

Hostel & Mess Facility Guide (H.M.F. 2022)



Enrollment Process

Confirm admission in any of the Institute's courses by filling out Institute's Application Form and paying the Academic Fees.



Visit the Hostel and check Room Availability with the Warden.



Pay Hostel & Mess Facility (H.M.F.) charges in the Accounts Department.



Visit the hostel with the Payment Receipt, meet the Warden concerned and fill out the online [HMF 2022-23 Application Form](#)



Visit the room and fill in the Checklist.



Enrollment process is complete.



Shifting Process

On the Day of shifting, meet the Hostel Warden and fill in personal details in the Register.



Warden will then issue a Hostel Pass.



Fill in the details and paste a passport-size colour photo in the space provided in the Hostel Pass.



After pasting the photo put Hosteller's Signature in the space provided.



Warden authorizes the Hostel Pass by signing on it and putting a Stamp overlapping the Hosteller's photo.



Ready to shift.



Hostel Rules

1. There can be 3 to 4 Hostellers in a room on a shared basis. Hostellers are advised to bring one bedding with mosquito net, steel box with lock, one bucket and one mug with them.
2. Institute provides security of the Hostel premises; however, it is the responsibility of every Hosteller to safeguard his/her belongings.
3. No hosteller is allowed outside hostel during 8 pm to 6 am for boys and 6 pm to 6 am for girls, except prior permission is taken from the Warden.
4. No Hosteller shall be absent from the Hostel without prior permission from the Hostel warden and submitting a “Temporary Hostel Leave” (T.H.L.) application.
5. Decent dress and proper hygiene are expected from all the Hostellers.
6. During Class Hours, no one is allowed to remain in the Hostel, except for having any medical issue and permission is taken from the Warden.
7. Lights, Fans and all the electrical gadgets must be switched off before leaving the room.



8. Use of Unauthorized Electrical Gadget is not permitted. It will be confiscated and will be returned only after leaving the H.M.F.
9. No outside guests are allowed in the Hostel.
10. Hostellers must always carry “Hostel Pass” while leaving the Hostel and must display while entering the Hostel.
11. Hostellers are not allowed to take out any property from the Common Room.
12. Hostellers willing to keep a Motor Vehicle on the Campus must get a “Vehicle Authorization Letter” (V.A.L.) signed by Parents/Guardian and approved by Warden.
13. Every Month, Room Inspection will take place, if found dirty and unorganized then Rs.200 fine will be applicable.
14. Use of alcohol, tobacco products or any form of drugs are **STRICTLY PROHIBITED**.
15. **RAGGING** is strictly prohibited in the entire Institute Campus.



16. The Institute reserves the right to take any “Disciplinary Action” against a Hosteller, including expulsion from Hostel for violating the “Hostel Rules”.

Mess Rules

1. Mess timings are fixed. No deviation from set timings will be considered.
Breakfast: 08:30 AM to 09:30 AM
Lunch: 12:30 PM to 01:30 PM
Snack: 04:30 PM to 06:00 PM
Dinner: 08:00 PM to 09:00 PM
2. Hostellers are not allowed to enter the Kitchen or/and give instructions to the Mess Staff.
3. Hostellers are not allowed to take out any Mess property or/and food items from the Mess.
4. Plates, Glasses and other utensils must be kept ONLY in designated place after finishing the food.
5. Guests are not allowed to eat in the Mess.
6. Food Wastage is a National Loss. It must always be checked.



Temporary Hostel Leave (T.H.L.) Format

To,
The Principal,
____ (Boys/Girls) Hostel,
RTCIT

Date:

Through: Hostel Warden

Subject: Permission for T.H.L.

Sir,
I have to go to _____ (Place details)
for _____ (Reason for going)
from _____ (Date) to _____ (Date).

I have taken the consent of my parents/guardian for the same. Kindly, grant me T.H.L. for the above reason.

Parents'/Guardian's Name & Mobile No:

Thank you.

Yours truly,
(Full Name)
(Institute Roll No.)
(Room No.)
(Mobile No.)
(Signature with Date)



Vehicle Authorization Process

Get a letter signed by Parents/Guardian in V.A.L. Format.



Submit the letter to the Warden for authorization.



Warden will verify “List of required documents” related to the vehicle and driving the vehicle.



V.A.L. will be submitted to the Warden after verification and approval.



Allowed to keep the vehicle.

“List of required documents”:

1. Driving License of the Hosteller
2. Vehicle’s R.C. Book
3. Vehicle Insurance
4. Vehicle’s P.U.C. Certificate

Note: In case of two-wheeler, Helmet verification is a must.



Vehicle Authorization Letter (V.A.L.) Format

To,
The Principal,
____ (Boys/Girls) Hostel,
RTCIT

Date:

Through: Hostel Warden

Subject: Permission to keep the vehicle in the Hostel

Sir,
I, _____ (Parents'/Guardian's Full Name), _____ (Relation with the Hosteller) of _____ (Hosteller's Full Name), Room No. _____ bearing Institute Roll No. _____ request you to kindly allow my son/daughter to keep his/her vehicle in the Hostel. I have provided Helmet which he/she will use when driving a two-wheeler.

Vehicle Type: _____ (Bicycle/Motorcycle/Car)

Vehicle Name:

Vehicle Colour:

Vehicle Number:

Thank you.

Yours truly,
(Parent's/Guardian's Full Name)
(Mobile No.)
(Signature with Date)



H.M.F. Committee

1. H.M.F. will run with the support of H.M.F. Committee which consists of employees and students.

2. Members of the Committee:

- Chairman
- Member Secretary
- Student from B.Tech. 1st Year
- Student from B.Tech. 2nd Year
- Student from B.Tech. 3rd Year
- Student from B.Tech. 4th Year
- Student from Diploma 1st Year
- Student from Diploma 2nd Year
- Student from Diploma 3rd Year
- Faculty Member (Optional)
- Staff Member (Optional)

3. Following are the responsibilities of the Committee:

- (i) Maintaining Discipline in the Hostel
- (ii) Proper functioning of the Mess
- (iii) Maintenance of Hostel & Mess Property
- (iv) Committee meeting every week of the month
- (v) Reporting Minutes of Meeting.

Note: All the actions related to improvement or maintenance will be implemented through the committee's reporting ONLY.



Withdrawal Process

Fill the online [HMF 2022-23 Withdrawal Form](#)



Hostel Warden visits the Hosteller's Room to fill out the Withdrawal checklist.



The Hosteller must surrender the Hostel Pass to the Warden else a fine of Rs. 200 is applicable.



Visit Accounts Department for NO DUES.



Once Hosteller clears all the DUES, caution money is released and the withdrawal process is completed.



Payment System

Hostel & Mess Facility (H.M.F.) will run Independently and will not depend on any University Timetable.

H.M.F. will run on a Half-Yearly basis.

- July to December
- January to June

Payment mode:

- One-time
- Monthly

For Monthly payment mode, Hosteller must pay on or before 5th of next Month or else a late fine will be applicable i.e., Rs. 20/Day. Maximum Late fine in any month will be Rs. 500.

Note:

For One-time payment mode, Hosteller is entitled to a Discount of Rs. 1000.



Hostel & Mess Charges 2022-23

Hostel Charges	6 months	Rs. 8000
Mess Charges	Per month	Rs. 2500
Caution Money	At the time enrollment	Rs. 2000 (Refundable)

Payment Schedule

Month	One-time	Monthly	Last Date
January/ July	Rs. 24,000*	Rs. 12,500*	Till 10 th of the month
February/ August	-	Rs. 2,500	Till 5 th of next month
March/ September	-	Rs. 2,500	Till 5 th of next month
April/ October	-	Rs. 2,500	Till 5 th of next month
May/ November	-	Rs. 2,500	Till 5 th of next month
June/ December	-	Rs. 2,500	Till 5 th of next month
Total	Rs. 22,000	Rs. 23,000	

*Rs. 2,000 Caution Money at the time of enrollment (Refundable)



Terms & Conditions:

1. Once enrollment is done, Rs. 10500 will be non-refundable.
2. There is no provision of rebate.
3. All the payments must be made as per schedule.
4. Full Month Charges are applicable if the Hosteller stays more than 5 Days in the month.
(Note: Food will be charged Rs. 100/day up to 5th Day.)
5. Rs. 200 will be charged to re-issue the Hostel Pass.
6. The Hosteller must follow all the rules and guidelines mentioned in the H.M.F. otherwise “Disciplinary Actions” are applicable.



Disciplinary Actions

Violations	Warning	Fine	Other Actions
Missing from hostel without notice	1	Rs. 500	
Noise outside room (7 AM to 5:59 PM)	1	Rs. 500	Repeating can lead to Expulsion
Noise outside room (6 PM to 8:59 PM)	1	Rs. 1000	Repeating can lead to Expulsion
Noise outside room (9 PM to 6:59 AM)	1	Rs. 2000	Repeating can lead to Expulsion
Inspection Failure	1	Rs. 500	
Smoking in Hostel	0	Rs. 1000	Direct Expulsion
Drinking in Hostel	0	Rs. 1000	Direct Expulsion
Drugs in Hostel	0	Rs. 2000	Direct Expulsion
Getting out Property from Mess	1	Rs. 1000	
Getting out Property from Common Room	1	Rs. 1000	
Damage to property	0	2 times the cost	
Misbehaving	1	Rs. 2000	

Damage to property where person(s) cannot be identified:

1. For Room Property: All the Hostellers of the room will be penalized.
2. For Floor Property: All the Hostellers of the floor will be penalized.
3. For Hostel/Mess Property: All the Hostellers of the hostel will be penalized.

