty dishes or lack of shoe stand, etc.
Damaging toilet or common-area property	Rs. 2,000/-	Damage to toilet equipment, drinking-water equipment, or common-area furniture.
Key loss or broken locks	Rs. 100-500/-	Losing room keys or damaging padlocks.
Late entry or night absence	As per hostel rules	Missing curfew or failing to sign out may cause penalties as per hostel rules.

Cause	Fine Amount	Reason
Unauthorized guest	Rs. 500/- per day	Allowing an unauthorized guest.
Prohibited items or activities	Rs. 5,000/- (with potential expulsion)	Possession of intoxicants (including alcohol, tobacco, illegal drugs) or toxic behaviour, or weapons.
Multiple violations / serious misconduct	As per Warden or committee	May lead to suspension of the hostel facility, formal warning memo, or expulsion; decisions regarding fines are usually final and determined by the Warden or a designated committee.

I hereby solemnly undertake that I will comply with all the above rules and regulations and accept disciplinary action, including fine or removal from the hostel, for any violation.

Date: 30 / 05 / 2026

Place: _____

Student Signature

Parent / Guardian Signature