

असम ऊर्जा संस्थान, शिवसागर

राजीव गाँधी पेट्रोलियम प्रोधौगिकी संस्थान, अमेठी का केंद्र

Assam Energy Institute, Sivasagar

Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

(An Institution of National Importance established under an Act of Parliament)

Phone: 03772-221260 Email ID:admission.sivasagar@rgipt.ac.in

**Rules and Regulations for Hostel Accommodation**

1. Ragging in any form, inside or outside the hostel, is banned at RGIPT. Any student found indulged in ragging, harassing a fellow student will be summarily expelled from the Institute.

2. The Students should pay their fees towards hostel and mess charges by first week of every month.

3. **Smoking, consumption of alcoholic drinks, drugs and spitting inside or outside hostel premises is strictly prohibited. If found, strict actions will be taken against the student under RGIPT code of conduct.**

4. No guest or visitor of the inmate will be permitted to visit their rooms.

5. Every student shall be in his/her hostel by 6:00 PM. If he/she has to stay out after the said timing owing to any special reason, he/she must obtain prior permission from the warden. The application for leave of absence from the hostel shall be made in writing to the warden and his permission shall be obtained.

6. No student shall use the service of hostel servant for personal work even on payment. He/she shall \_\_\_ also not bring any servant from outside even temporarily.

7. Students are not allowed to enter in to the rooms of other students without the permission of the inmates.

8. No nuisance of any kind shall be made at any time in the hostel premises, like playing loud music/games etc.

9. Every case of illness and accident must be reported immediately to the Warden, RGIPT.

10. No function or celebrations shall be organized except with the permission of the warden, RGIPT.

11. Resident students are not permitted to convene any meeting of any sort under any circumstances anywhere in the hostel premises without the prior permission of the warden, RGIPT.

12. No poster etc. should be put up anywhere, either in rooms or lobbies.

13. Students are not allowed to play any kind of games inside the room.

14. Spoiling the walls/hostel property by any means is strictly prohibited. Deposit of the students who have found spoiling the hostel property by any means will be forfeited.

15. Students suffering from any contagious disease will not be allowed to stay in the hostel. Decision of the Warden in this regard will be final and binding.

16. Allotment of the room, furniture etc. will be entirely at the discretion of the RGIPT and no complaint in this regard will be entertained.

17. Every student shall keep the room allotted to him neat and clean. He/she shall take proper care of the furniture and fixtures handed over to him/her. The hostel authorities have the right to enter and inspect the rooms at any time, even in the absence of the student.

18. All matters relating to differences among students and complaints about the hostel servants shall be brought to the notice of the Warden, RGIPT, who will take such action as may be necessary. No police complaint will be lodged by the students without intimation or prior permission from the RGIPT.

19. Students are expected to switch off the lights and fans in their rooms every time they go out and take precautions to conserve electricity consumption.

20. Charges for any damages to the property as well as to the furniture fixtures caused by a student /student’s negligence will be recovered from the student/students staying in the same room/flat.

21. Students should not drive nails. Screws etc. In to the wall or doors. No repair shall be done by the student themselves. They should approach the Warden who will arrange for repairs.

22. Hostel is meant only for the use of bonafide student of that particular hostel. Visitors are not allowed to enter or stay in any room.

23. The hostel authorities don’t hold themselves responsible for the custody of the property of the students staying in the hostel. Students should provide their own locks and should take proper care of their belongings. They shouldn’t leave the key anywhere around.

24. Using mobile phones during study hours is strictly prohibited.

25. Use of heaters, coolers, iron, heating rods and other electrical items are not permitted. If found using the same disciplinary action will be taken.

26. Students must pay all dues and hand over the charges of rooms and other materials in satisfactory condition before relinquishing the hostel.

27. If any student is found misbehaving and misconducting himself, he/she will be liable for disciplinary action including being expelled from the hostel immediately and the fees paid by him/her will be forfeited.

28. Students will be penalized for any kind of indisciplinary / uninstitutional activity in RGIPT buses during travel, as well as mess area.

29. Permission must be sought and obtained through leave forms, if night outs are desired from Warden, RGIPT, and two days in advance.

30. Every student should record his/her entry and exit at the hostel gate.

31. Every students of the said flat/room will be held responsible for any broken items in flat/room and all are required to contribute for its repair.

32. No music system is allowed in hostel rooms. Any complaint (indecent behaviour/noisy) from the neighbours/society will result in sever action.

33. Hostel is required to be vacated with luggage in every vacation within five days after end semester exam.

34. Students should claim refund of their deposit only after completion of entire course. However, amount will be deducted for any broken/spoiled item in the premises/flats.

35. Any student not found in his/her allotted room in the night hours (without permission of hostel authorities) will be expelled.

36. Once room allotted to any student will not be changed.

37. No dues from the hostel will be given one day before leaving the hostel.

38. Use of any type of personal vehicle/two wheelers is strictly prohibited.

39. Register entry is must for any exit from the hostel premises.

40. All students should respect and behave properly with the staff. All are human beings, and all deserve equal respectful treatment.

1. 41. No student shall be involved, directly or indirectly, in any ***fighting, gambling, antisocial activity, strike, fasts etc***.

42. All general complaints if any should be first noted down in the complaint register. If not resolved in a day then the Warden should to be informed. If still unresolved even after 2 days of reporting, then students should report the matter to Principal.

*I have read all the Rules and Regulations of the hostel as given above and hereby agree to abide them and any other rules and regulations of the Hostel which may be introduce from time to time. I am liable for strict disciplinary action in case of any breach*.

Roll No.:\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Student)

(Signature of Warden)