



# FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)<sup>®</sup>

(An ISO 9001:2015 Certified, NAAC ('A+') Accredited Institution with NBA Accredited Programmes)

Approved by AICTE - Affiliated to APJ Abdul Kalam Technological University, Kerala)

Owned and Managed by Federal Bank Officers' Association Educational Society

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## ADMISSION / READMISSION HOSTEL RULES AND REGULATIONS

### PREAMBLE:

The hostel is a Home away from Home. FISAT has always aimed for and is committed to achieving excellence. Hostel accommodation is provided to minimize travel time and support academic success. All residents are expected to maintain satisfactory academic performance.

### I ADMISSION AND ELIGIBILITY:

1. **Duration:** Hostel Admission is for one academic year.
2. **Readmission Criteria:** Hostel Admission for subsequent years depends on the student's academic performance, distance from home, behaviour, attitude, discipline, conduct, and character.
3. **Application:** Hostellers must submit a fresh application each year for hostel admission, and Applications should be submitted as per the official notification.
4. **Admission List:** The admitted students will be published on their internet login pages.
5. **Fee Payment:** The hostel fee is calculated for the current academic year (two semesters).
6. **Fee:** Hostel fees are non-refundable after admission.
7. **Academic Performance:** Academic performance is a key factor in readmission.
8. **Academic Requirements for Readmission:** To be eligible for readmission, students must have passed the following minimum number of theory courses:
  - S3: Minimum 3 theory courses (up to S1)
  - S5: Minimum 9 theory courses (up to S3)
  - S7: Minimum 15 theory courses (up to S5)

### II. CONDUCT AND DISCIPLINE:

1. **Respect for Authority:** Hostellers must be polite to wardens and hostel authorities.
2. **Compliance:** Hostellers must follow the instructions of hostel wardens/authorities and maintain a cordial relationship with fellow residents by adhering to all hostel rules and regulations.
3. **Timetable:** All Hostellers are expected to observe the general hostel timetable strictly.
4. **Departure for College:** On working days, residents must leave for college before 8:45 AM, wearing their complete uniform with visible identity cards. Uniform shirts must be properly tucked in. The hostel gate will not be opened after this time without the warden's permission.
5. **Return to Hostel:**
  - Boys' hostel: Hostellers must return to the hostel by 7:00 PM. Entry to the college main gate is not permitted after 7:00 PM, and hostel gates close at 8:00 PM.
  - Saturdays and Sundays: Hostellers must be in the hostel by 9:00 PM. The gate will not be opened after this time without the warden's permission.
6. **Late Arrival:** Late arrival at the hostel is a serious offense and may result in dismissal.

7. **Movement Register:** All Hostellers must record their movements in the register kept with the warden/designate before leaving the hostel. The following are serious offenses and will result in dismissal: wrong entry, improper/lack of entry, signing for another person, tampering with entries, proxy attendance, and providing false information.
8. **Weekend Visits:** Hostellers may visit their homes on weekends after obtaining a gate pass from the warden.
9. **Trips and Outings:** Hostellers must not organize trips or outings without prior permission from the hostel warden or college authorities.
10. **Silence Hours:** Strict silence must be observed after 09:00 PM. This time is designated for private study in individual rooms. Combined study in the common study hall after 10:00 PM requires the warden's permission.
11. **Study Venue:** Hostellers must use their rooms for private study and refrain from moving around the hostel during study hours. Combined study is only permitted in common rooms with the warden's prior approval.
12. **Prohibited Conduct:**
  - Creating nuisances or disturbances.
  - Organizing meetings, collecting money, or circulating notices/petitions without the warden's permission.
  - Inviting friends or classmates to the hostel. Guests and relatives are not allowed in hostel rooms. Female students are not permitted to visit the hostel for any reason.
  - Ordering food from hotels and consuming it in hostel rooms.
  - Smoking, gambling, consumption of alcohol, use of drugs and narcotics, and possession of such items. Entering the hostel after consuming alcohol/drugs or after smoking.
  - Possession of lethal weapons or any item that could cause physical harm.
13. **Care of Property:** Residents are responsible for using hostel property with care and keeping their rooms and furniture clean and tidy. Damage to furniture, defacing walls, and loss of keys will result in penalties.
14. **Electricity Usage:** Hostellers are expected to use electricity judiciously and switch off lights and fans when not required.
15. **Reporting Complaints:** Complaints against fellow residents should be reported to the warden. General and serious complaints should also be brought to the warden's attention.
16. **Birthdays and Celebrations:** Birthdays and other celebrations are not permitted in the hostel/institutional premises.

### III. RULES AND REGULATIONS:

1. **Uniform and Shoes:** Students must wear shoes to college and prescribed laboratories for safety purposes.
2. **Ambulance Service:** Hostellers can use the ambulance service for a nominal fee.
3. **Leave of Absence:** If a Hosteller is absent from classes, the leave application must be certified by the hostel warden.
4. **Hostel Inspections:** Hostel rooms may be inspected by college/hostel authorities to ensure cleanliness and compliance with rules regarding prohibited items.
5. **Vehicles:** Vehicles are not permitted on hostel premises.
6. **Electrical Appliances:** Hostellers are not allowed to keep air coolers, Musical instruments, Music systems, cassette recorders, TVs, electric irons, or any electrical equipment without the warden's written permission. Unauthorized possession will lead to confiscation.
7. **Mobile Phone and Laptop Usage:**
  - Cell phones are permitted, but incoming/outgoing calls, messaging, and listening to songs using mobile phones/electronic devices are strictly prohibited after 8:30 PM.
  - Laptop computers are allowed for study purposes only.

- Usage of sound systems is strictly prohibited
  - Violation of these rules will result in the confiscation of the devices.
8. **Absence During College Hours:** Hostellers are not permitted to remain in the hostel during college hours. Hostel doors will be locked. Staying back without attending classes is a serious offense, and is only allowed in case of illness and with the warden's prior permission.
  9. **Staying with Friends/Relatives:** Hostellers are not permitted to stay overnight at friends' or relatives' houses without written permission from their parents addressed to the hostel warden. Failure to obtain permission is a serious offense.
  10. **Disobedience:** Disobeying the hostel warden/designate and violating hostel rules are serious offenses.
  11. **Serious Offenses:** Ragging, staying away from the hostel without permission, and any scandalous misconduct are considered serious offenses and will result in dismissal.
  12. **Silence:** Hostellers must maintain perfect silence in all hostel areas, including rooms, bathrooms, dining halls, corridors, and common areas. Residents must not cause inconvenience, annoyance, or disturbance to others.
  13. **Interaction with Staff:** Hostellers should not engage in unnecessary conversations, quarrels, or altercations with hostel staff. Complaints against staff should be submitted in writing to the warden.
  14. **Language:** Use of abusive, vulgar, or unparliamentary language against hostel/mess staff is strictly forbidden. Action will be taken on complaints from staff/faculty against students.
  15. **Intimidation:** Any Hosteller found instigating, stealing of things, intimidating, or threatening another resident/student will be asked to vacate the hostel immediately. The Chief Warden's decision is final.
  16. **Rule Amendments:** The hostel committee reserves the right to amend or revise the rules and regulations as necessary.
  17. **College Library:** Hostellers who wish to study in the college library should inform the warden in advance and must return to the hostel at the time fixed by the college authorities.
  18. **False Information:** Providing false information or forging signatures is a punishable offense and will be dealt with seriously.
  19. **Laundry:** Washing and drying clothes should be done only in designated areas. Residents may use the washing machine for a nominal service charge.
  20. **Mess Menu:** The hostel food menu will be revised every three months, if required, after discussion with the Hostel Mess Committee Members.
  21. **Hostel Closure:** The hostel will be closed during the Onam, Christmas, and Easter holidays. All Hostellers must vacate the hostel during these holidays. The hostel will also be closed during the summer holidays for annual maintenance, and all residents must vacate.
  22. **Rule Violation:** Violating any hostel rule will be considered a serious offense and will result in immediate dismissal from the hostel without prior notice. No excuses or arguments will be entertained.

## ROOM CHARGES

NO	ITEMS FOR STUDENTS	AMOUNT
1	<b>Hostel Rent (Current Academic Year)</b>	Rs. 27000/- (Per Person)
2	<b>Special Rooms</b>	Rs. 36000/ (per person)
3	<b>Sick Room (Per Month)</b> (Special Permission Cases Only)	Rs. 4500/- (Per Person)
4	<b>SHORT STAY</b> Up to 15 Days Up to 31 Days	Rs. 2500/- Rs. 3500/-
5	<b>Hostel Rent (Per Day)</b> (Special Permission Cases Only- Maximum 5 Days)	Rs. 350/ (Per Person)
6	<b>AC Rooms (Proposed)</b>	Circular yet to be issued

### 1. DIVISION OF CHARGES IN THE HOSTEL RENT

Room Rent: Rs 8400/ (Per Person-Current Academic Year) } Rs. 27000/ (Current Academic Year)  
 Establishment Charges: Rs. 18600/- (Per Person-Current Academic Year) }

(Est. Charges include: Housekeeping, Electricity, Water, Amenity maintenance, Caretaker, Security, Surveillance, Wi-Fi, Building/ Garden maintenance, & Cleaning of premises.)

## COLLEGE/HOSTEL- PROPERTY DAMAGE/MISSING CHARGES

No	ITEMS	AMOUNT
1	Lock/key	Rs. 400/-
2	Chair/ Table	Rs. 600/-
3	Door/Tower bolt	Rs. 400/-
4	Wall painting	Rs. 1200/- (per person)
5	Any other wooden furniture	Charge as per work
6	Any other miscellaneous work due to the fault of a student	Charge as per work

## IV. UNDERTAKING

- I have read and fully understand the hostel rules and fee structures. I promise to adhere to these rules and regulations and make timely payments. I understand that violations may result in disciplinary actions, including expulsion from the hostel."

**Date:**

**Signature of the Student**