

RULES AND REGULATIONS FOR HOSTEL RESIDENTS



ACADEMIC YEAR 2025-26



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

HOSTEL AND MESS' RULES & REGULATIONS

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(hereinafter referred to in this document as rules, rules and regulations, interchangeably)

All the existing and the newly admitted students should read all the rules and regulations carefully, before applying for / check-in to Hostel accommodation at the beginning of every academic year. In case of any doubt, students can get the clarifications from any of the Wardens. Violation of any of the rules and regulations, stating ignorance, will not be accepted and thus any violation will attract disciplinary action. Student and her/his parent(s) should sign on all pages of this document and submit, before room allotment in SPAV Hostel.

Note: The word Students, residents, inmates, etc. are interchangeably used in this document but each of them refer to those persons who have secured admission in SPAV hostel through satisfactory fulfilment of all applicable procedures of SPAV.

Name of Parent/Guardian

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1. Hostel Administration Committee

The following officials of the institute constitute the Hostel Administration Committee (HAC):

- A. Dean (Student Affairs)
- B. Chief Warden
- C. Wardens (Boys Hostel)
- D. Wardens (Girls Hostel)

The students can approach any of the above officials for help, guidance and grievance redressal. Representations if any, to higher officials must be forwarded through proper channel.

2. Accommodation

- i. Hostel accommodation is not a matter of right of the student and allotment shall be made subject to availability of suitable space, based on adherence of rules contained in this document.
- ii. Provision of hostel accommodation at the time of admission doesn't ensure its continuation in the subsequent years. The student has to apply every year for re-allotment of hostel accommodation in the prescribed format. Re-allotment shall be on the basis of academic performance (Merit) and other conditions as specified by the competent authority from time to time.
- iii. Hostel accommodation is available to B.Arch./B.Plan/M.Arch/M.Plan students, only during a working semester. No B.Arch./B.Plan/M.Arch/M.Plan Student will have a right to occupation of a room during vacation. However, s/he may be permitted to stay on request, if s/he is doing any Course work / Project work / Institute work / Hostel work.
- iv. Preference of room allocation would be given to the non-locals.

3. Conditions of Allotment

- i. Application for admission to the hostel should be made in the prescribed form, which will be available online. Rooms shall be allotted on production of receipt of payment of academic, hostel and mess fee. Hostel fees should be paid online only.
- ii. At the time of admission of a student into the hostel, s/he must report to the Hostel Assistant or any other official of the hostel authorized by the Warden/Chief Warden. Every student has to give an undertaking in writing that s/he will abide by the rules and regulations of the hostel and that s/he will abide by the disciplinary measures/actions imposed on her/him by the hostel administration. This shall be confirmed in writing by the parent /guardian also in the attached declaration form. Hostel residents will be governed by the Hostel and Mess Rules and Regulations during the period of their stay in the hostel.
- iii. At the beginning of every academic year, each hostel resident is required to submit a duly completed Personal Data Form. The telephone number of the parent must be provided. Email (if available) of the parent/s should also be provided. **If any information given by the student during Hostel allotment is found to be wrong/incorrect, s/he may forgo the hostel accommodation.** Any change of address /telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing. Hostel residents can take possession of the room only after signing the inventory of the furniture, electrical and other items/fixtures associated with and in the room.
- iv. Rooms once allotted to the students for an academic year will not be changed except in special circumstances. The Hostel Administration Committee may allot more than one person per room or may

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change allotment of rooms in case of non-availability of rooms.

- v. If the admission/academic/stay status of any student changes during the period of stay in the hostel, s/he is required to inform the Hostel Assistant immediately and should vacate the hostel if the Hostel Management finds that s/he is not eligible for hostel accommodation.
- vi. 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 who is removed from the rolls of institute will automatically cease to be a member/resident of the hostel.
- vii. At the end of the academic year, before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture and all items (ref. 3.iii) on the inventory. Rooms should not be locked once they are vacated. **Personal locks have to be removed while vacating the room, failing which** the lock will have to be broken so as to access the rooms for maintenance and/or repairs, if any.

4. Facilities and Inventories

- i. Each resident of the hostel shall be provided with the following furniture items in their allotted room:
Cot – 1(without mattress), Table -1, Chair – 1, Almirah – 1 along with standard electrical installations.
- ii. The hostels are equipped with the following facilities for the convenience of the residents:
Wi-Fi connectivity, Solar hot water provision, and access to private laundry services.

5. Code of Conduct

- i. Hostel Residents are expected to follow acceptable form of behavior and they should maintain discipline and decorum everywhere in general. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- ii. **All hostel residents are required to carry their valid Identity Cards issued to them by the Institute, at all times, for safety and security.**
- iii. **Hostel Residents are not allowed to be outside the campus after 9.30 PM** (10.00 PM on Friday & Saturday) for any reason whatsoever, unless there is a specific and prior approval of Warden and proper entries are made in the relevant register. If any student wishes to be away from the hostel during the weekend, holidays or at any other time, s/he has to take prior permission from the Chief Warden. Staying out of the hostel without permission will attract strict disciplinary action.
- iv. Ragging is considered as punishable offence as per F.No. 37-3/Legal/AICTE/2009 regulations. No leniency will be shown to any student found guilty. **Ragging in any form is strictly prohibited. If someone found guilty, severe action shall be taken as per relevant rules.**
- v. The rooms, corridors, lifts, staircases, common areas, cup boards, furniture, and surroundings should be kept clean and hygienic. Notices/posters shall not be pasted on walls. The students should not use pens, pencils, sketches, water colors or any other materials to draw images on the walls / floors. Scribbling/Scratching on the walls, breaking glasses, touching the CCTV cameras and damaging property of the Hostel and Institute shall be viewed seriously and will invite disciplinary/penal actions.
- vi. Rooms are allotted to each student on his/ her personal responsibility. S/he should ensure the upkeep of her/his room, hostel and its overall ambience and environment. Students should bring matter/s related to any and all routine maintenance works, to the notice of the Chief Warden through the Hostel Assistant and respective wardens. The resident of a room is responsible for any damage to the property associated

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with / in the room during her/his occupancy of that room and will be liable for paying up charges for recovery of the cost of damages/replacement if any, twice the cost of the object or property in question. In continuation of the rules cited at 3.iii and 3.vii, each Student is required to fill in the inventory of the furniture and other items available and hand over the furniture, other items and materials in good condition when s/he changes/vacates the room/hostel. In case of damage or loss of hostel property the cost will be recovered from the student/s responsible for such damage or loss, if identified, or from all the students of the same floor/block, as decided by the Wardens/Chief Warden/Dean Student affairs.

- vii. The hostel resident shall not move any furniture from its proper allotted place and also not damage them in anyway. Hostel resident is not allowed to keep any additional items other than the above items belonging to the hostel in a room and shall not remove any fittings from other rooms and get them fitted in her/his room, such defaulters will be suitably penalized as decided by the Hostel administration.
- viii. **Smoking and consumption of alcoholic drinks and / or narcotic drugs** in or outside the hostel premises is strictly prohibited. Students shall not enter the hostel/mess premises in intoxicated state and should not possess such materials. **Strict disciplinary action (may lead to expulsion from hostel) will be taken against the defaulter by the HAC.**
- ix. Entire SPAV campus is a smoking-free zone.
- x. The following activities/items are **strictly prohibited** in the hostel premises (This shall apply to Guests/visitors also and disciplinary action will be taken against the defaulter).
 - a) Watching unauthorized/illegal movies,
 - b) Gambling
 - c) Intimidation or violence
 - d) Any kind of business
 - e) Keeping pets (Dogs, cats, birds, rodents, reptiles, or other pets) and/or stray animals within hostel premises.
 - f) Keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind
 - g) Throwing or hanging objects from windows, sitting on parapet, or the use of window/ventilators/balconies etc. as an entrance or exit.
 - h) Walking on the Planted areas/ Landscape areas and the plucking of flowers /branches of the plants in and around hostel premises.
 - i) Trespassing from Boys hostel to Girls hostel and vice versa
 - j) Employing unauthorized persons for personal work such as washing clothes, etc.,
- xi. Disciplinary action shall involve following penalties:
 - a) Expulsion from the hostel.
 - b) Heavy fine
 - c) Non issue of character certificate or rejecting candidature.
- xii. Hostel Residents should not participate (Offline/Online) in any anti-national, antisocial or undesirable activity in or outside the campus.
- xiii. Students should not install/maintain any scriptures, symbols, sculptures, posters, banners, fixtures or any type of installations which are symbolic of religious/political/regional bias etc., and which can disturb the harmony in and around the campus, in and amongst students of SPAV.
- xiv. The visit of a student to the room of opposite sex is prohibited. The visit is restricted to common room and lounge. **Decent dress code must be maintained in the hostel premises.**
- xv. No function or celebration can be organized at hostel premises without the permission of the Wardens/Chief Warden/Dean Student Affairs. Any kind of celebrations if permitted in the hostel, should conclude by 9.30 PM.

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- xvi. Any case of health ailments, illness, accident and any such untoward incidents must be reported immediately to the Wardens/Chief Warden. Students suffering from any contagious diseases should stay in isolation. Decision of the Chief Warden in this regard will be final.
- xvii. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management/administration. No police complaint to be lodged by the student before informing the hostel management/Administration.
- xviii. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission from Chief Warden.
- xix. Students should not arrange for any picnic/party outside the campus without specific permission of the Dean Student Affairs / Chief Warden.

6. Use of appliances

- i. Use of electrical appliances such as immersion heaters, electric stove, air coolers, air conditioner, electric kettle, coffee maker, tea maker, pedestal fan, electric iron box, hair dryer, etc. is strictly forbidden in any of the rooms allotted in hostel. Private cooking in the hostels / student's rooms is strictly forbidden. Such appliances, if found, will be confiscated and penalty will also be imposed.
- ii. Use of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV/Xbox is prohibited. The hostel residents shall maintain **silence hours from 12.00 AM midnight to 6.00 AM**. Enough care should be taken to ensure music / loud talks are not audible outside the room.
- iii. **When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked (at all times).** Gross violation in this regard may attract suitable penalty and punishment as decided by hostel administration.
- iv. Students are not allowed to take common room's newspapers/magazines/appliances etc. to their room at any time. All inmates are advised not to keep their belongings and valuables like (but not limited to) laptops, cameras, cash, etc. in their luggage in the common storage space. Institute shall not be responsible for loss if any, of such items otherwise.

7. Guests/Visitors

- i. Visitors (parents/guardians/guests) are not permitted in a student's room, especially in case of overnight stay. If required, they can avail the institute guest house accommodation (subject to availability and fulfilment of Guest house booking procedure).
- ii. All visitors to the hostel will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard. Visitors are allowed only in the visitor's area of the hostel complex during the visiting hours as below:

Weekdays (Monday-Friday) - 7:30 AM to 8:30 AM & 5:00 PM to 9:00 PM
 PM Weekends (Saturday, Sunday) and Declared Holidays- 7:30 AM to 9:00 PM

8. Adherence to Hostel Timings:

- i. Hostel Residents are not permitted to leave the hostel premises before 05.00 AM in the morning and not permitted to enter the hostel premises after 11:00 PM in the Night without prior permissions from the concerned Authorities. Students who do not adhere to the timings as mentioned in Clause 4.iii will be treated

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as late entries in a semester with following conditions: -

S.No.	Instance	Delay Duration	Punishment
1	First Late Entry	Up to 15 minutes	Warning shall be issued to the student
		More than 15 minutes	A Fine of INR 5,000 shall be imposed
2	Second Late Entry	Up to 30 minutes	A Fine of INR 5,000 shall be imposed
		More than 30 minutes	A Fine of INR 10,000 shall be imposed
3	Third Late Entry	Any delay	Expulsion from the hostel

- ii. All relevant permissions required regarding the late entries, celebrations, field visits, home visits etc. must be taken from the Chief Warden, through proper channel (**submitting the request/forms to Hostel Assistant at least 2 days in advance**), during the working hours only (i.e., 9:30 AM to 5:30 PM). These permissions are to be taken on the stipulated forms paper, with signature. Any last minute requests over telephone or mail shall not be entertained. However, in case of emergencies, as mentioned below, the permission(s) can be availed through adequate intimation, with proof, from the hostel authorities and as guided by them: -

- Urgent medical emergency [hospital admittance etc.]
- Delay in travel from home/tour etc.
- Any other cause of suffering or accident etc.

Staying out of / leaving the hostel without permission may attract strict disciplinary action.

- All the students should take prior approval from the Chief Warden before leaving for their homes or to any field visit/tour/meet etc. Violation of this rule can lead to disciplinary action and appropriate fine shall be imposed as per the discretion of the Wardens committee.
- All Students who are going outside the institute campus must carry their student ID cards with them, which shall be presented to the security if they enter the campus after 09:30 PM on weekdays / after 10:00 PM on weekends (Friday & Saturday).
- Late entry to the hostel due to Institutional functions, academic commitments at SPAV (scheduled exams, late hour classes, submissions, etc.) may be considered on the basis of written application citing Institutional functions / academic engagements as reason of delay which must be validated by the HoD / Studio Coordinator/ Faculty/ Warden concerned. All applications should be submitted within 24 hours of the late entry
- Misbehavior with and disrespect towards the security personnel or hostel assistant/caretakers will be considered equivalent to vandalism and suitable measures will be taken against such occurrences.

9. Refund of Hostel fees

- Fees once paid will not be refunded normally. However, under special circumstances, the following procedure will be followed:
 - Full hostel fee will be refunded if a student wishes to withdraw from the course even before start of the program. Rs. 5000/- will be charged as cancellation fees.
 - If a student wishes to withdraw from a course after the start of the program, room rent and mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.
 - If a student wishes to withdraw from the hostel at any time during the academic year, no refund is permitted however mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.
 - If a student is expelled from the hostel on disciplinary grounds, no refund is permitted except for the mess fee.

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10. SPAV Mess Rules

The rules and regulations for SPAV Mess are as follows.

- i. The SPAV Student Mess will be run on no profit no loss basis.
- ii. The mess arrangement of the hostel is compulsory for all the hostelers without any exception i.e., no student is allowed to stay in the hostel without being a member of mess.
- iii. If any hostel resident wants to leave the mess in the middle of the semester, then he/she has to pay average of 50% of mess charges for the rest of the semester. However, such resident has to pay the mess fee if they want to avail hostel accommodation in the subsequent semester. Such hostel resident has to submit a separate request form in the format provided by paying the prescribed fee and submit the same to the Mess Committee.
- iv. Service in the mess shall be between scheduled hours only.
- v. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- vi. **Wasting food is a social crime.** For the first offence of wasting food, warning will be issued to him/her. If the concerned student is found repeating the mistake, strict disciplinary action shall be taken against him/her including penalty. Paying mess bill does not entitle a diner to waste food.
- vii. The Self-service and self-system of disposable will be followed in all messes. No food will be reserved for the late comers.
- viii. Shouting and sitting on the mess table is strictly prohibited, if anyone is found doing so, he/she shall be fined depending on the severity of offence.
- ix. Outside food is not allowed in the mess.
- x. Modesty in dress is expected from students inside the Dining Block.
- xi. Smoking and drinking alcoholic beverages is strictly prohibited in the campus premises. Anyone found doing the same in the premises would be expelled from the Hostel.
- xii. During vacation if the strength of the students falls below 70, the Hostel Administration reserves the right to stop the mess services temporarily.
- xiii. Individual cooking in the mess/hostel premises, under any circumstance is not permitted.
- xiv. Mess charges collected are per semester in advance and non-refundable.
- xv. No student / council member has any right to appoint or dispense with service of any staff member of the mess.
- xvi. Food will not be supplied to hostel rooms except emergencies like accident, sick students, with the permission of the Wardens/Chief Warden. Used utensils shall be returned to the mess immediately by such hostel resident.
- xvii. Except Mess committee members, other hostel resident are forbidden to enter the kitchen. They should treat all the Mess workers with courtesy. Manhandling of any staff or using abusive language against them will end in the expulsion of the student from the hostel immediately or after due enquiry as per the case.
- xviii. The hostel resident should produce identity cards whenever the mess supervisor/security feels to identify them before taking food.
- xix. The menu of the mess should be prepared by the mess committee members in consultation with Mess Committee Chairperson.
- xx. The Mess committee members will act as representatives for the whole hostel and report to the Mess Committee about the quality of food & on the general cleanliness in and around the mess. The Mess committee members shall also bring to the notice about the quality of service given by the mess staff.
- xxi. The quantity of food will be unlimited except in the case of special items.
- xxii. Students on no account will be permitted to take food outside the mess. Nor can they take mess utensils such as plates, spoons, tumblers, etc. to their rooms.

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- xxiii. All are advised to keep the mess and surroundings neat and clean. No notices are permitted to be pasted on walls of the mess by the students. Notices put up on the notice boards (with the approval of Chief warden) should not be removed by the diners. Fine will be levied to those who have pasted or removed.
- xxiv. Students should not bring any pet animals into the mess hall or encourage such practice.
- xxv. Entertaining Guests (defined by the college authorities) into the mess can be done only by the hostel resident. The host should accompany the guest and obtain the guest coupon at the dining hall with the mess supervisor. The guest rates shall be according to the rates fixed by the hostel committee from time to time in consultation with hostel authorities.
- xxvi. No hostel residents other than mess committee members should interfere in the Mess affair. If he /she have any grievance or suggestion, he/she should report to the committee members.
- xxvii. The sole aim of the Administration is to provide all the facilities to the hostel residents, both in the hostel and the mess and creation of an environment conducive for study and peaceful stay. The Administration reserves the right to add, alter or delete any rules from time to time.
- xxviii. Students should do registration by signing the mess joining register kept in the mess at the time of joining the mess.
- xxix. Students can entertain their guests on prior intimation and on production of guest meal tokens. Guest Meal tokens will be available with Mess Supervisor.

9.1 Mess concession for the mess food

- i. Since the mess is attached to hostel, rebate for not consuming meals while staying in the hostel is not allowed.
- ii. Residents who vacate the hostel before 15th of the month will be charged Mess Charges for half month and those who vacate after 15th of the month will be charged for full month.
- i. In addition, students granted mess reduction should also sign the mess leaving register kept in the mess at the time of their leaving the mess and at the time of joining back.
- ii. In case of sudden illness, information of leaving the mess should be made available to the authorities immediately and the application for mess reduction should be submitted within the next 3 days.
- iii. Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the authorities by post or e-mail before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer. No mess reduction will be given, if advance intimation is not provided.
- iv. If a student intimates the Mess Committee in writing at least 2 days in advance, on non-availing the mess facility for a minimum period of 5 continuous days (Only twice a month), then 60% rebate of mess bill for that period will be given to that student.

9.2 Mess Committee

The function of the Mess shall be supervised and carried out by the Mess Committee as per the office order dated 15.05.2025.

The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess committee shall ensure that the proposed menu is strictly followed and any exception has to be approved by the Mess Committee.

The mess timings are as follows and the students should strictly follow these timings:

- Breakfast: 7.45 a.m. to 9.15 a.m.
- Lunch: 12.30 p.m. to 2.00 p.m.
- Snacks: 5.30 p.m. to 6.00 p.m.
- Dinner: 7.30 p.m. to 9.30 p.m.

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11. Emergency

In case of any emergency, please contact the Care takers, Hostel Assistant, Wardens staying in the hostel premises or call authorities. Important telephone numbers are provided and displayed in hostel premises.

12. Rights of Hostel Administration Committee (HAC)

Hostel Residents who are found violating the above said rules and regulations of the Hostel and Mess are liable to be penalised/expelled from the Hostel. Any breach of these rules will invite an enquiry that will be conducted by the Hostel Administration Committee. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the HAC reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

The Hostel Administration reserves the right to change these rules from time to time and changes if any, will be informed to all concerned, through general circulars displayed on the hostel notice boards.

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