



VIT-AP
UNIVERSITY

Hostels Administration

Rules and Regulations

1. The Hostel is managed by the Hostel Residents Council consisting of Patron, Wardens, Managers, Resident Supervisors and Student Representatives.
2. A student admitted to the Institution is not automatically eligible to become a member of the Hostel.
3. The allotment of rooms for Sophomore, Junior and Senior will be made by the Warden based on the application submitted by the candidate during hostel room counselling. Admission and continued stay in the hostel depend upon the academic performance, good behavior and conduct of the student. For Fresher's room allotment will be made by the warden manually.
4. The hostel room will be allotted for those who made the full Tuition fees and hostel fees including mess. Others are not allowed to stay in the hostel.
5. Students who are not registered for any course during regular semester or summer semester are not allowed to stay inside the hostel/campus.
6. The student should stay in the allotted room for one complete year. Change in rooms in mid-semester any Fall/Winter semester is not possible.
7. The attendance timing is 7.45 pm to 8.45 pm daily in their respective hostel.
8. The hostellers with chronic medical problems will be asked to vacate the room immediately as personal medical care by parent / guardian will be necessary.
9. If a student is expelled from the University for any reason he/she should immediately vacate the hostel on the day of expulsion from the University. His / her continuance in the hostel will be treated as unauthorized occupation.
10. The hostellers themselves are personally responsible to safeguard their belongings. They are not to keep large amounts of cash(Max.3000) or valuables like gold, costly

wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, laptops and books. In case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their bags, laptops, suitcases, cupboards, etc., securely locked with good quality locks.

11. Continuation of stay of a student in the hostel who punished or involved indiscipline activity is subject to the discretion of the administration.
12. The hostel rooms are subject to inspection by the University / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited and it will have confiscated.
13. Each student shall reside only in the hostel and room allotted to him by the Warden. A student shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the hostel authorities. The hostel authorities have the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
14. Students are requested to lock their rooms whenever they leave; loss of property in such case is not the responsibility of Hostel Authorities.
15. Strict silence shall be observed in hostel from 11.00 pm to 6.00 am. Care should 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 will not be entertained, which may cause disturbance to other inmates in the hostel premises. It will be treated under disciplinary action. Recreational facilities to be turned off at 10.00 pm.
16. No gambling and multi-level management of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this rule will invite action as per law of the land, in addition to expulsion from the institute.
17. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such

behavior shall invite strict disciplinary action leading to rustication from the Institute (as per code of conduct).

18. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Chief Warden is final and binding on the individual's concerned.
19. Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance for the neighboring students. The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as other ones related to their stay in the University /Hostel.
20. Smoking is strictly prohibited in and around all Institute buildings, including hostels and messes and anywhere in the campus. Use of alcoholic drinks or other narcotic materials and gambling in any form are strictly prohibited on hostel premises and anywhere in the campus.
21. The students should be decently dressed when they are out of room. Tight body hugging clothes or revealing clothes etc. are forbidden outside the room. Short shirts/ tops and low waist trousers exposing body parts, sleeveless T-shirts, singlet shorts, Lungis, attire printed with offensive or obscene wordings, revealing attire or miniskirts are prohibited everywhere in the campus and hostel/hostel mess. They should behave, dress and project their image like dignified, respectable citizens of the Country.
22. 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 institute. 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 / Warden / Dean/ Security Officer / Deputy Director / Director directly at any time of the day / night.
23. Any physical / mental harassment towards fellow students including ragging, quarrelling, using abusive language and violent behavior is prohibited.

24. Students in the hostel are not allowed to keep air coolers, musical instruments, players, TV, electric iron box kettle, induction stove, immersion water heater or any other electrical equipment/gadgets. Unauthorized possession will lead to confiscation of the goods and penalties. Cooking in the rooms is strictly not permitted.
25. Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use and misusing the same would end in appropriate punishment.
26. All the students of the hostel should take their food in the allotted mess only. The Mess card is to be produced at the all dining hall, at the time of breakfast, lunch, snacks and dinner, failing which service in the dining hall is liable to be refused, for want of identification. Such cases are directed to Warden for strict action.
27. Sharing of food from one mess to another mess is strictly not allowed. If found strict action will be taken by Warden.
28. Hostel students should not bring any day-scholar or ex-VITian or non-VITian inside the hostel premises.
29. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
30. If damage is done in anyone of the rooms and the person(s) is / are not identified, then double the cost will be recovered from the room-mates collectively.
31. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess, GYM etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.
32. Anyone causing damage to the hostel property will be penalized suitably.
33. First three months No outing for fresher's. Once in a month outing will be taken care by Hostel Team through University buses. interested students can register themselves for official outing with hostel team. After 3 months Students are allowed to go for "Self-Outing" of 6 Hours either on Sunday or Monday, not on both days.

34. Students can submit their Leave request to their Mentor (Preferably Mail) three days before their plan. So that Mentor can contact their Parents and they will give their approval.
35. Out pass is compulsory for outing and Students are requested to get the parents signature in the out pass paper while returning from Home. This form must be returned to the hostel office.
36. Weekly outings are strictly not allowed for any student as per the hostel policy. if any Medical Emergency, Students are permitted to go home during weekdays with Warden permission after consultation with parents.
37. Extension of outing timings/ late reporting to hostel is strictly not allowed. If any such activities are found, necessary action will be taken as per code of conduct. If it continues further their next three outings will be cancelled by warden and No hostel room preference in counselling.
38. Students who are eligible for academic attendance relaxation category, (GPA/CGPA 9 and above) are allowed to stay back in his room and also go outside for their project related work with prior permission of his/her mentor. But they should return to the hostel at end of the day for attendance.
39. Students can Leave the hostel or report back to the hostel only between 8 AM - 7 .30 PM only. after 7.30 pm no one is allowed to go out the hostel.
40. If Mentor is not available, kindly contact your respective hostel Deputy Warden for outing permission.
41. The type of outings and necessary approval is mentioned below. Extension of self-outing is strictly not permitted.

Type of Outing	Mentor Approval
Official Outing by Hostel Team (First Three months)/ Outing with Authorized Guardian/Parents	Not Necessary
Self-Outing of 6 hours	Not Necessary
Weekend/Home outing	Mandatory
Semester Vacation Outing	Mandatory

42. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
43. Students will not be permitted to stay in the hostels during vacation period, unless they have academic assignments/Internships.
44. Students planning to stay back during summer semester in hostel should pay the summer semester fees. The existing hostellers are not permitted to stay outside during regular/summer semesters unless the respective parents come and stay along with student outside the hostel. The parents shall approach the hostel warden in person in this regard from time to time.
45. Students will not be permitted to stay outside during the vacation period unless they have academic assignments/internships with the prior knowledge of the parents.
46. Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
47. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
48. Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running /climbing down should be totally avoided to prevent hostels.
49. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
50. Students are allowed to keep their bicycles in their respective blocks. But Hostellers are not allowed to keep any kind of motor vehicles or any power driven vehicles both inside the hostel as well as nearby.
51. Students who willing to convert as day scholar in the middle of Fall/Winter semester are not allowed in such cases refund/adjustment of any fees is not allowed.
52. Students who wish vacate the hostel at the end of final year/hostellers to days' scholar are directed to clear the hostel No-Dues procedure including common damages (Aprx.Rs.300).
53. Violation of any of these rules would result in punitive action and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final.

54. Use water and electricity judiciously. Students should not leave their room without turning off the switches.
55. Students shall be responsible for all articles of furniture, electrical and other fixtures provided in their rooms. They shall not damage, disfigure institute property, or paint walls, doors, windows, etc.
56. Students shall not stick any poster or paper in any form on any part of the room/wall, hostel wing corridor, bathroom or common space of hostel.
57. The students are expected to develop a sense of belongingness to the institute. Keep it up-right and clean and create a congenial environment conducive for studies. 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 common corridors. No student shall store any cooked food in the room.
58. The Detailed Code of Conduct published in the university website can be seen for more details.

-CHIEF WARDEN