

# FIRODIA HOSTEL

Maharashtra Jain Education Society

844, BMCC Road, Shivajinagar, Pune – 411004

## RULES & REGULATIONS

Effective for Academic Year 2026–27

All students residing at the hostel are required to maintain standard behaviour, exhibiting courtesy and fairness towards everyone both within and outside the campus. They must adhere to the rules and regulations outlined in this document. Management may change, alter, or modify these rules at any time without assigning reasons. Occupation does not create any tenancy rights.

### HOSTEL TIMINGS

Event	Time	Notes
Return to Hostel (Weekdays)	By 11:00 PM	Gates closed after
Return to Hostel (Sat/Sun/Holidays)	By 12:30 AM	Relaxed curfew
Attendance / Roll Call	Before 10:30 PM	Taken by Rector nightly
Silence Hours	12:00 AM – 6:00 AM	Strict silence required
Recreational Facilities Off	11:00 PM	Daily
Night Out Application Deadline	By 7:30 PM	Day before; no passes after 9 PM
Maximum Night Outs	10 per year	Parent mail required 24 hrs prior

### GENERAL CONDUCT & DISCIPLINE

#### 1. Safety & Personal Belongings

The hostel is not liable for loss of money, jewellery, or personal belongings. Valuables must be kept locked in cupboards. In case of lost room keys, the warden must be informed immediately — replacement costs and fines apply. Students reside at their own risk.

#### 2. Violation of Hostel Rules

Students shall not indulge in political or communal activity. In cases of violation, deposits shall be forfeited and fees will NOT be refunded. Management reserves the right to amend rules at any time.

#### 3. Room Allotment & Shifting

Room allotment is done by the Resident Campus Administrator. Students shall not interchange rooms or shift into vacant rooms without prior written permission. Administration may shift any student at its discretion.

#### 4. Alcohol / Drugs / Smoking / Gambling / Firearms

The following are strictly PROHIBITED on all hostel premises:

- Alcohol, drugs, or any intoxicating substance
- Smoking anywhere in the premises
- Gambling of any kind
- Firearms, ammunition, explosives, or inflammable goods

#### 5. Furniture & Fixtures

Students shall not bring extra furniture. Missing items are charged at double the original cost. Damaged items are charged at double repair cost. No pegs or nails in walls; no posters on walls, windows, or doors.

#### 6. Interchange of Furniture / Fixtures

Moving furniture from one location to another is prohibited. Students involved will be expelled from the hostel.

## 7. Assets in Common Areas

Theft or damage to common area assets will be recovered from all students of the relevant wing/floor. Hostel-wide asset damage is recovered from all occupants.

## 8. Celebration of Festivals & Birthdays

Prior permission from the Rector/Campus Administrator is required. No physical discomfort to others is allowed. No outside guests without approval.

## 9. Cleanliness

Rooms, verandahs, and surroundings must be kept clean at all times. No wet clothes on furniture or in corridors — use provided cloth stands. No cooked food stored in rooms.

**Fine: Rs. 1,000 to Rs. 2,000 for untidy rooms.**

## 10. Pets

No pets of any kind (cats, dogs, fish, etc.) are allowed. Students must not feed or encourage stray animals.

## 11. Hostel Staff

Staff must be treated with courtesy. Housekeeping staff must not be used for personal work. No tips (cash or kind).

## 12. Ragging

**RAGGING IN ANY FORM IS BANNED.** It is a cognisable offence and will invite immediate rustication and legal action under UGC Regulations, 2009. Being a silent spectator is also an offence. Report immediately to: Warden / Campus Administrator / Security / Management — at any time.

## 13. Electricity Restrictions

No personal electric appliances permitted in rooms. Switch off lights, fans, and bathroom lights when not in use. Fine applies for each violation.

## 14. CCTV Access

No student may view the CCTV system without permission. Formal requests require parent/guardian consent and authority approval.

## ATTENDANCE & NIGHT-OUT POLICY

### 15. Attendance Register

Roll call is taken by the Rector before 10:30 PM every night.

### 16. Entry Inside Hostel

Students must return by 11:00 PM on weekdays, and by 12:30 AM on Saturdays, Sundays, and holidays. Late arrivals must sign in at the gate; parents and local guardians will be informed.

### 17. Night Register / Night Out

A night out = 24-hour absence outside, starting from exit time.

- Maximum 10 night outs per student per year
- Parent/guardian email required at least 24 hours before the night out
- Emails from fake IDs: 30-day ban + further action
- Leave applications must reach rector by 7:30 PM; no passes after 9:00 PM

### 18. Suggestion Box

A suggestion box is maintained in the common area. Suggestions may be dropped inside.

## VISITOR POLICY

## 19. Visitors / Parents

Visitors are allowed only in the Visitor's Lobby on the ground floor:

- Working Days: 9:00 AM – 11:00 AM and 6:00 PM – 8:00 PM
- Sundays & Public Holidays: 11:00 AM – 5:00 PM
- No visitor (including parents) allowed in student rooms
- Visitor passes must be collected and returned at the gate

## 20. Vehicle

- Four-wheelers: not permitted on campus or surroundings
- Two-wheelers: permitted with Campus Administrator approval + registration + driving licence
- Only vehicles with hostel sticker are allowed inside; helmets are compulsory

## 21. Local Guardian

Students must register local guardian details authenticated by parents. Students without a local guardian need a parent/guardian email/fax for night outs.

## MESS, DRESS CODE & IDENTITY

### 22. Dress Code

T-shirt/shirt with full-length pants in the mess. Footwear to be kept on shoe stands.

**Fine: Rs. 500 for footwear violation (confiscation + fine).**

### 23. Mess

Only vegetarian food is allowed inside the hostel.

- All students must dine in the mess (exemptions only for illness with warden's written note)
- Outside food/dabbas are strictly prohibited
- Food ordered outside must be checked by security before entry
- Guests in mess require prior permission and payment of charges

### 24. Identity Card

Students must always carry their Identity Card when leaving campus. Security checks ID cards at entry.

### 25. Lights Out / Silence

Strict silence from 12:00 AM to 6:00 AM. No audible music or talking outside rooms. Recreational facilities off at 11:00 PM. Students must sleep in allotted rooms; defaulters will be fined.

## PAYMENT & REFUND POLICY

Room Type	Annual Fee	Refundable Deposit
Standard Rooms (2, 4, 6, 8, 12-Seater)	Rs. 1,60,000	Rs. 10,000
Partitioned Dormitory — Non-AC (4-Seater & 6-Seater)	Rs. 1,60,000	Rs. 10,000
Partitioned Dormitory — AC (4-Seater & 6-Seater)	Rs. 1,90,000	Rs. 10,000

#	Situation	Hostel Fees	Deposit
1	Admission not taken	Non-Refundable	Non-Refundable
2	Stay: 1 Jul – 14 Jul	75% Refund	100% (less damages)
3	Stay: 15 Jul – 31 Jul	60% Refund	100% (less damages)
4	Leave on 1 Aug or after	No Refund	100% (less damages)
5	Rusticated (disciplinary)	No Refund	No Refund

*Note: Refund claims must be submitted in writing within one week of vacating. Preserve your caution money receipt — refund will not be processed without it.*

## DECLARATION

*I hereby declare that I have read all the rules and regulations of Firodia Hostel and shall abide by them in letter and spirit.*

**Date**

**Signature**

**Name (Print)**

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