



FOOTWEAR DESIGN & DEVELOPMENT INSTITUTE

An Institution of National Importance under FDDI ACT 2017

(Ministry of Commerce & Industry, Govt. of India)

HOSTEL MANUAL

FDDI reserves the right to change or modify the rules and regulations contained in this book, should it deem necessary in the interest of the students, the institute or the concerned.





Contents

1. INTRODUCTION.....	3
2. (a) HOSTEL MANAGEMENT COMMITTEE.....	3
2. (b) RIGHTS OF HOSTEL MANAGEMENT	3
3. ACCOMMODATION	4
4. CONDITIONS OF ALLOTMENT	4
5. CODE OF CONDUCT	5
6. VISITORS	8
7. USE OF APPLIANCES	8
8. COLLECTIVE RESPONSIBILITIES	8
9. HOSTEL FEES	10
10. MESS RULES AND MESS CHARGES.....	10
11. GENERAL GUIDELINES REGARDING HOSTEL DISCIPLINE	11
12. ARRANGEMENTS AT THE TIME OF VACATION	13
13. DRESS CODE.....	14
14. MEDICAL FACILITY	14
15. HOSTEL TIMINGS.....	15
Form No. 1: Hostel Application Form	17
Form No. 2: Room Allotment Slip	20
Form No. 3: NOC for Hostel	21
Form No: 4 Hostel Leave Applications	22
Form No. 5 (a+b): (Affidavit) Anti Ragging	23
Form No. 6: Educational/ Industrial Trip Consent Slip	27
Form No. 7: Hostel Undertaking Form.....	28
Form No. 8: Personal belongings undertaking form	29



GENERAL RULES FOR OBSERVANCE

BY

HOSTEL RESIDENTS

1. INTRODUCTION

1.1 Objective

1.1.1 The Hostel provides an ideal place for a disciplined, healthy and congenial atmosphere for a peaceful stay and study. To the hostel resident, it is a home away from home, hence they consider themselves to belong to one family and treat one another in a friendly & courteous manner. The hostel is governed by a set of rules & regulations contained in this Manual, to be strictly followed by the hostel residents.

1.2 Scope: All hostel residents of FDDI.

2. (a) HOSTEL MANAGEMENT COMMITTEE

2a.1 The following officers constitute the Hostel Management Committee:

- a) The Executive Director
- b) Center In charge
- c) Hostel Warden

2a.2 Each hostel is managed on day-to-day basis by a Hostel Warden.

2a.3 The hostel resident can approach the Hostel Warden for help, guidance and grievance redressed. Representations to the higher official must be forwarded through proper channels.

2. (b) RIGHTS OF HOSTEL MANAGEMENT

2b.1 The hostel official is empowered to have hostels inspected at any time to insure proper compliance with all the provisions of the Hostel Manual.

2b.2 Any breach of these rules by the hostel resident will invite an enquiry that will be conducted by the disciplinary committee. If the hostel resident is found guilty of violation of the hostel rules, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even immediate expulsion from the hostel.



2b.3 The Hostel Management reserves the right to change these rules from time to time keeping the hostel residents informed through general circulars displayed on the hostel notice boards/ website/ other means.

3. ACCOMMODATION

3.1 Hostel accommodation is available to all the students of FDDI, only during the working semester, i.e. when their classes and exams are going on. Hostel residents will have no right to occupation of a room during vacation. But he/she may be permitted to stay on written request, if he/she is doing any course work/ project work/ internship/ placement activity for which staying in the hostels is necessary and on prior approval of the concerned authority. If any final year student is doing any course work/ project work/ internship/ placement activity for which staying in the hostel is necessary, s/he may be permitted to stay on written request on prior approval of the concerned authority till the completion of their current semester.

3.2 Hostel accommodation is available to students for stay according to the duration of the course of study academic calendar or approval of the concerned authority.

4. CONDITIONS OF ALLOTMENT

4.1 At the time of admission of a student into the hostel and at the beginning of every year, each hostel resident is required to submit a duly completed Personal Data Form. **The parent's telephone number with STD code, email & Mobile No., must be provided.** The local Guardian's address/ email and phone number must be also provided. Any change of address/ telephone number/ email of the parent / local guardian, at any point of time, has to be intimated to the hostel warden in writing, at once. In addition to the above information, passport-size photographs of the parents and the local guardian should be affixed on the form in the space provided official communication would be carried out on basis of the data provided. The contact details so provided will be used for all official communication.

4.2 Room will be allotted on sharing basis. The list of furniture and fixture provided is available with the respective campus. At the time of allotment, students should fill up the Room Allotment Slip provided in the annexure and make sure that all the furniture and fixtures are in proper order. If any discrepancy is found, it should be immediately brought to the notice of the hostel management.

4.3 Rooms will be allotted by the hostel warden and once allotted to the students for an academic year will not be changed except under special circumstances or any exigency. The room will be allotted on a first come first serve basis.

4.4 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Hostel Administration immediately and should vacate the hostel if the Hostel Management finds that he/she is not eligible for hostel accommodation.

4.5 The students are entitled to accommodation in the hostel as long as they are full-time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be an authorised occupant of the hostel.



4.6 Before vacating the rooms, the hostel residents should fill up the NOC form. All installations should be handed over intact and in proper working condition, in addition to the furniture and fixtures.

4.7 If a student is expelled from FDDI for any reason he/she should immediately vacate the hostel on the day of expulsion from the FDDI. His / her continuance in the hostel will be treated as an unauthorized occupation. **In case of unauthorized occupation of the hostel by the student, the hostel resident has to pay a penal rent of two times of monthly charges of the hostel. Also, disciplinary action will be initiated against them.**

4.8 Till the time hostel resident doesn't apply for the NOC, He/she will be considered a hostel resident and fees will be payable, even if the student is not staying in the hostel.

4.9 If a hostel resident does not pay the hostel and mess fee till the last date of submission of the fee date, and also has not joined the hostel and informed the hostel warden then after 5 days the Hostel Management Committee will take action to vacate the room. All the goods would be kept in one place without any liability of FDDI. The seat would be cancelled and dues will be recovered.

5. CODE OF CONDUCT

If case of any disciplinary issues, the following disciplinary committee would look into the matters.

Disciplinary & Grievance committee

- Hostel warden
- Center In charge/ Convener
- Concerned School HOD
- Students Affairs & Examination Department in Charge

5.1 All hostel resident are required to maintain standards of behavior expected of hostel residents. They are expected to behave courteously and fairly with everyone both inside and outside the campus so as not to tarnish the image of the institute.

5.2 The rooms, common areas and surroundings should be kept clean and hygienic. Notices, Posters, calendars or any other material shall not be pasted on walls/ doors and walls/ doors shall not be scribbled on. A penalty will be charged to the occupants of the room for the same. College will provide cleaning services in common areas only.

5.3 If any hostel resident wishes to be away from the hostel during the weekend, holidays or any other time (working days), his or her parents/ guardian will have to take prior permission from the Hostel Warden/Asst. Warden. He /She has to fill out the leave form as the per annexure. It is understood that the leave taken by the hostel resident has the explicit approval of the parents/ guardian.



5.4 Rooms are allotted to each hostel resident on his/ her responsibility. He/she should see to the upkeep of his / her room, hostel and its environment. Hostel residents should bring to the notice of the Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry, Electrical or any other) and/ or any damage/ breakage if any, to be carried out in their room.

5.5 Hostel residents should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

5.6 The institute's internet bandwidth should strictly be utilized for educational and/or knowledge-sharing purposes. The hostel residents should not screen/download pirated/unauthorized/unlicensed movies on their computers and in common rooms. Nor should they indulge in chatting and/or exchange of any other non-relevant data. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

5.7 The hostel resident is responsible for any damage to the property, furniture and fixtures and walls in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good working condition when he/she changes/vacates the room/hostel.

5.8 In case of damage to or loss of hostel property the cost will be recovered from the hostel residents responsible for such damage or loss, if identified, or from all the hostel residents, as decided by the Warden/ Asst. Warden and Maintenance Department.

5.9 The hostel resident shall not move any furniture from its proper allotted place and also not damage them in any way. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden/ Associate Warden, failing which he/she will be charged a penal rent as decided by the Warden/ Asst. Warden/Administration Department.

5.10 The hostel resident shall not remove/ change any fittings from any other room to his/her room.

5.11 The hostel resident are required to sign a **Hostel Upkeep Undertaking Form**, a copy of which is given in the Annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied and recovered from the hostel resident(s) by the Hostel Management.

5.12 Ragging of students admitted to the Institute is banned. Any violation of this by the hostel resident (s) will be dealt with severely. For details kindly go through the Anti-Ragging policy and regulations.

5.13 For the understanding, ragging which is a CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, “display of noisy, disorderly conduct doing any act which

Causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-

Teasing, abusing, playing practical jokes on or causing hurt to such student; or

Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do”.

Excerpts from the Directives of Hon’ble Supreme Court of India in respect of curbing ragging in Educational Institutions

The Head of the institution (Director / Assistant Director (Administration, etc. should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand. Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.

When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

5.14 All hostel residents are required to sign an Anti-Ragging Undertaking Form. Also, flying squads will be formed to check ragging in the campus and hostel. Surprise inspections may be carried out to check irregularities in the hostel.

5.15 Entering the hostel premises intoxicated, possessing any drug-related substance, littering inside the institute’s premises, Gambling in any form such as playing cards (even without money at stake), consuming alcohol/ drug, smoking, or other drug-related substance is strictly prohibited and shall invite strict disciplinary action as decided by the disciplinary committee which may even mean being rusticated from the institute. Chewing tobacco, use of Betel (Pan) or Gutkha or any similar product and spitting on the premises is strictly prohibited. The spitting of chewing tobacco (or similar products) on the premises is grounds for disciplinary action. Hostel residents are required to sign an undertaking prescribed in the annexure.

5.16 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.

5.17 Any hostel resident found hosting / harbouring an offender will be also liable to the same punishment as decided for the offender by the disciplinary committee.

5.18 Hostel resident should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of visitors/ non-hostel resident(s) is restricted to the reception and/or mess area.

5.19 Paying hostel fees does not entitle hostel residents to infringe the rules and indulge themselves into violent activities to express their views. Violating the law & order can lead to strict disciplinary action against them as decided by the disciplinary committee.



5.20 If the hostel residents have any hostel fees & mess fees pending after the fine due date, then strict disciplinary action may be taken against them and their parent/ guardian will be informed or called to campus. It may also lead to the cancellation of hostel seat immediately and expulsion from hostel in the subsequent semester.

5.21 Exam Hall Ticket will be issued after obtaining no dues from the hostel and mess.

5.22 No day scholar is allowed to enter the hostel.

5.23 If any hostel resident has short attendance in college, is debarred from exams or fails in the semester exam, the hostel seat of the hostel resident may be cancelled.

6. VISITORS

6.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

6.2 The visit of male students to the female hostel and vice versa is strictly prohibited. Any violation of the said guideline shall lead to expulsion from the hostel.

6.3 Visiting Hours will be decided by the Hostel Warden or any other person authorized in this regard, of each campus. No visitor shall be allowed on the Hostel Premises beyond visiting hours, except parents, in cases of exigencies, if any with the permission of the hostel warden.

7. USE OF APPLIANCES

7.1 The use of electrical appliances such as immersion heaters, electric stove/ heaters/ electric iron etc. is forbidden in any of the rooms allotted for residence. Private cooking in the hostels/ hostel resident's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

7.2 Uses of audio/ video/ speaker system, personal TV are strictly prohibited in the hostel.

7.3 When the hostel residents go out of their rooms they should switch off all electrical switches. Violation will attract suitable penalties and punishment as decided by hostel authorities.

7.4 Lights should be switched off by midnight. Study lamps can be used for self-study after midnight.

8. COLLECTIVE RESPONSIBILITIES

8.1 General damage to the hostel property will be the collective liability of all the hostel resident and they will be required to make good such damage, if the hostel residents who caused the damage could not be identified.

8.2 Hostel resident should not indulge in practices/ activities, which may endanger their safety as well as others.



8.3 Hostel resident will be personally responsible for the safety of their belongings and FDDI will not be responsible for the same.

8.4 Hostel resident are duty bound to report to the hostel Warden/ Asst. Warden/ Administration Department in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

8.5 Hostel resident are not allowed to keep any vehicle on the campus. They may be allowed only with the special permission of the hostel warden.

8.6 Hostel resident are required to obey all rules & regulations inside the FDDI campus.

8.7 Hostel resident are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Hostel residents should not throw and/or litter indiscriminately and should not use non-bio-degradable items, such as polythene bags etc.

8.8 The jurisdiction of FDDI is confined to the campus. Hostel residents understand that any law and order problems outside the campus are their responsibility and are answerable to relevant authorities.

8.9 Many of the mofussil buses do not stop at FDDI. The hostel residents are advised to ascertain this before they board the bus. Picking up a quarrel with the crew will only land them in trouble for which FDDI will not be responsible.

8.10 The hostel residents should plan to return to the campus as per the hostel timings when they go outside FDDI.

8.11 The hostel residents are advised not to go out in large groups which are difficult to control. This is so because if you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad image of our Institute and your parents.

8.12 FDDI will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

8.13 Hostel residents should not paste or make unobjectionable articles or pictures in the rooms allotted to them.

8.14 Hostel residents will not keep/ / encourage/ feed any pet in the hostel premises including the Mess.



9. HOSTEL FEES

9.1 Hostel fees and Mess charges for each semester should be paid in advance. These fees differ from campus to campus. Kindly contact the respective campus for details.

9.2 Hostel fees once paid are not refundable.

9.3 Hostel residents should timely pay their hostel and/ or mess and/ or cafeteria dues and should not involve themselves in any type of nuisance inside the mess/ cafeteria.

9.4 As a rule, if Hostel fees & Mess charges are not deposited within the due date an amount of Rs. 100/- will be charged per day separately for hostel & mess fees.

9.5 Security deposit will be refunded after obtaining No Objection Certificate (NOC) Form no. 3 as per annexure from all related departments. Any pending Hostel/ Mess/ Institute fees /dues/ fines/ penalties will be deducted from the Security deposit (Hostel & Institute). In case of insufficient security deposit, then the hostel resident has to pay the balance amount. S/he will get clearances from Hostel/ Institute only after all the dues are paid.

9.6 No hostel fees and mess charges paid will be refunded irrespective of the fact whether the hostel resident has been placed in the industry or has gone on training during the semester or for whatsoever reasons.

10. MESS RULES AND MESS CHARGES

Mess facility is compulsory for all hostel residents'.

10.1 Mess charges are decided by each campus and can vary from campus to campus. The charges should be deposited in advance and are non – refundable.

10.2 No hostel resident is allowed to be resident of the hostel without being a member of the mess.

10.3 Mess is managed by the FDDI-Mess committee. All hostel residents need to follow the guidelines issued by the mess committee.

10.4 Mess food of a hostel resident is sharable with any other hostel resident or day scholar or between themselves.

10.5 The mess runs on a self-service basis and hostel residents are expected to avoid wastage of food in plates and throw all the waste in the dustbin. Anyone found wasting food or throwing garbage will be fined.

10.6 Mess menu is decided by Student Mess Committee.

10.7 Complaint regarding mess food/ vendor should be provided in writing in the complaint register provided in the mess. No verbal complaint will be entertained.

10.8 Once a hostel resident joins the mess, he/ she shall be deemed to have become a permanent member of that mess. Hostel residents who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined.

10.9 Hostel residents may entertain their guests in mess during meal timings with prior permission from the mess in charge and by paying in cash to the vendor on same day.

10.10 No food will be served in the rooms of the hostel for any hostel resident unless (a) it is recommended by the hostel warden and (b) only when the hostel residents' condition requires the food to be served in their rooms due to medical exigency.



10.11 Every hostel resident using mess, will be issued a mess card. At the time of seeking hostel NOC, it will be returned to warden's office. The security of the Mess card will be the responsibility of the hostel resident and he/she will not pass on to anybody. If found guilty, a fine of Rs. 100/- will be imposed along with disciplinary action. In case of loss of a mess card, a written complaint with the card number will be given to the mess committee and a new duplicate card will be issued on paying charges of Rs. 100/- per card.

10.12 The hostel residents should strictly adhere to the hostel and mess timings as decided by the campus. No food will be served outside these timings.

10.13 Hostel residents other than the mess committee members are not permitted to enter the kitchen or store room of the mess.

10.14 Hostel residents are not permitted to cook any food on their own accord in the mess or in their rooms.

10.15 Hostel residents are not allowed to take food outside the mess nor can they take mess utensils such as plates, spoons, tumblers, etc. to their rooms/ outside.

10.16 No hostel resident shall waste food. Paying a mess bill does not entitle a hostel resident to waste food. Wastage of food by any of the hostel resident(s) shall invite penalty on the hostel resident along with a disciplinary action.

10.17 Hostel residents are expected to assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the hostel residents.

10.18 All hostel residents shall interact with the mess staff in the dining hall in a courteous manner.

10.19 After eating, hostel residents shall keep the cup, plates or any leftovers in the designated bins.

10.20 If a hostel resident is ill and requires a special diet then he/ she can request the Mess In charge to arrange the same at the mess.

10.21 The hostel resident need to follow the instruction & the guidelines issued by Hostel Warden/Mess Committee of their campus.

11. GENERAL GUIDELINES REGARDING HOSTEL DISCIPLINE

11.1 At the time of starting the semester, no hostel resident should lock any room other than the officially allotted room. Hostel residents leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.



11.2 The FDDI / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.

11.3 Any harassment of any nature/ kind or misbehavior by any hostel resident with another hostel resident and/ or hostel warden shall lead to immediate expulsion from the hostel.

11.4 The hostel resident must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the other students and the public. Use of outside agency for redressal of grievance, possession or consumption of alcoholic drink, intoxicating drugs will be viewed as a serious offence and may lead to expulsion from the hostel.

11.5 Meetings, Birthday Parties inside the hostel room is strictly prohibited. However, in special circumstances, it may be organized only with prior written permission from the Hostel authorities.

11.6 Any other rules notified from time to time by the Institute should be followed for the smooth functioning of the hostel administration.

11.7 All hostel residents must abide by the rules and regulations of the hostel as may be framed from time to time.

11.8 Every hostel resident/ staff member is himself/ herself responsible for the safety of his/ her belongings. The institute takes every possible step for providing a healthy, comfortable and safe environment. However, the onus of keeping own belongings safe lies with the individual (hostel resident/ staff).

11.9 Hostel residents are barred from going to the rooftop.

11.10 Strict silence should be observed between 10:30 pm & 6:00 am.

11.11 Silence is also to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every hostel resident of the hostel should have the civic responsibility that he or she should not be a cause of nuisance, annoyance or disturbance to others.

11.12. The hostel residents are not to enter into any unnecessary conversation, discussions, quarrel or altercation with the hostel staff. If anyone has any complaint against any personnel engaged in the services of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden.

11.13 Possession of any lethal weapons or any instrument/ contrivance/ object, which is likely to cause physical harm to others, is strictly prohibited.



11.14 If any hostel resident is found indulging in any form of instigation / intimidation / threat to any other hostel residents he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Warden is final and binding on the individual concerned.

11.15 Collection of donations for any purpose (Religious/ otherwise) is also strictly prohibited.

11.16 Hostel residents 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 avoided to prevent accidents.

11.17 When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.

11.18 Walking along staircases should be silent and gentle without creating nuisance/ noise to fellow hostel residents.

11.19 Hostel residents are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should inform the Warden and communicate the information to the HOD.

11.20 Hostel residents coming to the Hostel after the gate closing hours without prior permission or without valid reason and Regular late comers will not be allowed to stay in the hostel. Disciplinary action will be taken against them, which maybe expulsion from the hostel.

11.21 Water should be carefully used and not wasted.

11.22 Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among roommates it should be reported to the Warden for appropriate action.

11.23 In case of absentees / latecomers (without prior permission from the Warden) appropriate action may be taken against them including expulsion from the hostel.

11.24 Violation of any of the above rules will attract strict disciplinary action.

12. ARRANGEMENTS AT THE TIME OF VACATION

12.1 All hostel residents will vacate their rooms before proceeding on summer vacation. Hostel residents will not be allowed to stay back after their exams.

After the end of each semester exams, hostel residents are required to fill in the consent form to avail the hostel & Mess facility in the subsequent semester, failing which hostel accommodation



may be allotted to other students waiting to avail hostel facility. He/ she will be liable to pay all the related fees even if they do not stay in the hostel in the subsequent semester.

12.2 Hostel residents must vacate their rooms during summer vacation. If they want, a room may be made available to them to keep their belongings in locked suitcases, trunks/ boxes. These would be kept at the risk of the hostel residents and FDDI will not be responsible towards loss of such goods & articles.

12.3 Hostel residents who have kept their belongings in the room should positively report one or two days before the reopening of the college and move to their re-allotted rooms. Hostel residents who come late will not be entertained for any loss of property and may be penalized.

12.4 Hostel rooms will be re-allotted after summer vacation.

12.5 If the hostel resident stays back for training/ internship/ any purpose in the hostel during the summer break, will require the approval of parents and concerned authorities of FDDI. Also, the mess facilities may not be available during the summer break. Hostel residents who are going to stay back for such a purpose will get a different room other than their allotted room.

13. DRESS CODE

13.1 Hostel residents should be properly dressed while moving in and out of the hostel and also while dining in mess.

13.2 The institute attaches utmost importance to strict integrity, honesty and general conduct of the hostel residents. Any violation of the above shall lead to expulsion from the institute/ hostel.

13.3 Carrying any type of weapons-blunt, sharp-edged or firearms, in the college campus or keeping such weapons in the hostel is a serious offence and is strictly prohibited and shall lead to strict action against the hostel resident as decided by the disciplinary committee.

13.4 Hostel residents must abide by the rules and timings (as mentioned below) of the hostel and will not stay outside the hostel during the night or till late hours without the permission of the hostel wardens.

13.5 Any serious complaint received against any hostel resident shall be referred for the consideration and decision of the disciplinary committee. The disciplinary committee will be fully empowered to seek explanation or ask to submit a written statement from any of the staff members and/ or wardens concerned with the matter. The decision of the disciplinary committee will be forwarded to the Executive Director whose decision shall be final and binding upon the hostel resident.

13.6 No hostel resident other than the one who has been advised bed rest on account of being sick subject to production of a medical certificate issued by the registered practitioner shall be allowed to remain in the hostel during the institute's time when classes are going on. Any hostel resident other than the medically unfit one shall be liable to strict disciplinary action which shall include issuance of a warning letter with a copy of the same attached in the personal file of the hostel resident on the first count, in addition a fine of Rs.100/- on the second count, being debarred from the classes for at least a month on the third count and finally expulsion from the institute.

14. MEDICAL FACILITY

14.1 Any student falling sick may be taken to the nearest hospital for immediate medical aid.

14.2 If any hostel resident is sick, s/he should immediately inform the warden and the same will be conveyed to parents and local guardians by the warden.



14.3 In case of hostel resident is admitted to the hospital, the parents/ local guardians must immediately reach the concerned hospital for taking care of their ward.

In all matters of discipline and others relating to the hostel residents, the decision of the Executive Director will be final.

15. HOSTEL TIMINGS

To be decided by each campus

***FDDI RESERVES THE RIGHT TO AMEND/ ALTER ANY DECLARATION
WITHOUT PRIOR NOTICE***

**HOSTEL RESIDENT'S FEEDBACK AND SUGGESTIONS ARE ALWAYS
WELCOMED.**

HELP US KEEP THE CAMPUS CLEAN AND GREEN.

HOSTEL ADMINISTRATION DEPARTMENT, FDDI



ANNEXURE

1. Hostel Application Form
2. Room Allotment Slip
3. Room NOC Form
4. Leave application Form
5. Anti-Ragging Undertaking Form
 - a) AFFIDAVIT BY THE STUDENT
 - b) AFFIDAVIT BY PARENT/GUARDIAN
6. Educational/ Industrial Trip Consent Slip
7. Hostel Undertaking Form
8. Personal belongings undertaking Form
9. Request Form for Hostel



Form No. 1: Hostel Application Form

(To be filled in by the applicant in his/her own handwriting clearly and carefully in capital letters)

Admission (Final) Payment Receipt Number _____
Course/ Roll No. _____
Hostel Allotted: Girl/Boys- _____
Room No: _____

To,

Hostel Warden

FDDI, (Name of Campus)-

Sir/Madam,

I wish to apply for providing accommodation in Hostel managed by FDDI for the academic year 2022 to 2023.

I hereby agree that I have read and will abide by the Rules and Regulations of the hostel in force from time to time.

I furnish the following particulars:

PERSONAL DATA:

1) Full Name _____

2) Residential Address _____

3) Contact (Email) _____

(M) _____ (R) With STD code (_____) _____

4) Date of Birth _____

5) Nationality _____

6) Blood Group _____

Affix your self -
attested recent
color photo

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above found incorrect my admission is liable to be cancelled.

Date:

Signature of the Applicant



FAMILY BACKGROUND:

Affix self
attested Color
photo of father

Affix self
attested Color of
mother

Affix local
guardian's self
attested color
photo

- 1) Full name of the Parent/Guardian _____
 - 2) Relationship _____
 - 3) Occupation _____ Designation _____
 - 4) Office Address _____
- E-Mail: _____ Tel. No. (With STD Code) _____

NEAREST LOCAL GUARDIAN

- 5) Name and address of contact person who should be contacted (in case of emergency)
 - a) _____ Name
 - Address _____
 - E-Mail ID -----
 - _____ Tel. No. (Mob / Res) _____
- b) Name _____
- Address _____
- E-Mail ID -----
- _____ Tel. No. (Mob / Res) _____

I request you to admit my ward Mr./Ms. _____ to the FDDI Hostel. I give an undertaking that he/ she has read and will abide by all Rules & Regulations of the Hostel. I also declare that in case of my absence, the local guardian will take care of my child.

Date: _____ **Signature of the Parent** _____ **Signature of the Local Guardian** _____



DECLARATION TO BE SIGNED BY THE STUDENT

All the details mentioned in the form is correct. If there are any changes in information, I will inform the hostel warden in writing about the changes. I am responsible for information provided in the form & I understand that these contact details will be used for official communication.

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. The management holds the right to take necessary action against me in case of any breach of FDDI hostel rules.

Date:

Signature of Student

Signature of Parent

***** NOTE:-**

True copies of the following documents should be submitted along with the Hostel Application Form.

- 1) Proof of residence (Student Aadhar card/Voter ID card)
- 2) Proof of residence of Parent and Nearest Local Guardian (Mandatory).
- 3) Medical Certificate from a Registered Medical Practitioner.
- 4) Three extra photographs in small envelope.

(Each photo should have student's name and course name)



Form No. 2: Room Allotment Slip

I _____ S/D/O
_____ admitted to _____ course,
bearing Roll No. _____ have been allotted room no. _____ in
hostel name _____. The following items have been provided to me by the
institution during my period of accommodation.

S.No.	Items provided to the student by the institution.	Sign. of the warden while giving the items to the student	Sign. of student at while receiving the items from the warden
1			
2			
3			
4			
5			
6			

I hereby undertake that I will be responsible for losing, damaging of above mentioned items provided to me and follow all the norms of the hostel given to me orally as well as in writing.

Signature of the student with Date



Form No. 3: NOC for Hostel

Name: -----

Programme & Batch: -----Roll No.:-----

Hostel: -----Room No.:-----Contact No.:-----

Date of Joining: -----

Date of Leaving: -----

Duration: -----

Check list of Items checked at the time of leaving the hostel (Mark the condition). If any mentioned item is broken or damaged hostel warden may please mark as broken/damage in the table below.

ITEMS CHECKED AT THE TIME OF LEAVING HOSTEL	Bed	Table	Chair	Almirah	Book Shelf	Fan	Any Other Items	Condition of Room
Condition								
Remarks								

The goods returned by the student is in order/ not in order and room is in good/ not good condition. A fine of Rs. is imposed to recover the damages caused.

Maintenance Department

Authorized Signatory

Hostel Warden

This is to certify that Mr./Ms.-----has no dues pending with hostel. He/she has paid all the fees and other dues.

Authorized Signatory

Account Dept.



Form No: 4 Hostel Leave Application

To,

The Hostel Warden

FDDI.....(Campus Name)

Request for Leaving Hostel

(Name)-----Room No ----- Course-----

Roll No-----Date-----

Self Contact .No-----Parents Contact No-----

	From	To	No. Of Days
Date of Leaving Hostel			

Reason of Leave-----

Please Provide Contact Detail

Name of the person (You are visiting) -----

(Relation)-----Contact No. of the person -----

Address while on leave-----

City----- State-----

I undertake that I am leaving the hostel for the said duration on my own responsibility and I have informed my parents/guardian for the same.

Name & Signature of student with mobile no.

Hostel Warden



Form No. 5 (a+b): (Affidavit) Anti Ragging
AFFIDAVIT BY THE STUDENT

I.....
.....

..... (full name of student with admission/ registration/ enrolment number) s/o, d/o Mr./Mrs./Ms., having admitted to (Name of the course), residing in room no.hostel name have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2- I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3- I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4- I hereby solemnly aver and undertake that

a- I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b- I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5- I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6- I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled. Declared this day of Month of year.....

Signature of deponent

Name:

Verification

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.



Verified at (Place)..... (Day)..... of (Month)..... (Year)

.....
Signature of Deponent

Solemnly affirmed and signed in my presence on this (Day) of
(Month) (Year) after reading the contents of this affidavit.

NOTARY PUBLIC/ OATH COMMISSIONER

(Affidavit on the stamp paper of `10/- and should be notarized)



Form No. 5b: (Affidavit) Anti Ragging

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr. /Mrs. /Ms. (Full name of parent/guardian) father/mother/guardian of (Full name of student with admission/registration/enrolment number), having been admitted to (Name of course), residing in room no. Hostel name have received a copy or the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the said "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2- I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3- I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4- I hereby solemnly aver and undertake that
a- My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
b- My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5- I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 8.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6- I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this Day of month of year.....

Signature of deponent

Name Address Telephone/Mobile



VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (Place) on this (Day) of (Month),
..... Year.

.....

Signature of deponent

Solemnly affirmed and signed in my presence on this (Day) of
(Month), (year) after reading the contents of this affidavit.

NOTARY PUBLIC/ OATH COMMISSIONER

(Affidavit on the stamp paper of `10/- and should be notarized)



Form No. 6: Educational/ Industrial Trip Consent Slip

From (Place and date) _____ TO (Place and Date) _____

Dear Sir / Madam,

I agree to undertake the said educational/ industrial trip at my own responsibility.

Name of the Student : _____

Course/ Roll No. : _____

Person to be contacted
in case of emergency : _____

Emergency contact no. : _____

Email id: : _____

Blood Group of the student : _____

Signature of Student:

Date:

Signature:

Hostel Warden.

Signature:

HoD/ Coordinator of the
concerned course



Form No. 7: Hostel Undertaking Form

To,

The Hostel Warden

FDDI..... (Campus Name)

I _____ S/D of _____ admitted to _____ course, bearing Roll No. _____ and staying in room no. _____ in hostel name _____ hereby gives undertaking that:

- I will not smoke or chew betel/gutka/tobacco or similar prohibited products inside the hostel.
- I will not take liquor or drugs during my stay in FDDI hostel.
- I will not indulge in ragging directly or indirectly and will not resort to any undesirable activities inside the hostel, which may tarnish the image of FDDI.
- In case of any harassment to others or me inside the hostel, I will bring immediately the facts to the notice of the Executive Director / Centre in Charge/ Warden or any other officer of FDDI present inside the hostel.
- While going on leave, I will submit the required format duly filled and signed by me to the hostel warden or any other concerned officer of FDDI and will keep the warden informed about my wellbeing and date of return.
- At the time of vacating the hostel, I will hand over the keys of my room to the hostel warden along with the articles/types of equipment in the proper working condition given to me by FDDI.
- I have read and gone through the hostel manual and promise to abide by the rules and regulations mentioned therein. I also agree to abide by all the rules which are put in place during my stay in the hostel. If I am found breaking the rules and instruction in any way at any time, I am liable to be debarred from continuing with my course/ cancelation of hostel seat or be subject to any other action deemed fit by the FDDI authorities.

PLACE: _____

DATE: _____

SIGNATURE: _____

STUDENT NAME: _____

ADDRESS: _____

MOBILE NO. _____

SIGNATURE: _____

PARENTS NAME: _____

ADDRESS: _____

MOBILE NO. _____



Form No. 8: Personal belongings undertaking form

To,

The Hostel warden,

FDDI..... (Campus Name)

I, _____ from Batch _____, Roll No. _____ and pursuing (course) _____ is staying in hostel (name) _____, room no. _____. I want to go home during the summer / winter vacations from _____ till _____, I hereby give undertaking that:

- I have vacated the hostel and kept all my bags at room on my own risk. I understand that my bags may be shifted during my absence.
- All things in my room are satisfactory.
- I have submitted my room key at the office of the Hostel Warden.
- I understand that I will be paying full semester fee dues of hostel & mess.

Declaration:-

I hereby declare that the information given by me is to the best of my Knowledge.

Dated: -

Signature of the Student

Name of student Verified



Form No. 9: Request Form for Hostel

Date: _____

I, _____ D/O _____ student of (course & year) _____ Roll No. _____ wish to avail hostel facility in next academic session i.e. _____ to _____.

I am satisfied with the all facilities provided in the hostel and I hereby declare that I will abide by all the Rules and Regulations of hostel during my stay in the hostel.

I hereby agree to pay the applicable fee for Hostel & Mess and will submit the same before commencement of the ensuing session.

Name of Student: _____ Mob. No.: _____

Father's Name: _____ Mob. No.: _____

Mother's Name: _____ Mob. No.: _____

Local Guardian Name: _____ Mob. No. _____

Permanent Address: _____

Signature of the Student

Name of student

Signature of Warden