

HOSTEL RULES AND REGULATIONS



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) – KOLKATA

Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers,

Govt. of India

Chunilal Bhawan, 168, Maniktala Main Road,

Kolkata- 700054 (West Bengal)

HOSTEL RULES AND REGULATIONS

1. HOSTEL MANAGEMENT

The Institute hostel will be maintained by Chief Warden, Wardens and Guest House & Hostel Supervisor under the supervision of the Hostel Committee.

1.1 Hostel Staff

Each of the hostels is under the supervision of the institute's Guest House & Hostel Supervisor or any other person as deputed by the competent authority. A Hostel Committee as nominated by the Director oversees the activities of the hostel.

2. ACCOMMODATION

- 2.1 Hostel accommodation is available to all registered students of P.G. for a maximum period of 2 years.
- 2.2 Hostel accommodation is available to all registered students of Ph. D for a maximum period of 4 years, however it can be extended to 01 more year subject to the availability of rooms with the written approval from the Guest House & Hostel Supervisor.
- 2.3 Students of P.G. and Ph. D scholars availing Hostel accommodation are not eligible for HRA for rest institute rule will follow.
- 2.4 Application for admission to the Hostel must be made in the prescribed *Hostel Admission Application Form (ANNEXURE- I)*, which is also available in the Academic Section of the Institute. All charges and rents prescribed in the application form, or any other documents are subject to change as per the decision of the Institute authorities.
- 2.5 No student/ scholar will be allowed to stay in the Hostel without formal admission.
- 2.6 The Institute has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- 2.7 At the time of admission every student must submit a written undertaking in the prescribed *Undertaking Form*, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel. **(ANNEXURE- II)**
- 2.8 Accommodation to married PG/ Ph. D scholars may be provided subject to its availability and prior permission from the Guest House & Hostel Supervisor.
- 2.9 Strictly, no male is allowed to enter or stay in the Girl's Hostel in any instance and vice-versa. Service providers shall be accompanied by security personnel with prior approval.
- 2.10 If any Ph. D student staying in the hostel and wish to leave hostel in between of any month, then he/ she must take prior approval in written from Chief Warden through their Supervisor/ Guide.

3. ROOM ALLOTMENT

- 3.1 Allotment of rooms shall be the sole discretion of the Institute; students should occupy the room allotted to them. Rooms once allotted to the students for an academic year will not be changed except on special exigencies. Under no circumstances the inmates should exchange their rooms without the knowledge of the Chief Warden.
- 3.2 At the time of admission of a student into the Hostel and at the beginning of every academic year, all the registered students are required to submit the duly filled in prescribed *Hostel Admission Application Form (ANNEXURE- I)*. The telephone number of the parent/ guardian must be provided. Any change of address/ telephone number of the parent/ guardian at any point of time, has to be intimated immediately to the hostel warden in writing.
- 3.3 The Institute will generally provide a minimum set of furniture and fittings in each room. Students need to bring their own bucket, mug, pillow, bed sheet cover, pillow cover etc.
- 3.4 The students are entitled for accommodation in the Hostel as long as they are full time bonafide students of the institute. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately vacate and leave the Hostel.
- 3.5 Before vacating the rooms, the students should fill up the *Hostel Vacating Form (ANNEXURE- III)*. The furniture, electrical installations including the fan etc should be handed over in proper condition to the Hostel security at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel authority shall be recovered from the hostellers.
- 3.6 If available, rooms may be allotted to pass out students after prior permission from the Chief Warden. However, such rooms will be provided on chargeable basis as per Institute norms.
- 3.7 Guest Rooms may be allotted to the parents/ guardians of bonafide students of the institute on payment basis subject to availability of Guest Rooms with prior approval from the Guest House & Hostel Supervisor. The charges to avail the guest room will be Rs. 300/-* per night per person which shall be deposited by the boarders in the Institute Bank Account at the time of booking of Guest Rooms.

** Rates may get changed as and when required by the Institute*

4. HOSTEL MESS

- 4.1 Hostel Mess shall be run by the Hostellers and it is the responsibility of every hosteller for betterment of the mess.
- 4.2 All hostellers staying in the hostel shall compulsorily be members of the Hostel Mess. 02 to 03 Mess Prefects shall take charge of running the mess every month on rotation basis.
- 4.3 Hostellers shall not waste food.

- 4.4 Mess Prefects in consultation with other students shall prepare the food menu every month. The approved food menu shall then be provided to the Mess Cook one week in advance.

5. VISITORS

- 5.1 All hostellers of the hostel will list the names and addresses of the local guardian and other relative. Friends, if any (up to a maximum of two) with whom they may spend an occasional weekend. This information countersigned by the parents should be handed over/ posted directly to the Guest House & Hostel Supervisor within 30 days of joining the hostel. If any change of the address or phone number, the same should be informed to the Guest House & Hostel Supervisor immediately.
- 5.2 No visitor shall stay overnight in the hostel without prior permission of hostel supervisor in writing and shall have to pay the prescribed charges as applicable.
- 5.3 Any temporary vacation/ overnight stay out of the hostel or travelling outside Kolkata will require prior permission from the Hostel Supervisor. In order to avail such vacations students need to submit a *Hostel Leave Application Form (ANNEXURE- IV)* at the Warden's Office at least two days before departure.
- 5.4 No vehicle parking space will be provided to the vehicles of the hostellers and visitors in the Hostel. Hostel Authority will not be responsible for any vehicle parked by them inside the hostel premises.

6. USE OF APPLIANCES

- 6.1 The use of electrical/ electro-mechanical equipment, appliances, such as electric stove/ heaters/ iron/ infrared cooker/ pedestal fans/ egg boilers/ wax machines/ kettles, etc., is strictly prohibited by the hostellers in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Institute.
- 6.2 The use of audio systems, which may cause inconvenience to the roommates or other inmates is not allowed and will attract disciplinary action.
- 6.3 When the hostellers go out of their rooms, they should switch off all the electrical/electronic appliances and lock the doors & submit their room keys at the security station before leaving the hostel for classes/labs/outside the campus etc. However, violation of this rule will attract suitable penalty and disciplinary action as decided by the institute. **Institute will not be responsible for any damages incurred by the student due to non- compliance of the above.**

7. MAINTENANCE AND CLEANLINESS

- 7.1 General maintenance and cleanliness of the Hostel premises including the building, courtyards, and the toilets will be maintained by the Institute. All hostellers shall whole-heartedly cooperate in these endeavours.
- 7.2 Bulbs/ Tubes inside the rooms, if defective need to be bought by the hostellers for replacement.

7.3 Complaints pertaining to Electrical, Plumbing, Carpentry and any other maintenance complaints of hostel can be lodged online through a link provided in the institute website for needful action.

8. ANTI- RAGGING POLICY

- 8.1 Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the Institute, shall be imposed on any hostellers if he/she is found to have indulged in ragging.
- 8.2 Ragging is a cognizable offence. The offender shall also be dealt as per the extant laws.
- 8.3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- 8.4 Any resident, for that matter any person/ student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.
- 8.5 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.
- 8.6 All hostellers and day-scholars are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel authority.
- 8.7 Any complaints regarding ragging shall be brought officially to the notice of the Chairperson of the Anti- Ragging Committee. Particulars of the person giving the complaint will be kept confidential.

9. RESIDENT'S PROPERTY

The hostellers are responsible for the safekeeping of their personal belongings. They are advised to keep their belonging under lock including valuable items such as, Jewellery, Laptops, Mobile phone, etc. They should lock their rooms whenever not present in the room, even for a short duration. **Hostel authority cannot assume responsible for the loss/damage of hostellers' property in the Hostel.**

10. SECURITY/ ROOM INSPECTION

- 10.1 Security staff is provided in the Hostels 24x7.
- 10.2 Any complaint regarding security arrangements at hostels should be brought to the notice of the Guest House & Hostel Supervisor.
- 10.3 No hosteller is permitted to check the room/ belongings of any other inmate. Such acts, without the permission of the Guest House & Hostel Supervisor will result in the dismissal of the student/ hosteller from the hostel.
- 10.4 All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings. Fine/penalty to the students may be imposed if found involved in any misuse of the hostel property (Fan, Light, Tap, furniture

etc). This fine amount should be collected based on the cost of the item broken by the student and has to be deposited in the NIPER Kolkata Bank Account.

11. OTHER ACTIVITIES AND CELEBRATIONS

- 11.1 All hostellers should be conscious of the environment and should not litter indiscriminately.
- 11.2 Birthday parties, function or celebrations inside hostel premises shall be permitted only upon the prior permission from the Guest House & Hostel Supervisor.
- 11.3 All religious activities should be restricted inside the respective hostel room. The use of common areas of the hostels may be permitted for such activities after taking prior permission from the Guest House & Hostel Supervisor.
- 11.4 Students are not allowed to arrange any group religious activities in their room.
- 11.5 Hostel Management is not responsible for receiving of deliveries of online/ offline orders made by the Hostellers. Students should make their own arrangements for receiving of such order deliveries.

12. STRICTLY PROHIBITED ACTIVITIES

- 12.1 Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to the offenders. Students involved in ragging and using abusive languages will be expelled from the hostels and referred to the disciplinary committee.
- 12.2 Consumption/ possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, lethal weapons or inflammable materials and related products are strictly banned in the Hostel and premises.
- 12.3 Playing with dry/wet colours or with plain water, bursting crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited.
- 12.4 Use of electric appliances like heaters/ high electric power-consuming gadgets, sound systems, and cooking inside the room are strictly prohibited.
- 12.5 Hostellers are not allowed to take utensils/ equipment from Mess to the Hostel rooms. If found involved in such activity, fine of Rs. 1000/- per utensil/ equipment will be collected and appropriate action will be taken.
- 12.6 Usage of Internet/ Wifi provided by the Institute is for academic purposes only. Students/ Hostellers shall not visit any prohibited website. Non-compliance of the same will result in disciplinary action against the respective student/ hosteller.

13. DISCIPLINE

- 13.1 Every student shall deem it his/ her duty to do his/ her best towards the maintenance of discipline, peace, harmony of the hostel. Senior students should set good example to the juniors.

- 13.2 No student shall be allowed to enter/ leave the hostel premises after 10.00 PM. In case of any urgency prior permission has to be sought from Guest House & Hostel Supervisor.
- 13.3 Any hosteller, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, sexual harassment, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel authority as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hostel authority so considers, the case may be forwarded to the Institute Disciplinary Committee/ Institutional Complaints Committee for further necessary action.

14. CODE OF CONDUCT

- 14.1 All hostellers are required to maintain standards of behaviour at the Institute. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses. Hostellers need to submit *Hostel Admission Application Form (ANNEXURE- I)* in duplicate at the security station of the respective hostel before joining to the hostel before the commencement of each Academic Year.
- 14.2 Those students who want to vacate the hostel due to completion of course/ Industry Internship/ Personal reasons are required to submit duly filled in *Hostel Vacating Form (ANNEXURE- III)* at respective hostel before 3 days.
- 14.3 Silence shall be maintained in the hostel after 08.30 PM.
- 14.4 Modesty in dress is expected from students.
- 14.5 All hostellers are required to carry their valid Identity Cards issued to them by the Institute.
- 14.6 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic. Any posters/notices shall not be pasted on walls and shall not be scribbled on it.
- 14.7 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
- 14.8 Hostellers must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel authority requires the rooms for this purpose. On such occasions, the authority shall provide alternative accommodation.
- 14.9 The hostellers are responsible for any damage to the property in the room during his/ her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel authority shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1,000/- for each item.
- 14.10 Hostellers of the concerned wing/ floor are responsible for any damage/ repair of water dispensers/ toilets/ commodes/ showers/ soap holders etc., during their occupancy or at the time of vacating the room. In case of any

damage or repair, the cost of repairing/ replacing the same will be recovered from the hostellers responsible for such damage or loss, if identified; otherwise, the same will be recovered from the fellowships of all the students of that particular wing/ floor of the hostel.

14.11 The resident shall not remove any fitting or fixture from any room or common area.

14.12 Hostellers should not participate in any anti-national, anti-social or any other undesirable activity within or outside the campus. Violation of the same may be dealt with appropriate law.

14.13 In the event of loss of any personal property of a hosteller due to theft, fire or any other cause, the Institute shall in no way be considered responsible.

14.14 In case of medical emergencies, Guest House & Hostel Supervisor should be informed immediately for necessary action. Local Guardians are also to be contacted immediately.

14.15 Hostellers shall switch off fans, lights and other electrical switches before going out from their respective hostel rooms.

15. ENTRY AND EXIT TIMINGS

Student safety is an utmost priority and considering the location, the following timings are to be strictly followed by the hostellers.

<p>Entry and Exit from Hostel</p> <p><i>(Students should mandatorily display Institute Identity cards to security and make entries in register)</i></p>	<p>Hostel Gate is open between 6.00 AM to 10.00 PM</p>	<ul style="list-style-type: none"> • Hostellers entering hostel after 10.00 PM should make necessary entries in the late register maintained at the security station at Hostel Gate after verifying ID cards. • Security personnel are authorized to collect Identity cards of late entries if necessary.
<p>Entry and Exit into the Hostel beyond permissible timings (6.00 AM to 10.00 PM)</p>	<p>Late- hour work at labs (10.00 PM to 6.00 AM)</p>	<ul style="list-style-type: none"> • In pursuit of academic work at the laboratory, the same is to be counter-signed by the Supervisor/ HoD is to be submitted at hostel security. With entries in the hostel register.
<p>Entry and Exit into the Computer Room at Hostel</p>	<p>During Working Day (6.00 PM to 10.00 PM)</p> <p>During Holidays (10.00 AM to 10.00 PM)</p>	<ul style="list-style-type: none"> • Students will be permitted to enter the computer room only after taking written permission from the Hostel Supervisor. • Proper entry should be done

		in the Computer Room IN-OUT register kept with the hostel security.
Visiting Hours	6.00 AM to 10.00 PM	<ul style="list-style-type: none"> All visitors including the parents/ guardian will have to make necessary entries in the visitors' book available with the hostel security guard before entering the hostel premises.
Outing/ Tour	Any stay overnight from the campus	<ul style="list-style-type: none"> Students need to submit the <i>Hostel Leave Application Form</i> to the Guest House & Hostel Supervisor at least two days before departure. (ANNEXURE- IV)

Note: Hostel Gates will remain closed between 10.00 PM in the night to 6.00 AM in the morning.

16. GRIEVANCE REDRESSAL

- 16.1 If any hosteller has any grievance/ problem, he/ she needs to enter the grievance/ complaint in the relevant "Complaint Register" kept at the hostel security desk/ report to the concerned warden in writing.
- 16.2 If the complaint is not attended to within a fortnight, then he/ she may escalate the issue to the Hostel Supervisor.

17. REVISION OF RULES AND REGULATIONS

- 17.1 Any matter that is not covered in the above rules and regulations may be incorporated from time to time by the Hostel Committee. The Institute reserves the right to initiate amendment of the rules and regulations as deemed necessary.
- 17.2 The hostellers shall be informed of any orders from the institute authority through circulars displayed at the Notice Board of the hostels.

18. REPORTING AUTHORITIES REGARDING HOSTELS

- 18.1 Assistant Wardens/ Hostel Wardens
18.2 Guest House & Hostel Supervisor
18.3 Chief Warden

19. APPELLATE AUTHORITIES REGARDING HOSTELS

- 19.1 Registrar/ Chairman, Hostel Committee
19.2 Director



National Institute of Pharmaceutical Education and Research- Kolkata

राष्ट्रीय औषोधियों शिक्षा एवं अनुसंधान संसथान- कोलकाता

Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India

औषोध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

Chunilal Bhawan, 168, Maniktala Main Road, Kolkata- 700054

Website: www.niperkolkata.edu.in Email: info.office@niperkolkata.edu.in Tel: 033- 23200086

छात्रावास प्रवेश आवेदन पत्र

Hostel Admission Application Form

PASTE YOUR
RECENT
PHOTOGRAPH

1. Name of the Applicant:
2. Reg. No.:
3. Father's/ Guardian's Name:
4. Date of Birth:
5. Name the Course:
6. Aadhar No:
7. Mobile No:
8. E-mail ID:
9. Current Address:

10. Permanent Address:

11. Name and Address of Local Guardian/ :
Relative who should be contacted in
case of emergency

12. Blood Group:

I hereby attest that the information given above is true to the best of my knowledge and that I can be contacted at the address given above in case of an emergency. I undertake to notify any change in my current address, as and when it may take place.

Date:

Signature of the Applicant



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ANNEXURE-II

UNDERTAKING

I _____ student, from NIPER- Kolkata took admission in the course _____ with Reg. no. _____ state that:

1. I have read and understood the hostel rules and regulations. I affirm that I will abide by the same and any modifications/ amendments made thereto.
2. I acknowledge that the Institute's competent authority and hostel committee have the authority for taking punitive actions against me as deemed appropriate, for violation and/ or non- compliance of the same.
3. I will vacate the hostel immediately upon instruction from authorities.
4. I am aware of the rules and regulations related to ragging (Anti- Ragging Law) and will not indulge in any such activity.

Date:

Signature of the Student:

Countersigned by Student's Parents/ Guardians:



ANNEXURE-III

National Institute of Pharmaceutical Education and Research- Kolkata

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HOSTEL VACATING FORM

To be submitted by the student before 3 days of vacating

1. Student Name:
2. Mobile No.:
3. Department:
4. Student Reg No.:
5. Hostel Name & Room No.:
6. Reason for Vacating: Please ✓ whichever is applicable

Completion of Course	Industry Internship	Personal	Room Change

7. Date & Time of Vacating:

I request permission to vacate the hostel.

Signature of the Student

Remarks by Hostel Supervisor/ Warden/ Security	
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I affirm that an inspection was done in my presence for above damages that occurred during my stay and agree to the deduction of penalty from the caution deposit.

Date:

Signature of the Student

Warden

Hostel Supervisor



National Institute of Pharmaceutical Education and Research- Kolkata

ANNEXURE-IV

राष्ट्रीय औषोधियों शिक्षा एवं अनुसंधान संसथान- कोलकाता

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HOSTEL LEAVE APPLICATION FORM

1. Name of the applicant			
2. Reg. Number			
3. Room Number			
4. Department/ Section			
5. Type (within station / out of station)			
6. Period of Leave Applied for	From	To	No. of Days
7. Reasons for leave:			
8. Address while on leave and Contact Phone No. (if any):			Mob no.

I hereby declare that I am going out of the hostel premises on my own responsibility and will not held the institute liable for any incident during my stay outside the hostel.

Date: _____

Signature of the Applicant

Forwarded by

Signature of Course Supervisor/ Guide

Permitted/ Not Permitted

Date:

Signature of the Hostel Supervisor

Date

Note: Please submit this form to the Hostel Security for record after approval from the sanctioning authority