

**SUDHA RUSTAGI COLLEGE OF DENTAL  
SCIENCES AND RESEARCH,  
FARIDABAD**

**Hostel Rules & Regulations**

- ❖ Hostel admission is granted to students on roll of "Sudha Rustagi College of Dental Sciences and Research" for one academic year only. It automatically gets terminated on the last day of the university examination.
- ❖ The administration of College reserves its right to either admit or not to admit any candidate without assigning any reason or justification and its decision in this regard shall be final.
- ❖ Every Hosteler is expected to attend all the scheduled classes as per the timetable during the academic session. Remaining in the hostel during the period of class work is permissible only in case of illness or any other disability on valid grounds with the prior permission of the warden of hostel.
- ❖ The Hosteler should be within the hostel premises preferably within their rooms from 8 P.M. to 6 A.M. next day. This period is intended for study, rest and sleep. Under no circumstance except for medical emergencies a Hosteler will be permitted to leave the hostel premises after 7.30 P.M. in summer and 6.30 P.M. in winter. Girls should sign their attendance at warden office at 7.30 P.M.
- ❖ The Hosteler are expected to maintain strict discipline. They should keep silence from 9 P.M. to 6 A.M. Even during other times shouting, loudly whistling, beating drums, playing radios, music systems and causing nuisance to others must be avoided.
- ❖ Every Hosteler is expected to behave in respectful manner. Acts such as cheating, stealing, ransacking, spreading rumors and interfering in the personal matters of others are undesirable and if complaints are received disciplinary proceedings will be initiated.
- ❖ Every Hosteler is expected to be respectful towards faculty and senior administrators, friendly with his fellow students and considerate towards the other employees. The students are cautioned not use threatening, abusive or improper language when dealing with anybody.
- ❖ The furniture fittings and other appliances must be used carefully. In case a student willfully damages the property of the Hostels, he/ she will be fined and asked to compensate the careless in handling and the damage caused.
- ❖ The Hosteler must switch off the lights and fans when they are going out or when these are not required. Personal appliances such as TV, VCP, Heater, Emersion rods and Stove etc. cannot be used in the hostels.
- ❖ The Hosteler must ensure that the rooms and surroundings are clean and tidy. They must also take initiative to ensure that the premises of the hostel is kept clean which will greatly help in maintaining neat and hygienic conditions in the hostels.
- ❖ The Hosteler may entertain guests between 8 A.M to 6 P.M (Both Boys & Girls), if it is not interfering with the academic schedule. Meeting with the guest must take place only in the Visitors' Lounge or Dinning hall. Overstaying beyond the prescribed timings will not be permitted. However in case of parents/siblings, staying over night (with the permission of the Warden), may be permitted in case accommodation is available.
- ❖ Hostelers are responsible for their own belongings. No valuables (jewelry or large sum of money) should be kept in hostel premises. For loss or damage of any article, authorities will not be held responsible in any way.

- ❖ The Hostellers should avoid contacting or interacting with undesirable elements and should not invite such elements into the hostel premises under the guise of guest or family members. This impairs the dignity of the Institute and hence will be considered as a grave offence.
- ❖ Hosteler, who has contracted any communicable disease like conjunctivitis, measles, typhoid, viral fever etc. must immediately report to the warden so as to enable the administration to take suitable measures.
- ❖ Hosteler who wants to go out of station for compelling reasons must obtain the permission of the warden before leaving the hostel.
- ❖ Hosteler for fair and sufficient reasons may lodge a complaint against the behaviour of the fellow student or any hostel staff or the management of the hostel and address it to the Principal, Sudha Rustagi College of Dental Sciences and Research through warden of the hostel and all such complaints will be attended to by the administration.
- ❖ Hostel fees is charged for the whole academic session. If a hosteler leaves the hostel on any ground whatsoever, no refund of the hostel dues is permissible in any case. If a student leaves the hostel and subsequently wants to rejoin it, he/she may be permitted only on the discretion of the administration on full repayment of the dues for the whole academic session.

### **Code of Conduct**

- ❖ Smoking, consuming liquor and drugs are strictly prohibited. Violation of the rules would lead to immediate expulsion.
- ❖ If any inmate is found forging parents / LG's signature he/she may be expelled from the hostel without any hearing.
- ❖ Inmates are not to undertake any type of paid work without specific prior permission of the Principal.
- ❖ No crockery or food is taken out of the dining hall.

### **Ragging**

Ragging in any of the following form is banned as per the judgment of Hon'ble Supreme Court.

- ❖ Involving in any Physical assault or threat, using physical force.
- ❖ Violating status, dignify and honor of students.
- ❖ Exposing students to ridicule and contempt and effect their self-esteem.
- ❖ Entailing any verbal abuse and aggression, indecent gesture and obscene behaviour is strictly prohibited within the college campus

The college takes a very serious view if any student found indulging in ragging. Such student will be punished by expulsion.

The Principal, Head of the department and Warden can take immediate action on any information of the occurrence of ragging.

The chief proctor may also sue motto inquiry into the incident of ragging.

**NOTE**

Rooms are subject to surprise checks by Principal / his authorized / chief warden or warden/ care taker at any time. Any violation of hostel rule mentioned above or elsewhere in this prospectus would lead to confiscation of unauthorized property/ fine/ suspension and / or both.

Signature of the Student

Signature of Parent/Guardian

Name:

Place:

Address:

Date:

**OFFICE REMARKS:**

Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Campus Administrator. The Campus Administrator has the right to shift any student from his/her room to another room in the hostel.

**SUDHA RUSTAGI COLLEGE OF DENTAL SCIENCES AND RESEARCH**

**Application for Hostel Accommodation**

(To be filled by the applicant)

1. NAME IN CAPITALS (As in the academic records)

\_\_\_\_\_

Class \_\_\_\_\_ Roll No. \_\_\_\_\_

2. Name of Father/Mother/Guardian

\_\_\_\_\_

3. Address For Correspondence of Parent/Guardian

\_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_ Tel.No. \_\_\_\_\_

4. Do you have any Hobbies?

\_\_\_\_\_

5. Are you having any Recurring Medical Problem? If So, Give Details

\_\_\_\_\_

6. Details of Involvement in any undisciplined Activity at any Time

\_\_\_\_\_

7. Local Guardian at Faridabad/New Delhi:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Pin \_\_\_\_\_ Tel.No. \_\_\_\_\_

Relationship \_\_\_\_\_

8. Advance of Hostel Charges Rs. \_\_\_\_\_ Cash/D.D.No. \_\_\_\_\_ Payable at \_\_\_\_\_

I hereby declare that the particulars furnished above are true to my knowledge and belief and I have not suppressed any relevant information.

(SIGNATURE OF APPLICANT)

(PARENT)

**Note:** Mere submission of Application for hostel accommodation together with the Advance Hostel Charges within the prescribed time limit by itself will not establish a right for Admission. The Administration of College reserves its right to either Admit or Not to Admit any candidate in hostel without assigning any reason or justification and its decision in this regard shall be final.

Parents consent for visiting the local guardian at the following address:

Name of the Local Guardian :

Address of the Local Guardian :

Contact No. :

Signature of Guardian      Signature of Parents

**(For Office Use Only)**

Date of Submission: \_\_\_\_\_

Class to which admitted: I/II/III/IV BDS \_\_\_\_\_/2003

Registration No. \_\_\_\_\_

If admitted, Hostel & Room No. \_\_\_\_\_

(Warden)

Please affix a  
Recent  
Passport size  
Photograph

## **HOSTEL RULES**

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- ❖ The Hosteler are expected to maintain strict discipline. They should keep silence from 9 P.M. to 6 A.M. Even during other times shouting, loudly whistling, beating drums, playing radios, music systems and causing nuisance to others must be avoided.
- ❖ Ragging is an offence and demeaning practice and is contrary to our cultural ethos. Interrogation of freshers, instigation to rag, threatening and ill treatment of freshers, will be treated as acts of Ragging. Indulging in actual ragging in any form, shape, garb or guise committed either inside or outside the hostel or institute is a serious offence, which will result in serious disciplinary action including rustication. This practice will be curbed by the administration at all costs.
- ❖ Every Hosteler is expected to behave in respectful manner. Acts such as cheating, stealing, ransacking, spreading rumors and interfering in the personal matters of others are undesirable and if complaints are received disciplinary proceedings will be initiated.
- ❖ Every Hosteler is expected to be respectful towards faculty and senior administrators, friendly with his fellow students and considerate towards the other employees. The student is cautioned not use threatening, abusive or improper language when dealing with anybody.
- ❖ The furniture fittings and other appliances must be used carefully. In case a student willfully damages the property of the Hostels, he/ she will be fined and asked to compensate the careless in handling and the damage caused.
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- ❖ Hosteler, who has contracted any communicable disease like conjunctivitis, measles, typhoid, viral fever etc. must immediately report to the warden so as to enable the administration to take suitable measures.
- ❖ Hosteler who wants to go out of station for compelling reasons must obtain the permission of the warden before leaving the hostel. If the period of absence is during the days of instruction, permission of the Principal/Dean (Academic) is also required.
- ❖ Hosteler for fair and sufficient reasons may lodge a complaint against the behaviour of the fellow student or any hostel staff or the management of the hostel and address it to the Principal, Sudha Rustagi College of Dental Sciences and Research through warden of the hostel and all such complaints will be attended to by the administration.
- ❖ Hostel fees is charged for the whole academic session. If a hosteler leaves the hostel on any ground whatsoever, no refund of the hostel dues paid is made in any case. If a student leaves the hostel and subsequently wants to rejoin it, he/she may be permitted only on the discretion of the administration on full repayment of the dues for the whole academic session.
- ❖ Hostelers who visit their parents in weekend should take prior permission from their respective wardens.
- ❖ However, Hostelers should dissuade themselves from lodging unreasonable and silly complaints.

Signature of the Student

Signature of Parent/Guardian

Name:

Address:

Place:

Date:

**OFFICE REMARKS:**

## HOSTEL RULES (A)

1. Hostelers are advised to strictly adhere to the Mess Timings which are as follows:

Morning break fast : 0730 – 0815 hrs.

Lunch : 1230 – 1300 hrs  
&  
1430 – 1530 hrs.

Afternoon break fast : 1730 – 1830 hrs.

Dinner : 2030 – 2130 hrs.

2. No hostlers are allowed to bring kitchenwares such as Thali, Glass etc. inside hostel. Defaulters will be suitably punished.

3. Under no circumstances, hostler will be issued out passes to stay outside the college campus beyond 18.30 hours. Names of such hostlers, who do not adhere to the stipulated time, may be reported to the Competent Authority invariably.

4. Hostelers, who have been issued out passes to go home / local guardian during holidays, must report back to warden on due date. Names of hostlers who do not report back in time, will invariably be reported to the Authority.

5. A report on Hostlers' proceeding on out-passes indicating the duration, during holidays may also invariably be submitted to competent authority.

Copy to Hostel Warden - The above instructions may be brought to the notice of all hostlers.

