

POLICIES AND REGULATIONS
Sarosh Institute of Hotel Administration
(Affiliation to Mangalore University)
Academic Year-2015-16

Name :

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Address :

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Year of Admission :

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Reg. No. :

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Vision statement:

To build a humane society through excellence in education and health care.

Mission Statement

To develop competency in students by providing Hospitality Education in an environment that inculcates professionalism with Ethics and Social Values.

Quality Policy

Sarosh Institute of Hotel Administration is committed to providing value based hospitality education to develop students as professionals with ethics to meet the industry standards.

Dear student,

**WELCOME TO THE
Sarosh Institute of
Hotel Administration**

*This book will help you become familiar
with your Institute's Policies and Regulations governing your students life.*

*You have the right to an enjoyable and productive experience at the Sarosh
Institute of Hotel Administration and these policies and regulations with help protect that
right.*

I do hope you spend the next 4 years here fruitfully.

Yours faithfully,

Principal

NITTE EDUCATION TRUST:

The NITTE EDUCATION TRUST was established in 1979 with the objective of spreading enlightenment and progress in the backward Malnad area. The Trust established an oasis for education that beckons students from all over the country and abroad. The members of the trust are well known educationalists and industrialists.

An all around development of the mind, the body and the Spirit is the aim of education imparted in all the institutions founded by the Trust. Towards this aim no costs have been spared to employ faculty members of the highest caliber and provide fully equipped laboratories, workshops, clinics etc.

The various institutes of the Nitte Education Trust are:

1. K.S. Hegde Medical Academy
2. A.B. Shetty Memorial Institute of Dental Sciences
3. Nitte Institute of Nursing Sciences
4. Nitte Gulabi Shetty Memorial Institute of Pharmaceutical Sciences
5. Nitte Institute of Physiotherapy
6. Dr. Nitte Shanker Adyanthaya Memorial High School, Junior College and First Grade College, Nitte.
7. Nitte Rukmini Adyanthaya Memorial Polytechnic, Nitte.
8. Nitte Gulabi Shetty Memorial Institute of Pharmaceutical Sciences, Deralakatte, mangalore.
9. Nitte Mahalinga Adyanthaya Memorial Institute of Technology, Nitte.
10. Mulki Ramakrishna Punja Industrial Training Institute, Mulki.
11. Sarosh Institute of Hotel Administration, Mangalore.
12. NMAM Institute of Technology
13. Justice K.S. Hegde Institute of Management
14. Nitte Institute of Communication

Timing:

Monday to Friday 9.00 a.m. to 5.00 p. m.
Saturday 9.00 a. m. to 1.00 p. m.

IDENTITY CARDS:

Students are issued their identity cards which should be presented for inspection when demanded within the college. No student will be allowed to attend classes, practicals, exams etc, unless he/she has the identity card. Loss of identity card should be reported to the Principal in writing immediately.

ATTENDANCE:

- ❖ Students must attend classes and practicals regularly.
- ❖ Students must punch the Bio-metric while entering and leaving the college.
- ❖ The Students must not absent themselves from any of the Institute's activities without the prior permission of the Principal.
- ❖ In the event of illness, the Principal should be informed and a medical certificate signed by a doctor should be forwarded not later than the 3rd day to the Principal.

- ❖ Each Student should have a minimum of 75% attendance in each subject. These are the requirements laid down by the Mangalore University.
- ❖ There will be no relaxation/benefit on account of absence due to illness or any other reason. Attendance will be taken in to account from the date of the commencement of each semester.
- ❖ Those who do not have the minimum percentage of attendance will not be allowed to appear for the University Examination.

The following guidelines have to be followed for sanction of leave.

1. Students should submit the leave application to the student mentor and class coordinator
2. Student Mentor will sanction leave only if the student has the required attendance and keep the Principal informed.
3. All sick leave application should be accompanied by a Doctor's certificate.

MANGALORE UNIVERSITY REGULATIONS GOVERNING THE BACHELOR'S DEGREE COURSE IN HOTEL MANAGEMENT B.H.M. SEMESTER SCHEME

1. TITLE OF THE PROGRAMME:

The programme shall be called Bachelor of Hotel Management (B.H.M.)

2. Eligibility for Admission:

A candidate who has passed the two year Pre-university Examination in any general or vocational stream (Class XII of 10+2) Examination conducted by the Pre-University Education Board in the State of Karnataka or any other Board considered equivalent thereto by Mangalore University with a minimum of 45% marks in the aggregated is eligible (40% in case of SC/ST)

3. DURATION OF THE PROGRAMME:

The duration of the programme shall extend over a period of eight semesters (4 academic years)

4. MAXIMUM PERIOD FOR THE COMPLETION OF THE PROGRAMME:

A candidate shall complete the programme within eight years from the date of admission. The term completing the programme means passing all the prescribed examinations of the programme to become eligible for the degree. No candidate shall be permitted to appear for the examination after the prescribed maximum period for completing the programme.

5. MEDIUM OF INSTRUCTION:

The medium of instruction and examination shall be English.

6. SUBJECT OF STUDY:

The subject of Study shall comprise the following:

6.1 Group I: Languages: English and French

6.2 Group II: Hotel related Theory and Practical Subjects as detailed under the course pattern and the scheme of examination and detailed paper titles are as per the syllabus.

6.3 Group III: General Studies- Constitution of India during the first semester and Human Rights, Gender and Environmental studies during the second semester shall be compulsory papers.

6.4 Co-and Extra Curricular Activities

Participation of students in Co and Extra Curricular Activities is considered to be an intergral part of credit based semester system. A student shall opt any one of the following activities under this category during I to IV semester (1 credit in each semester).

A) NSS.NCC/Scouts & Guides / Rangers

B) Sports & Games

C) Other Co- and Extra Curricular Activities as prescribed by the University

Evaluation of Co- and extra Curricular Activities is as per the procedure evolved by the university from time to time.

7. ATTENDANCE:

7.1 A candidates shall be considered to have satisfied the requirements of attendance for the semester if he/she attends not less than 75% of the number of classes actually held up to the end of the semester in each subject (in theory & practical separately in subjects with practical).

7.2 A candidate who does not satisfy the requirements of attendance even in one subjects shall not be permitted to take the whole University examination of that semester and he/she shall be required to repeat all the subjects of that Semester in a subsequent year.

7.3 If the candidates represents his/her Institution/University/Karnataka state/Nation in sports/NCC/NSS/Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number of days participated,based on the recommendation of the Head of the Institution concerned. If a candidate is selected to participate in national level events such as Republic Day Parade etc.,he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the head of the Institution concerned.

8. COURSE PATTERN & SCHEME OF EXAMINATION:

The details of course patterns (hours of Instructions per week) and the Schemes of Examination in various subjects are given in Appendix “A’ (page no 10)

There shall be examinations at the end of each semester ordinarily during October/November for the odd semesters and during April/May for the even semesters.

9. INTERNAL ASSESSMENT

9.1 The Internal Assessment shall be based on two tests, Model exam and assignments. The test shall be at least one hour duration to be held during the semester. The average of the two shall be taken as internal assessment marks.

9.2 The marks of the internal assessment shall be displayed on the notice board of the concerned college for information of the students.

9.3 Internal assessment marks shall be shown separately in the marks card. A candidate who has rejected the result or who, having failed, takes the examination again shall retain the internal assessment marks already obtained.

9.4 The internal assessment marks shall be communicated to the Registrar (Evaluation) at least 15 days before the commencement of the University Examinations and the Registrar (Evaluation) shall have access to the records of such periodical tests, assignments, records etc.,

10. REGISTRATION FOR EXAMINATION:

10.1 Each student shall register for examinations in all the subjects of a semester when he/she appears for the examination of that semester for the first time.

10.2 A candidate shall not be admitted to the practical examination in the first appearance unless he/she produces the class record book duly certified by the Head of the department of the college in the concerned subject.

10.3 Marks awarded for the class record at the first appearance shall be considered for the subsequent appearances in the subject.

11. MINIMUM FOR PASS:

11.1 No candidate shall be declared to have passed the first to eight semester examinations unless he/she obtains not less than 35% marks in the written examination and 35% in aggregate of written examinations and internal assessment marks put together in each of the subject, 35% marks in practical examination (for subjects with practicals) and 35% marks in Project work & viva.

11.2 In case a candidate fails in any of the subjects, in either theory or practicals, he/she shall appear for theory or practicals of that failed subject only at any subsequent regular examination, within the maximum period prescribed for completing the programme. He/she must obtain the minimum for pass in that subject (theory and practical separately) as stated in para 11.1.

12. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

The results of all successful candidates at the end of eighth semester shall be classified on the basis of aggregate marks obtained in all the eight semester and the aggregate grade Point Average. (GPA)

12.1 Declaration of class on the basis of percentage of aggregate marks:

Aggregate Percentage of all six semesters	Grade Point	Alpha Sign Grade	Class
90% and Above	9	0	First Class with Distinction
80% and above but below 90%	8	A++	
70% and above but below 80%	7	A+	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B+	High second Class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail

12.2 Each Semester result shall be declared in terms of grades. An eight point grading system which is based on the actual absolute marks scored and alpha-sign grades as described below shall be adopted.

Range of Marks

% Marks	Below 35	35-49	50-54	55-59	60-69	70-79	80-89	90-100
Alpha Sign Grade:	D	C	B	B+	A	A+	A++	O
Grade Point:	2	3	4	5	6	7	8	9

12.3 The Semester Grade Point Average shall be computed by dividing the sum of the Grade Point Weights (GPW) of all the subjects of study by the maximum credits for the semester. The Grade Point Weights are in turn calculated as the product of the grade points earned in the subject and the credits assigned to the subject. The details are given in Appendix B.

Appendix B gives a summary of marks and credits assigned to different subjects of study in Bachelor Degree programmes in all semesters. In these tables, 100(2), indicates the maximum total mark in a subject of study in 100, while the credit assigned is 2. These tables are followed with illustrations of computing semester grade point average and aggregate grade point averages.

12.4 The aggregate GPA at the end of the sixth semester shall be calculated as the weighted average of the semester grade point average. The aggregate GPA is obtained by dividing the total of semester credit weight ages by the maximum credits for the programme.

12.5 A candidate shall be declared to have passed the UG program if he/she secures at least an aggregate GPA of 3.0 (or Course Alpha-Sign Grade C)

12.6 The candidate who pass all the semester examinations in the first attempts in four years are eligible for ranks provided they secure 60% and above marks or at least an A grade.

12.7 The result of the Candidates who have passed the VIII semester examination but not passed the lower semester examinations shall be declared as NCL (Not Cleared Lower Semester Examinations.) Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.

12.8 A candidate who passes the semester examinations in parts is eligible for only class and not for ranking.

13. REJECTION OF RESULTS:

13.1 A candidate may be permitted to reject the results of the whole examination of any semester. Rejection of marks paper-wise/subject wise shall not be permitted. A candidate who has rejected the results shall appear for the immediately following regular examinations.

- 13.2 The rejection shall be exercised only once in respect of each semester examination and the rejection once exercised cannot be revoked.
- 13.3 Application for rejection along with the payment of the prescribed fee shall be submitted to the Registrar (Evaluation) through the College of study together with the original statement of marks within 30 days from the date of publication of the result.
- 13.4 A candidate who rejects the result is eligible for only class and not for ranking.

14. TRANSFER OF ADMISSION:

Transfer of Admissions permissible only for III and V semesters for the students of other Universities and within the University.

14.1 Conditions for transfer of admission students within the Universities.

- i) His/her transfer admission shall be within the intake permitted to the college.
- ii) Availability of same combination of subjects studies in the previous college
- iii) Fulfillment of attendance requirements as per the Mangalore University Regulation at his/her own risk.
- iv) He/she shall complete the programme as per the regulation governing the maximum duration of completing the programme as notified by the university from time to time.

15.2 Conditions for transfer admission of students of other Universities.

- i) A candidate migrating from any other University may be permitted to join III/V semester of the degree programme provided he/she has passed all the subjects of previous semesters/ years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulation of Mangalore University.
- ii) His/her transfer admission shall be within the intake permitted to the college.
- iii) He/she shall fulfill the attendance requirements as per the Mangalore University Regulation.
- iv) The candidate who is migrating from other Universities is eligible for overall class and not for ranking.
- v) He/she shall complete the programme as per the regulation governing the maximum duration of completing the programme as notified by the University from time to time.

APPENDIX 'A'
COURSE PATTERN AND SCHEME OF EVALUATION
BHM

I/II BHM

	Subjects / I I	Paper	Instruction hrs/week	Duration of exam (hrs)	Marks			Credits
					IA	Exam	Total	
Group I	Language I	1T	4	3	20	80	100	2
	Language II	1T	4	3	20	80	100	2
Group II	5 Hotel Management Subjects (3T+ 2P)	3T	3x4	3	3x20	3x80	3x100	3x2
		2P	2x3	3	2x75	-	2x75	2x1.5
Group III	General Studies	1T	4	3	-	100	100	2
/ I V	CC&EC				50		50	1
	Total				300	500	800	16

III/IVBHM

	Subjects V	Paper	Instruction hrs/week	Duration of exam (hrs)	Marks			Credits
					IA	Exam	Total	
Group II BHM	8 Hotel Management Subjects (5T + 3P)	5T	5x4	3	5x20	5x80	5x100	5x2
		3P	3x3	3	3x15	3x60	3x75	3x1.5
	CC&EC				50		50	1
	Total				315	460	775	15.5

V/VII BHM

	Subjects	Paper	Instruction hrs/week	Duration of exam (hrs)	Marks			Credits
					IA	Exam	Total	
Group II	8 Hotel Management Subjects (6T + 2P)	6T	6x4	3	6x20	6x80	6x100	6x2
		2P	2x3	3	2x75	-	75	1.5
	Total				270	480	750	15

VI Semester BHM

	Subjects	Duration	Duration of exam (hrs)	Marks			Credits
				IA	Exam	Total	
	ON-THE-JOB-TRAINING (OJT)	18 weeks	3	150*	600#	750	15
	TOTAL			150	600	750	15

*Performance Appraisal done by the Industry as described in the Performance Appraisal Form given in the syllabus

includes the following:

OJT Report – 300 marks as per criteria prescribed in the syllabus

Power-Point presentation on Ojt-100 marks Viva Voce-200 marks

VIII Semester BHM

	Subjects	Paper	Instruction hrs/week	Duration of exam (hrs)	Marks			Credits
					IA	Exam	Total	
Group II	3 Hotel Management Subjects	3T	3x4	3	3x20	3x80	3x100	3x2
	Project work	1T/P	18	3	60	Report 140 Viva	300	6

						100		
	Total				120	480	600	12

BASIS FOR CLASSIFICATION OF RESULTS

Aggregate Percentage of all six semesters	Grade Point	Alpha Sign Grade	Class
90% and Above	9	0	First Class with Distinction
80% and above but below 90%	8	A++	
70% and above but below 80%	7	A+	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B+	High second Class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail

MINIMUM FOR PASS: No Candidate shall be declared to have passed the semester examination as the case may be under Group

PERSONAL PROPERTY:

College authorities will not accept any responsibility for damage to or loss of clothing and any other article of personal property in the college premises. Students are advised not to leave clothings or articles or valuables unattended in cloak rooms, class rooms and locker rooms.

LOCKER:

Students will be provided with lockers at the beginning of the year. These may be used only for keeping uniforms and books. The lockers should be opened for inspection on demand and should be emptied out by the end of every semester / year.

CHANGE OF ADDRESS:

Notice of change of address should be given immediately to the Principal in writing.

DRESS CODE AND UNIFORM:

Students are to be well groomed at all times within the premises of the College. Students will adhere to the dress code prescribed for respective batches.

Shoes:

Girls: Closed Black Leather Shoes

Boys: Black Oxford Leather Shoes

- Students must attend all the Practical Classes in the respective Practical Class Uniforms.

- The Formal Uniform prescribed for the college for both Theory and Practicals does not allow the following accessories as a part of a person's dress code:
 - i. Male students wearing earring or studs in either one or both ears.
 - ii. Body piercing for both male and female students. However, girls are allowed to pierce their ears and nose if they desire to do so.
 - iii. Streaking of hair with artificial colours or mehendi.
 - iv. Tattoos on visible body parts.
 - v. Fancy hairdo which are not accepted as formal by the college management.

All students are instructed to adhere to the above set norms strictly **on all days** (including weekends, study holidays and examinations) when they are in the College **Premise** and representing the college at Formal occasions outside the college.

Boys are not permitted to grow long hair and are to be clean shaven. Trimmed moustaches may be kept. Sikhs with long hair are required to wear a turban.

Girls with long hair are required to keep it well coiffured in a bun or plait.

For the purpose of practical or laboratory work, all students are required to equip themselves with protective clothing in sufficient quantity to ensure a high hygiene standard.

No student will be admitted to any part of the practical classes without appropriate uniform.

LAB-KITCHEN UNIFORM:

It is the same for both boys and girls.

- Black & White checked trousers
- Chef's Coat (Double breasted, full sleeved)
- White Aprons
- Chef's Cap
- Oxford shoes and socks
- Sikh boys to wear white turbans

The students should wear their identity cards on their uniform and carry with them two clean dusters, kitchen kit, cookery record book and a pen.

Students will not be allowed to enter the lab kitchen and bakery unless they are equipped with the following:

1 knife (all purpose-6"-8")

1 potato peeler

1 wooden spoon (Medium)

1 Baloon Whisk (Medium)

1 Palette knife (5"- 7")

Piping bag with star nozzle (No.5) and plain nozzle (No.2) and Meringue nozzle.

FOOD AND BEVERAGE SERVICE UNIFORMS:

For boys:

- White full sleeved shirt and black trousers
- Black Oxford shoes with laces and black socks
- Black bow tie

- Sikh to wear black turbans
- Waistcoat and black long waiter's apron (as prescribed by the college)

For girls:

- White full sleeved shirts and black knee length skirt
- Black bow tie
- Black closed shoes with white socks
- Waistcoat and black long waiter's apron (as prescribed by the college)

The students should carry with them four 20"x20" white damask cloth napkins with their initials embroidered on them, a scribbling pad, 1 match box, 1 bottle opener, a pen and the F & B service record book.

HOUSE KEEPING UNIFORM

It is the same for boys and girls:

- Royal blue Open Apron
- Identity Cards
- Uniform trousers and shirts
- Closed Black shoes & Black socks

The student should carry with them two dusters, rubber gloves, yellow polishing cloth, glass cloth, housekeeping record book and a pen.

FORMAL COLLEGE UNIFORM:

- For Boys:
- Blazer(as prescribed for respective semesters)
 - White full sleeved shirts with grey trousers
 - College tie
 - Black shoes (with laces and black socks)
 - Sikh boys to wear black turbans
 - Identity cards

- For Girls:
- Black blazer, Scarf
 - Full sleeved shirts with black skirts
(as prescribed for respective semesters)
 - Black closed shoes
 - Identity cards

CODE OF CONDUCT:

The students code of conduct promotes the necessary order, safety and security of the students and the institute and safeguards the individual and collective rights of everyone on campus.

Actions by individuals or groups that interfere with the orderly functions of the Institute will not be tolerated.

You have the right to dictate your personal life and behavior as long as you don't interfere with the rights of others or with the educational process.

1. Conduct of the students in their classes as well as on the premises of the institute should be such that it will cause no disturbances to fellow students or to other classes. The

Principal may expel a student whose work or conduct is not satisfactory, and the fees paid will be forfeited. Students who do not take their examinations with due earnestness and diligence are also likely to be dealt with in the same manner.

2. If for any reasons, the continuance of a student in the institute is detrimental to the best interest of the institute, the decision of management shall be final and the management may ask such a student to leave the Institute without giving any reason for his/her dismissal.
3. Students shall do nothing inside or outside the Institute that will in any way interfere with its orderly administration and discipline.
4. Students must not loiter about in the college premises when the classes are in progress, when free they should make use of the college library.
5. Timings of classes are from 9 a.m to 1.05 p.m. and 1.45 to p.m. to 4.50 p.m. No student will be allowed to leave the college premises during class hours.
6. All students should attend classes well groomed and in uniform as applicable.
7. Visitors or phone calls to the students during the class hours are not permitted.
8. All students on training should be punctual and are bound to follow the rules and regulations of the parent establishment.
9. Smoking and paan chewing, gutka is not allowed within the college premises.
10. Gambling and Intoxication is strictly prohibited in the Institute's premises.
11. No student will be allowed to take part in current politics.
12. Students are expected to take proper care of the Institute's property and to keep the premises neat and tidy any damage done to the property of the Institute by disfiguring walls, doors, fittings, breaking furniture etc. is a breach of discipline and culprit if unidentified, all students will share the cost and responsibility.
13. Students are not allowed to use cell phones inside the classroom/laboratories and library/College Campus
14. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
15. The general conduct, etiquette and social behavior of students should be representative of future leaders of the industry.

COLLEGE LIBRARY:

1. WORKING HOURS:
Monday to Friday : 9.00 a.m. to 5 p.m.
Saturday : 9.00 a.m. to 1.00 p.m.
Changes made from time to time will be notified.
2. The books for home reading will be issued from 9.00 a.m. to 5.00 p.m.
3. Personal books, bags and books already borrowed from the library are not allowed to be taken inside the library. The same may be kept in the lockers at the locker room.
4. For referring the books and periodicals inside the library, the students have to produce their identity cards. The same will be returned to the students when they leave the library.
5. Two borrower's tickets will be issued to each student in the beginning of the year and is valid upto one year. At the end of each year, the tickets should be returned to the authority without fail. Only one book will be issued against each card.

6. The student to whom the book has been issued will be held responsible for its safe return. The borrower is expected to examine the book at the time of borrowing and bring to the attention of the librarian about the damages found. Mutilation and disfiguring of pages by ink or pencil is strictly prohibited.
7. Books for home reading may be kept for seven days and may be renewed for another period of seven days after which the borrower has to return the same. A fine of Rs.5/- per day per book will be charged till the book is returned.
8. Borrower's tickets are not transferable and the loss of it should be reported to the librarian. Duplicate will be issued on payment of Rs. 5/-
9. Strict silence is to be observed in the Library. Group discussion, conversations etc. are prohibited. Carrying mobile phone is prohibited and all are requested to maintain an atmosphere of serenity. Students are not allowed to take refreshment inside the library and are not to be found sleeping.

INTERNET LAB USAGE:

The internet lab will remain open during regular College working hours.
(9.00a.m. to 5.00 p.m.)

- Students are required to enter their name and password
- Use of the internet lab when regular classes are being conducted is discouraged.
- Visit to any pornographic sites, viewing of pornographic pictures, using lab for intimidation or sexual harassment is strictly prohibited and will be dealt with as per the law.

DISCIPLINARY RULES FOR THE INMATES OF THE HOSTELS

The following rules shall apply to both MALE and FEMALE students residing in their respective hostels. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from institution.

1. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.
2. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Unless they clear the dues, they shall not be allowed to take University examinations. Further, he/she may be expelled from the halls of residence and/or messes.
3. The admission into hostel is valid upto commencement of summer vacation/end of academic programme whichever is earlier.
4. Room furniture, electrical fittings etc., are required to be maintained by the students in good condition. Students should vacate the hostel during summer vacation. If they have to leave any belongings in the hostel during this period, they should contact the hostel caretaker

for the same but at their own risk. Nominal cloak room charges will be levied for each item kept under sage custody.

5. Residents shall occupy the rooms only after allotment is made by the hall warden concerned. Change of room may be permitted in exceptional cases, provided it is deemed necessary/justified by the Chief Warden. Unauthorised occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostels. Residents found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry.

6. No parent or guardian of a student is permitted to stay in the hostel. They must obtain prior permission from the Principal to stay in the Hostel Guest Room only, (if such accommodation is available for a specific period on payment basis as per the Guest House accommodation rules).

7. Male students shall not remain absent from their hostels during night between 9.30 pm to 6.00 am without the prior permission of the Warden/Chief Warden. Corresponding timings for the women's hostel are 8.30 pm to 7.00 am even with prior permission. In case of any emergency, they should take written permission from the Chief Warden/concerned Block Warden. The students are required to carry their identity cards with them when they move inside the campus.

8. Visitors are not permitted in the hostel after 8.00 p.m. However, in special cases, prior permission of warden must be obtained to stay beyond these hours.

9. Hostel students shall not leave without prior permission of the Warden/Chief Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated.

10. Any hostel student harbouring any unauthorised person(s) will be expelled from the hostel immediately.

11. The inmates of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Warden/Chief Warden. However, for any accident or fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.

12. No resident of the hostel is permitted to take any article/utensils etc, outside the hostel/mess premises and even to his/her room.

13. No association of students on the basis of region, caste or creed is permitted.

14. No secret activities or meetings are permitted on the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Chief Warden.

15. Residents shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the residents and on the campus.

16. No hostel inmate shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.

17. Keeping of lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.

18. The hostel cannot be considered as the hiding place for miscreants. The police authorities may enter the campus and detain anyone depending upon the severity of the offence.

19. Ragging of any kind is severely punishable as per the Andhra Pradesh State Prohibition of Ragging Act, 1997 and 2002. As such students are advised not to indulge in such activity.

20. Students who have finished the four years of course work but yet to pass some examinations are called backloggers. Such students will not be normally given accommodation in the college hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.

21. The hostel area is declared out of bounds to the backloggers. Therefore, the stay of any backlogger in the hostel will be treated as a case of trespass. The hostellers who entertain or permit backlog students to stay in their rooms, will also be liable to disciplinary action including expulsion from hostels.

22. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the institute or both by the appropriate authority.

23. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.

24. The consumption or storage or supply of liquor or any sort of intoxicant is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited.

25. Medical facilities are provided at the college dispensary for routine health problems. However, for any other treatment requiring specialist/expert medical care and treatment, the inmates are supposed to make their own arrangements for treatment and to bear medical expenditure themselves.

26. In case a student falls sick, he/she should contact immediately the Medical Officer/Chief Warden/Warden.

In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest.

A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.

27. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.

28. A hostel student will be completely responsible for all his possessions including his/her cycle/Laptop/Computer/Electronic gadgets, etc., The institute hostel will not be responsible for any loss incurred.

29. The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, etc. by students is strictly prohibited inside the college/hostel premises.

30. No one should use the belongings of other students without their consent.

31. Boarders will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But,

if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.

32. Students are advised not to keep valuables in the hostel rooms. They are advised to deposit extra cash in the bank or in the post office or at any other safe place.

33. They should lock their rooms properly when they go out for their bath, mess etc., Each room-mate must keep a key of the door lock of his room, particularly in the case of double/triple seated rooms.

34. Each student shall use only one tube-light not exceeding 40 watts. Use of all unauthorised electrical appliances such as heaters etc., is strictly prohibited and these will be confiscated, and the concerned student will be penalised. However, usage of computer and printer in the hostel room will be allowed with prior permission from the Chief Warden.

A student who possesses a personal computer/laptop should register with the concerned warden. A student who wishes to take his/her personal computer outside the campus, will have to contact the Chief Warden in person and get permission by producing (a) the original bill for the purchase of the computer, (b) Identity card.

35. Fans and lights must be switched off when the students leave their rooms. Light must be switched off positively when they go to bed. In case it is noticed that fans/lights are on the locked room, a heavy penalty will be imposed for wasting the costly energy sources.

36. Every student residing in the hostel must dine in the hostel messes only. Individual/group cooking in the rooms is forbidden. If found, they will be expelled from hostels or fined.

37. Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made alongwith imposition of heavy fine.

38. Every inmate of the hostel shall pay the mess bill and other charges before the stipulated date of every month, failing which fines will be imposed as per rules and regulations. The approved rules regarding mess rebate will be applied to all the inmates of the hostel. Mess exemption on medical ground will be allowed under extraordinary situation on payment of service charges.

39. The room of any student in the hostel can be inspected at any time by the Warden/Chief Warden or any authorised member of the institute staff or district police officials. Inmates are advised to keep their ID cards with them and show them on demand.

40. Block Voulanteers/Mess Voulanteers will be selected on merit or as desired by the Warden from among the Block/mess students to assist him/her in the supervision of hostel block/mess and in enforcing discipline. Every hostel inmate shall co-operate with him/her in the act of discharging his/her duties.

41. Hostel inmates are requested to maintain their surroundings neat and clean.

42. Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the residents of the hostel.

43. Inmates should not fire crackers on any occasion inside the hostel or within the premises of the hostel.

44. Inmates are prohibited from writing slogans, or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such writings.

45. Inmates should not play cricket, football etc., in the common halls or inside or in front of hostels. It causes damage to the hostel property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed and will be collected from all students of the Block.

46. All the hostellers are to note that electrical/carpentry/plumbing complaints should be given in writing to Warden Incharge (Maintenance) or written in the complaint register available in the hostel office. In case the complaint is not attended to or there is any difficulty, the students can contact the Chief Warden.

47. Female visitors and girl students are not permitted to visit the men's hostel any time.

For women students:

1. Male visitors (visitors mean Parents / Guardians) are not permitted any time into the women's hostel.

2. In the case of the women's hostel, Lady visitors are not permitted after 7.30 p.m.

3. All Girl students must be present in their rooms before 8.30 p.m. Girl students must take prior permission from the concerned Warden/Chief Warden for leaving the campus, in case of urgent necessities only. They must enter their movements in the Register provided while going out and reporting in (after obtaining permission from the concerned Warden/Chief Warden). Students leaving the hostel without prior permission will be viewed very seriously and will invite expulsion from the rooms and or from the institute.