ALI YAVAR JUNG .NATIONAL INSTITUTE FOR THE HEARING HANDICAPPED   
SECUNDERABAD

HOSTEL AND MESS RULES

GENERAL INFORMATION:

The hostel is designed to accommodate 48 persons and is located on the campus of the Institute. The hostel facility is limited and admissible to only those outstation candidates who are enrolled for long term training courses. Mess attached to the hostel has the facility to provide vegetarian and non-veg meals. It is obligatory on the part of the resident trainees to join the mess which is open for breakfast, lunch and dinner at scheduled hours. The hostel has a common room separately for boys and girls.

The Punjab National Bank, Post Office, Browsing on net is available in the campus for easy transaction for the trainees.

RULES OF ADMISSION AND ACCOMMODATION CHARGES:

1. The hostel is open for admission only to the, trainees admitted to any of the courses offered by the Institute, readmission every year is mandatory.
2. Admission will be given on first come first served basis. However, preference will be given to the trainees attending long term courses of the institute. Admission in the hostel without mess enrollment shall not be considered.
3. Guests and relatives are not allowed to stay in the hostel guest rooms.
4. Part time trainees will not be allowed to stay in the hostel guest rooms.
5. The employees of the institute and the employees of the regional training centers or their relatives will not be allowed to stay in the hostel.
6. No trainee shall reside in the hostel unless he / she has been duly admitted. Persons staying unauthorisingly will be treated as trespassers.
7. The allotment of the rooms will be done by the hostel warden. The rooms once allotted can be considered for mutual adjustment after obtaining prior sanction of the hostel warden in writing. The hostel warden has a right to change the room of the any trainee during the period of his / her stay.
8. The residents will observe "Study Hours" from 6.30pm to 10.00pm. During this period they

are expected to remain in their rooms.

1. The residents are required to observe discipline and shall not create disturbance and distract other residents, nor should there be noise in the dining hall or in the hostel. They are expected not to get into arguments with the cook or servants. In case of any complaint, they should approach the warden. In general, the resident trainees shall behave with restraint, decorum and dignity. All indiscipline and the punishment imposed will be intimated to the parent / guardians of the trainees concerned.
2. No activity / party shall be organized in the hostel without prior permission of the warden. No persons from outside or the institute shall be invited to address the residents without the prior permission of the warden.
3. Any activity, which in the opinion of the warden is detrimental to the studies, health, morals and sentiments of the resident trainees, shall not be organized in the hostel or mess.
4. Each resident trainee shall be responsible for the cleanliness of their respective rooms.
5. No notice shall be displayed on the notice board or circular among the residents without prior permission of the warden.

FURNITURE AND ELECTRIC FITTINGS:

1. Each resident trainee will be responsible for the items of furniture allotted to him / her at the time of admission. Any breakage or loss etc., will be recovered from the trainee.
2. Electric power should not be used for purposes other than one single fan and two points for lighting. Extra connection for lights, fans to suit individual convenience will not be allowed. The use of electric heaters, stoves, iron and other appliances are strictly prohibited. Trainees found violating these rules will be penalized.
3. When leaving the room or retiring at night, the resident trainee shall switch off the light and fans of the room.

COMMON ROOM RULES:

1. The resident trainee may read the newspapers or magazines in the common room only. The current magazines and newspapers shall not be issued or allowed to be taken to the rooms of the residents. However, old magazines can be issued to the resident trainees by the in-charges of the common room.
2. The Radio and T.V, if provided in the hostel common room should not be tuned on full volume to avoid disturbance to other residents.
3. Common room furniture shall not be transferred or removed to the resident's rooms or outside the building.

GENERAL:

1. No resident trainee shall leave the hostel without obtaining a written permission from the warden in the prescribed leave form.
2. All complaints and suggestions shall be forwarded to the warden.
3. The service of the hostel cook and servants shall not be utilized by the residents for their private work.
4. No private servant shall be engaged by any resident.
5. The resident trainee, whose name is struck off from the rolls of the Institute as a result of disciplinary action, shall vacate the hostel within 4 hours.
6. The resident trainees are expected to take proper care of their personal belonging and the institute will not be responsible for any theft, lose or damage.
7. The hostel and mess may be closed by the warden with the prior permission of the Director for such periods as may be necessary or for any other reasons deemed for closure.
8. The decision of the warden shall be final in all matters pertaining to the hostel and mess.
9. Resident trainees may be permitted to spend holidays with relatives outside the institute campus occasionally provided the request is made in writing by the parent / guardian of the resident trainee.
10. All resident trainees are required to be in the hostel latest by 7.30 pm on all days.
11. The warden may, however, permit a resident trainee to return not later than 9.00pm with fine.

HOSTEL FEE:

1. Mess: This will depend on the expenditure incurred every month.
2. Hostel Fee : Rs.18,000/- Per year (30% concession for SC/ST category)
3. Electricity Charges: Rs.3500/- per year (No concession)
4. Others: As incurred

The fees is likely to change without prior notice.

THE HOSTEL OFFICE BEARERS DUTIES & RESPONSIBILITIES

1. The office bearers represent the resident trainee community. As such they must behave in an exemplary manner and with a sense of high responsibility.
2. It is the primary responsibility of office-bearers as a whole to assist the warden in maintaining discipline in the hostel and in the conduct of all hostel functions. They should set an example of discipline.
3. They shall maintain contact with the resident trainees and try to understand their difficulties and problems and strive to rectify them in collaboration with the warden.
4. They should immediately report to the warden any serious act of indiscipline or the theft or injury or sickness of any resident trainee.
5. Any report that has to be placed before any assembly or authority by the office bearers, individually or collectively shall have to receive the warden's prior approval.
6. They shall conduct themselves in manner befitting the office and try to enhance the prestige of the office they hold by their upright conduct and personal example.

RULES AND REGULATIONS APPLICABLE TO THE INMATES OF THE HOSTEL

1. HOSTEL MESS COMMITTEE: Students will select two representatives from among themselves to represent them on the Hostel committee. These representatives will also be responsible for ensuring cleanliness, proper running of the mess and other activities in the hostel.

2. (A) CLEANLINESS & DISCIPLINE: Students will be responsible for maintaining the cleanliness of their respective rooms and surrounding. General sweeping and cleaning of toilets will be done by the staff employed for this purpose. However, it will be the responsibility of all hostel inmates to see that the hostel premises are maintained hygienically. In this connection, instruction issued by the wardens shall be followed scrupulously.

1. All inmates are required to be in the hostel by latest 7.30pm on all days.
2. Silence shall be maintained in the hostel after 8.00pm. The T.V and Transistors if provided should be kept at a low volume so as not to disturb others.
3. Consumption of alcoholic beverages and intoxicants in the hostel is strictly prohibited including smoking.

3. VISITORS / VISITS BY HOSTEL INMATES:

(A) All the inmates of the hostel will list the names and addresses of the local guardian and other relatives / friends, if any (up to a maximum of two) with whom they may spend on occasional week end. This information countersigned by the parents should be handed over / posted directly to the warden within 15 days of joining the hostel.

1. Any temporary vacation of the hostel (travel outside Secunderabad) will require the prior permission of the warden in the prescribed format. Staying beyond the permitted time, except where unavoidable due to strike, will be viewed seriously and fine @ Rs. 100/- per day would be levied.
2. Under no circumstances will any male students or male friends / male relatives of inmates of ladies hostel enter / stay in the ladies hostel.

Under no circumstances will any female students or female friends / female relative of the inmates of Men's hostel enter / stay in the Men's Hostel.

1. No visitors shall stay overnight in the hostel.
2. ILLNESS / EMERGENCY: In cases of medical emergencies, warden or the Chairperson, Hostel committee should be informed immediately for necessary action. In cases of emergency during night the warden may be contacted through the security staff. Students should inform the warden regarding any chronic illness, for which medication etc. is required, during the time of admission.
3. SECURITY: Security is provided within the hostel campus throughout the day and night. The students should abide by the security norms stipulated by the institute.

Students are directed not to keep valuables like jewels costly transisters, watches or cash near the windows in the rooms.

1. HOSTEL REGISTERS: The following registers will be maintained in the hostel:
2. Movement register for the movement of the inmates out of the hostel.
3. Visitors registers
4. Late attendance register
5. Students leave register
6. Complaints register
7. Individual files of all inmates

Any matters that is not covered by the above regulations may be brought before the Hostel Committee through Hostel Representatives and the Warden. For further necessary guidelines. The decision of the Asst. Director in consultation with the Hostel Warden will be final in all the matters pertaining to the hostels.

For violation of any of the above, action will be taken as follows:

One oral warning will be issued to the concerned individual. If any inmate is found to violate any rule a second time the matter will be brought to the notice of the Assistant Director and a written warning will be issued with a copy to the parent / guardian for an explanation. Further action will be taken at the discretion of the Assistant Director in consultation with the Hostel Warden.

Note: All rules, regulations, fees are likely to change without prior notice.

These rules and regulations are primarily meant to help you to stay safely. You can help us in our endeavor.