

# **SAMRUDDHI GIRLS HOSTEL**

## ***RULES AND REGULATIONS***

1. Hostel occupant has to secure temporary Gate Pass if she has to move out from the hostel. Permission from her parents on SMS or E-mail is must before receiving the Gate Pass.
2. Occupant must secure permanent Gate Pass in case she is leaving the hostel permanently, or for summer break, winter break or semester break.
3. Timings of the hostel, as fixed by the Management from time to time, shall be strictly followed by every occupant. The occupant has to put her thumb impression everyday in the morning and evening, on the **Biometric (ESSL) machine** so as to ascertain her presence in the hostel.
4. Occupant shall follow the timings of breakfast, lunch and dinner. In any condition, it will not be served after the allocated time.
5. Smoking, alcohol, tobacco consumption or consumption of any drug(s) is strictly prohibited in the hostel. Anyone found doing so will be expelled from hostel & the college with immediate effect.
6. Occupant has to maintain cleanliness. She should keep her room and the property neat & clean all the time.
7. In case of local night out, obtaining prior permission on Email or SMS from the local guardian / parents is must & necessary.
8. Cost of any damage of the hostel property shall be recovered from the occupant.
9. Eggs and non-vegetarian food is not allowed inside the hostel.
10. Outsiders including relatives are not permitted to enter the hostel.
11. Usage of lift is always at the risk of occupant.
12. No occupant is allowed to go on terrace.
13. Gold Jewelry ornaments, mobile, cash and other valuable items will be kept by the occupant at her own risk, Hostel management will not be responsible for any loss or theft.
14. Usage of personal electric appliances is not permitted in the hostel. Occupant must ensure that all electric switches are put off before leaving the room else fine will be levied and it will be paid by the occupant.
15. Timely payment of monthly electricity bill of the A.C. Room shall be made by the occupant on or before the stipulated date. If it is not paid, a penalty @Rs. 50/- per day will have to be paid additionally.
16. Caution Money will not be adjusted against any dues.
17. Occupant has to strictly maintain the hostel discipline.
18. Ragging is strictly prohibited. This is an offence. Any occupant, found involving in such an activity, shall invite penal action, which includes rustication from the hostel and college with immediate effect.
19. Timely payment of hostel dues is mandatory. All dues must be cleared before submission of examination form else examination form will not be forwarded and the occupant will be debarred from appearing in the examination.
20. Management has the right to change or amend the rules and regulations of the hostel as and when required.
21. Any rules made by the Management other than this, from time to time, must be adhered to by the hostel occupant.
22. Occupant should have own mask and sanitizer.
23. Occupant should have his own plates, bowls, glass and spoon for Breakfast, Lunch and Dinner. (As per NUIS).
24. Student joining hostel need to disclose if any COVID-19 patient in their home or candidate herself suffered same.
25. All SOPs declared by Govt. need to be strictly adhere by student.
26. Student must maintain highest level of hygiene and discipline in this pandemic time.

### **AGREED AND ACCEPTED ABOVE RULES AND REGULATIONS**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Signature of Occupant Student**

# AGREEMENT

This Agreement is Executed on..... Day of .....2020

## BETWEEN

SAMRUDDHI GIRLS HOSTEL,  
(Through its Authorized Personnel  
Hostel Warden R/o  
“Gendalal Bam Parisar”  
Rau Pithampur Road,  
Opp. IIM, Indore, (M.P.)  
Through – Executive Director (Admin)

AND

- (1) Name: ----- (“The occupant”)  
Address: ----- (Room No. ....)  
Mobile: -----
- (2) Name: ----- (“Parent/Guardian”)  
Address: ----- as “Guarantor”  
Mobile: -----

WHEREAS this Agreement is not intended to confer exclusive possession upon the occupant or to create the relationship between the parties (Hostel Administration & Occupant)

The occupant shall not be entitled to an assured tenancy or a statutory periodic tenancy under any statutory security of tenure now or upon the determination of the Agreement.

The guarantor named at the end of this Agreement is joined in to guarantee that the occupant complies with her obligations in this Agreement.

## 1. LICENSE

- 1.1 This agreement allows the occupant to occupy a bed in the Hostel on the terms set out in this Agreement, such Room to be allotted by ‘the Hostel Administration’.
- 1.2 The bed allocated to the occupant, from time to time, under this Agreement including all furniture and furnishing is referred to in this Agreement as “the Room”
- 1.3 Food Coupon shall be issued on getting no dues prior to start of the month on monthly basis.
- 1.4 The duration of this agreement will be for a period of Three Years from the date of occupation.
- 1.5 The duration of this agreement includes all vacations as appropriate and any period during which the occupant is away from the hostel.
- 1.6 Subject to clause 1.7, the hostel will not refund any accommodation and banquet charges for such periods of time as the Room is unoccupied for any reason.
- 1.7 If the occupant vacates the room, in circumstances which are not specified below, the occupant will remain liable for the full accommodation charges for the duration of the Agreement:

(a) If the occupant leaves due to a serious illness which the hostel, at its sole discretion and at no obligation whatsoever, may decide to fully or partially release the occupant from their obligations under the Agreement.

1.8 The Caution Money is refundable only after the above 'boarding term', subject to terms and conditions and only after successful payments.

**The occupant shall pay all the installments on specified due dates, otherwise liable for fine of Rs. 50.00 per day, delay more than 15 days may lead to termination of the agreement.**

## 2. OBLIGATIONS OF THE OCCUPANT

2.1 Pay a Registration fee of Rs. 1000.00 and a caution money deposit of Rs. 5000.00 for Non- A.C. Room and Rs.10000.00 for A.C. Room on returning both signed copies of this Agreement at the Hostel's Accommodation office.

### 2.2 MODE OF PAYMENTS:

#### I) At the time of joining:

1. Rs. 1000.00 as registration fee.
2. Rs. 5000.00 for Non A.C. Room and Rs. 10000.00 for A.C. room as caution Money is refundable only after above boarding term. And as per terms and condition s of the agreement.

3.

Room Type	Double Non A.C.	Faculty Room Double Sharing Non A.C.	Faculty Room Double Sharing A.C.	Triple Sharing A.C.	Triple Sharing Non A.C.
Rent (Quarterly)	25,500/-	26,100/-	27,000/-	24,000/-	21,000/-

II) Thereafter, 1<sup>st</sup> day of the month for every quarter i.e. on 1<sup>st</sup> July, 1<sup>st</sup> October, 1<sup>st</sup> January and 1<sup>st</sup> April. Rates are applicable from First day of Opening of College.

2.3 **Rs. 21,000/- (Twenty One Thousand) "as the case may be" has to be deposited against last Three Months of the boarding terms (non – refundable and only adjustable with last three months fee).**

**It is necessary to occupy seat in the hostel for a period of Three years, (for eg. admitted students of 2020-2021 have to stay in hostel till 2022-23). So she is eligible to discontinue hostel only in the fourth year. In case of leaving the hostel before completion of Three years, the amount of security deposit will be forfeited and Hostel charges for the remaining period will have to be deposited.**

2.4 Hostel Fee is expected to be revised by an increment of 10 % annually.

2.5 Agree that if no payment has been made to **Samruddhi Hostel** in compliance with clause 2.2, or no arrangement to pay has been made, the hostel reserves the right to get the residence vacated immediately and the occupant will, subject to, remain liable for the accommodation charges for the overall duration of this Agreement.

2.6 Ensure that the Room is locked whenever the occupant is not in occupation of the room and ensure that the wardrobe, lockers and drawers are locked at the time, at all times. The hostel reserves the right not to investigate any incidents any of which occur while the Room is not locked.

2.7 Not allow any non-occupant access to the Hostel. That occupant may ask for authorization to allow their parents/ local guardian, provided the following provisions are met:-

- (a) For all guests, authorization must be obtained from the Accommodation Officer prior to the guest's arrival. In any case, no outsider(s) is permitted to enter the hostel.
  - (b) All Guests must be signed in at Reception Office.
  - (c) Occupants are responsible for the actions of their guests(s) and will, therefore, be held liable for any disruption or damage caused.
- 2.8 Smoking, consuming alcohol or tobacco, or any drug(s), or allow guest(s) to smoke within the room, lounge, kitchen, terrace or any other areas of the hostel. If found so, this may lead to her termination of the boarding term without any refund.
  - 2.9 Not to alter or decorate the Room or the Hostel by drilling or sticking posters/ paintings.
  - 2.10 Not to remove any furniture or furnishings from the Room or the Hostel.
  - 2.11 Keep the Room, including bed, wardrobe and all other areas in the hostel clean and tidy.
  - 2.12 Report any damage, which is caused to the room and other areas of the Hostel, as soon as possible to the Hostel Office. Unreported damages might lead to a fine levied by the hostel.
    - a) Any damage caused to common facilities of the hostel like T.V., refrigerator, water cooler, solar water heater, A.C., R.O., camera., lift and washing machine etc. will lead to distribution of damage expenses among all the occupants equally.
    - b) Any damage caused to the room facilities like furniture and furnishings, bathroom fixture, switch boards, A.C., scribbling on walls etc. shall be penalized and the amount for damage will be recovered from the occupant.
  - 2.13 Pay on demand for the cost of repairing any damage caused to the Room plus an administration charge of Rs. 500.00  
 Pay on demand an equal share of the cost of repairing damage caused to the kitchen and other areas inside and outside the Hostel plus an administration charge of Rs. 500.00 per occupant, where such damage(s) or loss(s) cannot be attributed to a particular individual. An appeal against unattributed damage may be made in writing with supporting evidence to the hostel within 14 days of the notification of damage.
  - 2.14 Not to lose the key of the room and if the key, to the room is lost, should report immediately to Reception Office and pay Rs. 500.00 (Five Hundred only) for the cost of replacement.
  - 2.15 Pay on demand the cost of any fine notified to the occupant in respect of any breach of any regulation specified in clause 2.24 plus an administrative charge of Rs. 500.00 per occupant.
  - 2.16 Allow the housekeeper access to the Room or the common area of the Hostel for providing cleaning services, on times stipulated by the hostel.
  - 2.17 Allow any duly authorized officials, employees of the Hostel to gain access to the room of the hostel (save in case of emergency or where the hostel has reason to believe that a criminal offence or breach of the hostel's disciplinary code has been committed.)
  - 2.18 Not to do (or cause anything to be done) on or near the room or the hostel which might interfere with or disturb the comfort, study or sleep of others and in particular, not to use any radio, television or musical equipment (other than head phones) at such levels that cause disturbance to other occupant(s).
  - 2.19 Not to bring anything into the room or the hostel of a combustible, flammable, dangerous or illegal nature (including for the avoidance of doubt any illegal drugs, liquor, illegal substance or dangerous weapons.) and non-vegetarians foods.
  - 2.20 Not to use any personal, domestic appliances (such as heaters, induction, washing machines, iron, tumble dryers, fridges (including mini drinks fridges), and freezers,

cooking equipment, kettles and toasters) in the room, if found heavy penalty shall be imposed as decided by the hostel.

- 2.21 Timely payment of monthly electricity bill of A.C. Room shall be made by the occupant on or before the stipulated date, otherwise penalty @Rs. 50/- per day will have to be levied.
- 2.22 Not to bring or keep any animal, bird, or any other pet in the room or hostel.
- 2.23 Ragging is strictly prohibited. This is an offence. Any occupant, found involved in such activity, shall invite penal action including rustication from the hostel and college with immediate effect.
- 2.24 Not to be engaged in any violent, illegal, disorderly, threatening or offensive behavior in or around the room or the hostel. Occupant has to strictly maintain the discipline
- 2.25 Vacate the room at the end of the agreement and return the keys to reception office.
- 2.26 Hostel occupant has to secure temporary Gate Pass if she has to move out from the hostel. Permission from parents on SMS or E-mail is must before securing Gate Pass. In case of night out, prior permission on Email or SMS from the local guardian / parents should be obtained.
- 2.27 Timings of the hostel, fixed time to time by the Management, shall be strictly followed by the occupant. The occupant has to put her thumb impression daily in the morning and evening on **Biometric (ESSL) machine** so as to ascertain her presence in the hostel. Occupant shall follow the timing of breakfast, lunch and dinner.
- 2.28 Usage of lift is always at the risk of occupant. No occupant is allowed to go on terrace.
- 2.29 Gold jewelry / ornaments, mobile handset, cash and other valuable items will be kept by the occupant at her own risk. Hostel management will not be responsible for any loss or theft.
- 2.30 Comply with the following regulations:-  
1. Smoking regulations.  
2. Disciplinary code of hostel.  
3. Parking regulations.  
4. Any other regulations which hostel may regulate time to time.
- 2.31 Not vacate the room (without prior notification to the hostel) for a period exceeding 28 days.
- 2.32 Pay the hostel on demand, on an indemnity basis, all claims, demands, action proceedings, liabilities and losses liabilities, damage suffered or incurred by the hostel (including professional costs disbursements and expenses) in relation too.  
The Competent Authorities/nominated may change / alter the rules and regulations of
- 2.33 the Hostel time to time and need to be adhered by the occupant.  
No personal vehicle of the occupant will be allowed to be parked in the premises at the college.

PLACE : INDORE

SIGNATURE/ NAME: \_\_\_\_\_

**(“The Occupant”)**

SIGNATURE/NAME: \_\_\_\_\_

**(“Parent/Guardian”)**

**(“The Guarantor”)**

**For,  
Samruddhi Girls Hostel**

थाना राउ नगर, जिला इन्दौर

सूचना का प्रारूप

फोटो

होस्टल का नाम, पूर्ण पता, मोबाईल नम्बर	समृद्धि गर्ल्स हॉस्टल गेन्दालाल बंम परिसर, राउ पिथमपुर, रोड, इन्दौर, (म.प्र.) मोबाइल नम्बर : Day 8889733362 /Night 8889733309
छात्रा का नाम, उपनाम, पिता का नाम, उम्र, पता(जहां वह होस्टल में निवास करती है), दूरभाष नम्बर	
छात्रा का स्थाई पूर्ण पता, ग्राम, मोहल्ला, थाना, जिला, प्रदेश	
छात्रा का हुलिया, रंग, कद, शरीर की बनावट (अन्य कोई पहचान)	
होस्टल ज्वाइन दिनांक	
होस्टल छात्रा कौन सा कोर्स कर रही है।	
कितने वर्ष कोर्स है, कितने दिनों तक रहेगा	
कोई वाहन का रजिस्ट्रेशन नम्बर, लाइसेंस नम्बर जारी करने वाला जिला, प्रदेश	
पहचान पत्र अथवा पहचान (आधारकार्ड, ड्राईविंग लाइसेंस, मतदाता परिचय पत्र, पासपोर्ट, आदि )	
स्थानीय अभिभावक	1. 2.

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सक्षम अधिकारी / होस्टल वार्डन

छात्रा

प्राप्तकर्ता

# INDORE INSTITUTE OF LAW

(Affiliated to DAVV & BCI)

## Hostel Check List

### PERSONAL ITEMS TO BE CARRIED

S.N.	Item Name	Quantity
1.	Bed sheet, Pillow Cover, Blanket, Towel, Napkin, Towel Clips	2 Set
2.	Hanger	12
3.	Table Cloth, Plate-Bowl, Spoon, Tea Cup, Glass	2
4.	Bucket, Mug	1 Set
5.	Replicators	1
6.	Mosquito Net or Replicators	1
7.	Broom	1
8.	Duster	1
9.	Dustbin	1
10.	Hair Comb, Oil, Soap, Detergent, Shampoo, Cream, Tooth Paste, Tooth Brush	As per need
11.	Umbrella Alarm Clock	1
12.	Torch	1
13.	Candle & Match Box	1 Packet
14.	First Aid Box/Medicines	As per need
15.	Slippers	1
16.	Nail Cutter	1
17.	Water Bottle	1
18.	Glucose Packet Small	1 Packet

### STATIONERY ITEM

S.N.	Item Name	Quantity
1.	Assignment Papers, Assignment Files	1 Packets
2.	Scale	1 Big Size
3.	Pencil	1
4.	Pen-Black, Blue Red	1
5.	Sketch Pen Highlighter	1
6.	Cello Tape colored (Red, Blue, Black & Transparent)	1
7.	Whitener	1
8.	Stapler & Stapler Pin	1
9.	Punching Machine	1
10.	Brown Cover	1
11.	Rough Note Book	12
12.	Registers	12
13.	Marker(Black/Blue) Whitener	1

14.	Pocket Dictionary	1
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- Identity Proof:- Student, Parents and Local Guardian ( Aadhar Card/ Ration Card)
- 6 Passport Size Photo:- Student, Parents & Local Guardian.