

RULES & REGULATIONS FOR HOSTEL RESIDENTS



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

(Dept. of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Vill : Sila Katamur (Halagurisuk), P.O. Changsari, Dist. Kamrup (Assam) – 781 101

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION
AND RESEARCH (NIPER) – GUWAHATI**

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. ACCOMMODATION

- 1.1. Hostel accommodation is available to all registered students of M.Pharm/ M.S.(Pharm)/M.Tech (Pharm.) students for a maximum period of 2 years.
- 1.2. Students of M.Pharm/ M.S.(Pharm)/M.Tech (Pharm.) and Ph.D scholars availing Hostel accommodation are not eligible for HRA.
- 1.3. If available, Hostel accommodation may be provided for a limited period to project students/staff, who has enrolled in and working towards research in the Institute based on their request for rooms, which could be extended. If accommodated, he/she is required to pay all applicable fees and rents and any other charges as decided by the administration. The project students/staff residing in a Hostel is governed by the same rules and regulations as applicable to regular hosteller of the Institute and HRA will be deducted.
- 1.4. Application for admission to the Hostel must be made in the prescribed form, which is 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 without prior notice.
- 1.5. No student will be allowed to stay in the Hostel without formal admission.
- 1.6. 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.
- 1.7. At the time of admission every student must submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel. **(Annexure-I)**
- 1.8. No married accommodation shall be provided to any M.Pharm/ M.S.(Pharm)/M.Tech (Pharm.) and Ph.D scholars in the Hostel.
- 1.9. 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 with prior approval.
- 1.10. If any Ph.D. student staying in the hostel and wish to leave hostel in between of any month, then they must inform in written to Hostel Authority through their Supervisor/Guide and from subsequent next month onwards the release of HRA may be considered. Those Ph.D. students who are staying outside of the campus are not allowed to stay in the Hostel without permission.

2. ROOM ALLOTMENT

- 2.1. Allotment of rooms shall be the sole discretion of the Institute; Students must occupy the room allotted to them. Rooms once allotted to the students for an academic year

will not be changed except on special situations. Under no circumstances the inmates should exchange their rooms without the knowledge of the Hostel Authority.

- 2.2. At the time of admission of a student into the Hostel and at the beginning of every year, all the registered students are required to submit a duly filled in prescribed Hostel Form (Annexure IV). 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.
- 2.3. The Institute will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table with side rack, chair, overhead cabinet, ceiling fan with regulator and reasonable light fitting. Students are not allowed to shift materials (chair, table, cot, fan, tube light etc) from one room to another without permission. Students need to bring their own mattress, bucket, mug, pillow, bed sheet cover, lock with 2 keys etc.
- 2.4. The students are entitled for accommodation in the Hostel as long as they are full time registered students. 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 leave the Hostel.
- 2.5. Before vacating the rooms, the students should fill up the Room Vacating Slip. The furniture, electrical installations including the fan etc should be handed over in proper condition to the Hostel authority 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. VISITORS

- 3.1. Any Visitors (parents/guardians) with valid ID can be allowed only up to the visitors' room.
- 3.2. All service providers including the electrician, plumber, carpenter etc have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.

4. USE OF APPLIANCES

- 4.1. 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.
- 4.2. The use of audio systems, which may cause inconvenience to the roommates or other inmates is not allowed and will attract disciplinary action.
- 4.3. 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.

Violation of this rule will attract suitable penalty and disciplinary action as decided by the institute.

5. MAINTENANCE AND CLEANLINESS

5.1. 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.

5.2. Washing Machines provided by the Institute need to be used judiciously and logbook should be maintained. The servicing and any breakdown of the washing machines will be borne by the students.

6. RAGGING

6.1. 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.

6.2. Ragging is a cognizable offence. The offender shall also be dealt as per the laws.

6.3. 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.

6.4. 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 part with the perpetrators of ragging.

6.5. 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.

6.6. All hostellers and day-scholars are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel authority.

7. ENTRY AND EXIT TIMINGS

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

<p>Entry and Exit of Campus</p> <p>(Students should mandatorily display Institute Identity cards to security and make entries in register)</p>	<p>Main gate is open between 5:30 AM to 8:30 PM</p>	<ul style="list-style-type: none">• During Working hours, a Gate Pass counter-signed by the Faculty/ Supervisor/ HoD is to be submitted at main gate security. (Annexure-II)• During Non-working hours and holidays (including Saturday and Sunday), Students can only leave the campus after showing ID cards to the
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		<p>security personnel and making necessary entries into the register at the Main Gate.</p> <ul style="list-style-type: none"> • Hostellers entering campus after 8.30 pm, should make necessary entries in the late register maintained at the security station at Main Gate after verifying ID cards. • Security personnel is authorized to collect Identity cards of late entries if necessary.
Entry and Exit into the Hostel beyond permissible timings (5:30 AM to 9:45 PM)	Late-hour work at labs (9.45PM to 5.30AM)	<ul style="list-style-type: none"> • In pursuit of academic work at the laboratory, the same is to be countersigned by the Faculty/Supervisor/HoD is to be submitted at Institute and hostel security. With entries in the hostel register.
Visiting hours	5:30 AM to 7:30 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. • The visit is restricted to only the hostel office/lounge/ canteen.
Outing/ Tour	Any stay overnight from the campus	<ul style="list-style-type: none"> • Students need to submit a hostel outgoing (in group/individual) slip at Warden's Office at least two days before departure. (Annexure-III)

Between 10:00 PM to morning 5:30 AM hostel gates remain closed.

8. CODE OF CONDUCT

8.1. 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 Form in duplicate at the security station of the respective hostel before joining to the hostel **(Annexure- IV)**.

8.2. Those students who want to vacate the hostel due to completion of course/Industry Internship/Personal reasons are required to submit Hostel vacating slip at respective hostel before 3 days. **(Annexure-V)**

8.3. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.

8.4. Modesty in dress is expected from students.

- 8.5.** All hostellers are required to carry their valid Identity Cards issued to them by the Institute.
- 8.6.** 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.
- 8.7.** 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. Hostellers must also take care of the Hostel and its environment.
- 8.8.** If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, hostellers should bring it to the notice of the Hostel Authorities.
- 8.9.** 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.
- 8.10.** 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.
- 8.11.** Hostellers of the concerned wing is responsible for any damage/repair of water dispensers/washing machines/toilets/commodos/showers/soap holders/water guns/water heater/RO, 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.
- 8.12.** The resident shall not remove any fitting or fixture from any room or common area.
- 8.13.** Hostellers should not participate in any anti-national, anti-social or any other undesirable activity within or outside the campus.
- 8.14.** The hostellers will be responsible for the safe keeping of their own property. 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.
- 8.15.** Every case of illness and accident must be reported immediately to the Hostel Warden.

9. OTHER ACTIVITIES AND CELEBRATIONS

- 9.1.** All hostellers should be conscious of the environment and should not litter indiscriminately.
- 9.2.** Birthday parties, function or celebrations are not permitted on hostel premises.
- 9.3.** All religious activities should be restricted to the room. The use of common areas of the hostels, and institute are not permitted for such activities.
- 9.4.** Students are not allowed to arrange any group religious activities in their room.

10. RESIDENTS' 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.

11. ROOM INSPECTION

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.

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 (plates, spoons, glasses, cups etc) from Mess to the Hostel rooms. If found involved in such activity, Rs. 1000/- fine per utensil will be collected and appropriate action will be taken.

13. DISCIPLINARY MEASURES

Any hosteller, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, 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 for further necessary action.

14. GRIEVANCE REDRESSAL

14.1. If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Book" kept at the hostel security desk/ report to warden office in writing.

14.2. If the complaint is not attended to within a fortnight, then he/she may escalate the issue to the concerned hostel authority. (Surpassing the warden office and reporting directly to higher authorities is not recommended)

15. REVISION OF RULES AND REGULATIONS

The Institute reserves the right to initiate amendment of the rules and regulations stated herein before from time to time as felt necessary. The hostellers shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards.

16. APPELLATE AUTHORITIES

- 16.1.** Hostel warden/Asst. warden
- 16.2.** Guest House & Hostel Supervisor
- 16.3.** Chairman, Hostel Committee
- 16.4.** Academic Coordinator/Dean (Student Affair)
- 16.5.** Administration (Director/Registrar/Administrative Officer)

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
(NIPER) - GUWAHATI**

UNDERTAKING

I _____ student, from NIPER-Guwahati

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 rule and regulations related to ragging (Anti-Ragging Law) and will not indulge in any such activity.

Date:

Signature of the student:

Countersigned by the parents/guardian:



(Annexure II)

STUDENT'S GATE PASS, NIPER-Guwahati

Need to be submitted by the Student at the Main Gate of the Campus

Student Name & Mobile No.:		Department:	
Hostel & Room No.:		Reg. No.:	
Reason for Leave/ Out Pass:			
Date & Time for Departure:			
Date & Time for Arrival:			

I/we have informed our parents/guardian and their permission has been taken. In case of any mishap outside campus, NIPER-Guwahati will not be held responsible.

Signature of the Student:

Parents/Guardians Contact No.:

Address:

Faculty/Supervisor/HoD

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STUDENT'S GATE PASS, NIPER-Guwahati

Need to be submitted by the Student at the Main Gate of the Campus

Student Name & Mobile No.:		Department:	
Hostel & Room No.:		Reg. No.:	
Reason for Leave/ Out Pass:			
Date & Time for Departure:			
Date & Time for Arrival:			

I/we have informed our parents/guardian and their permission has been taken. In case of any mishap outside campus, NIPER-Guwahati will not be held responsible.

Signature of the Student:

Parents/Guardians Contact No.:

Address:

Faculty/Supervisor/HoD

(Annexure-III)

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
(NIPER) GUWAHATI
HOSTEL OUTGOING SLIP (IN GROUP/INDIVIDUAL)
(FOR OVERNIGHT STAY OUTSIDE THE CAMPUS)
TO BE SUBMITTED AT LEAST 2 DAYS BEFORE DEPARTURE**

We/I the following students of NIPER-G request your kind permission to go out in group/individual for which the details are given below.

Reason for going out in group/individual				
Place of visit				
Complete address during stay				
Departure details		Return details		Duration of stay
Date	Time	Date	Time	

Undertaking by the outgoing hostellers:

We/I hereby undertake that (i) the information provided above is correct; (ii) that we/I shall be held responsible for any false information provided by us; (iii) that we/I are going out at our own risk; (iii) that we/I have informed our HoD/Guide about our visit and the requisite leave has been duly approved; and (iv) that we/I have informed our parents/guardian and their permission has been taken.(v) We/I shall behave responsibly out of campus and in case of any mishap during the outgoing, NIPER-Guwahati will not be held responsible.

S/N	Name of Hosteller	Regn. No	Hostel & room number	Mobile number	Signature (Self)	Supervisor sign. (For info)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Form Received date (In Warden Office): _____ Sign: _____ (Warden Office)

GHHS

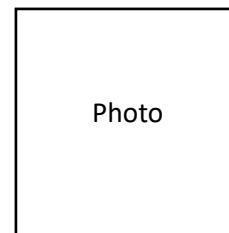
Guidelines for overnight stay outside the campus by the students,

1. This form needs to be filled in common if more than 02 students are going out together.
2. The duly filled and signed in slip along with supporting documents need to be submitted by the students to the Warden at least 02 days before the scheduled departure. The late submission of the group outgoing slip will not be entertained.
3. The Warden/hostel supervisor reserves the right to cross-verify the facts and ask for any documents viz. travel tickets, undertaking from parents on Aadhar ID etc.
4. In case of any false information filled in the form, the Warden/hostel supervisor reserves the right to deny permission to leave the campus.
5. The copy of the final approval needs to be submitted by the students to the Warden as well as a copy at respective security desks, before leaving the campus and make logbook entry in the register.

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
(NIPER) – GUWAHATI**

Hostel Form

(Need to be submitted in duplicate at the time of joining
to the security desk of the respective hostel)



1. Hostel Name:..... Room No.:.....Date of Occupying.....
2. Student Name:.....Department:..... Master/PhD/iPhD.....
3. Email ID & Mobile No. :
4. Age:..... Gender:.....
5. Father's Name:..... Mobile No.....
6. Mother's Name:..... Mobile No.....
7. Permanent Address:
At:.....Post:.....
Village/Land Mark:.....PS:.....
Dist.:..... State:.....
Pin code:.....
8. Local Guardian, if any.....
9. Declaration: I am aware and will abide by the hostel rules and regulations tick:

Signature of the student:



(Annexure V)

Hostel Vacating Slip, NIPER-Guwahati

To be submitted by the student before 3 days of vacating

Student Name & Mobile No.:		Department:	
Hostel & Room No.:		Reg. No.:	
Reason for Vacating:	Completion of course / Industry internship / Personal / Room change		
Date & Time of vacating:			

I request permission to vacate the hostel.

Signature of the Student

Remarks by GHHS / warden office / 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.

Signature of the Student

Warden

GHHS



Hostel Vacating Slip, NIPER-Guwahati

To be submitted by the student before 3 days of vacating

Student Name & Mobile No.:		Department:	
Hostel & Room No.:		Reg. No.:	
Reason for Vacating:	Completion of course / Industry internship / Personal/ Room change		
Date & Time of vacating:			

I request permission to vacate the hostel.

Signature of the Student

Remarks by GHHS / warden office / 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.

Signature of the Student

Warden

GHHS

Instructions:

1. This form is to be submitted to respective warden offices at least before 3 days before vacating.
2. It is mandatory to have a joint physical inspection at a mutually convenient time to rectify any damages.
3. Any damages noted will be recommended for deduction from caution deposit through the academic section.
4. Students should submit an approved copy and keys at respective hostel security desks.
5. Post-vacating, the hostel authority or any staff/workers are not responsible for any left-over belongings.
6. For the cases where HRA is applicable post-vacating, student should submit the final approved copy to academic for releasing HRA of subsequent tenure.