

Pratibha Hostel Rules & Regulations

About this document

The objective of this document is two folded: (1) To describe and communicate Pratibha Hostel terms & conditions and rules & regulations to its current and prospective residents; And (2) to use as a signed declaration that prospective resident agrees to abide by the Pratibha Hostel terms & conditions and rules & regulations if granted admission in Pratibha Hostel. While applying for the Pratibha Hostel admission, the applicant must sign the declaration section (which is on the last page) of this document and submit the signed document to Pratibha Hostel.

Pratibha Hostel admission is conditional to whether an applicant agrees to the hostel terms & conditions and rules & regulations. For this reason, it is highly recommended that all the prospective residents and their parents/guardians go through this document carefully before applying for the accommodation at Pratibha Hostel.

It is important for residents and prospective residents to know that Pratibha Hostel management's judgment and interpretation of the rules and regulations will be considered final. This includes but not limited to the situations when residents and prospective residents have different interpretation and understanding of Pratibha Hostel rules and regulations than what Pratibha Hostel management's interpretation and understanding.

It is also important for the residents and prospective residents to know that Pratibha Hostel management reserves the right to change this document at any time. And the modified terms & conditions and rules & regulations will be applicable to both current and prospective residents.

Pratibha Hostel rules and regulations are neither intended to impose unnecessary restrictions on its residents nor intended to provide a substitute for resident's biological family, family values, family affection, and family warmth. Their objective is to provide orderly sustained comfortable study-oriented living environment to its residents. To continue to provide this benefit, Pratibha Hostel management is committed to assertively yet objectively enforce its rules and regulations. Following sections provide the details of Pratibha Hostel rules and regulations:

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Tariff terms and conditions

1. Pratibha Hostel's term is of six months. A resident's term starts from the day she moves in the room.
2. Hostel fee has to be paid for minimum of one term (of 6 months) even though resident intends to stay in the room for less than six months.
3. Hostel fee can be paid electronically or by bank drafts. All the bank drafts need to be drawn in favor of "Pratibha Hostel" payable at Karamsad. To make the electronic payment, contact hostel management for the bank account details.
4. Paid hostel fee will not be refunded and/or adjusted in any case once the current term has commenced or the resident has moved in the hostel.
5. A prospective resident will be allowed to move in the hostel only after her full hostel fee is received by the Hostel management.
6. Hostel fee must be paid in full as specified by the Hostel management. Please do not ask for individual concessions because it will not be considered by Hostel management.
7. Hostel fee is due on or before the 1st day of the term. If resident is planning to occupy her room in the successive term, Hostel management will notify resident and/or her parents for the hostel fee payment during the last 30 days of the current term.
8. Pratibha Hostel fee is divided in the three main components: (1) **Room and Lodging Charges**, (2) **Maid/Cleaning Service Charges** and (3) **Maintenance Charges**. As the name suggests, Room and Lodging Charges include cost of room and cost of lodging of the resident. Maid/Cleaning Service Charges include cost of room cleaning, laundry, and housekeeping. Maintenance Charges include (a)¹ the cost of electricity consumed by the resident; (b) cost of AC maintenance; and (c) cost of damage and breakage incurred, if any. Hostel management reserves the right to deduct any other unforeseen charges incurred to the hostel directly by the resident or due to her stay.
9. If the actual maintenance cost incurred is more than the Maintenance Charges paid by the resident, she agrees to pay the difference to the Pratibha Hostel immediately. If maintenance cost incurred is less than the Maintenance Charges paid by the resident, hostel will pay the difference to the resident.

¹ Please note that electricity usage of the room will be charged to its residents in proportion to their stay.

10. Pratibha Hostel management will provide the worksheet that explains how resident's hostel fees will be reconciled by the end of her term. It is resident's responsibility to receive and understand this worksheet. Pratibha Hostel management will not be responsible if resident fails to understand the breakdown of charges in the beginning of the term.
11. During the hostel stay, resident agrees to pay the additional amount to Hostel Management if the hostel management foresees that the actual maintenance of a resident cannot be covered by the Maintenance Charges of a term. Hostel management reserves the right to take immediate disciplinary actions against the resident, if resident fails to pay the additional amount as requested by the hostel management.
12. Paid hostel fee will not be refunded for the current term if resident leaves hostel herself or she is expelled from the hostel by the hostel management. Hostel fee once paid for a resident for a current term cannot be transferred as a hostel fee for a new resident or for the other existing resident.
13. A female relative/friend of a hostel resident can stay with her in the hostel room on a temporary basis provided an advance permission is obtained from the hostel management and an advance payment at the rate of ₹ 250/- per day for the total number of days is paid in full to the hostel. Resident must seek permission at least 12 hours prior to guest's planned stay. Note that hostel management reserves the right to deny a temporary stay of any guest including but not limited to these conditions: if there is a space limitation in the room or a resident has sought permission for guest's stay at a very short notice.
14. Resident must purchase food coupons for the guest from the hostel management if guest is planning to use hostel dining room facility. Hostel dining room staff will serve a guest only upon guest presenting the appropriate amount of food coupon(s) to the dining room staff.
15. IMPORTANT FOR CURRENT RESIDENT WHO WANTS TO CONTINUE TO STAY IN THE HOSTEL FOR THE UPCOMING TERM: Hostel management reserves the right to repeatedly remind for fee payment to resident and/or her parents as the end of resident's current term nears. Hostel management may prohibit resident's entry in the hostel if the successive term has started and resident has not paid hostel fees. To avoid this unfortunate situation, hostel management requests all the parents/guardians of the existing residents to pay their fees before the beginning of the new term.
16. Pratibha Hostel will be completely closed for a week during the Diwali holidays. During this closure, all the hostel services will be unavailable because entire hostel staff and dining hall staff will be on holiday leaves. During Diwali holidays, only hostel security will be on duty.

Personal conduct related

1. Resident is allowed to use Pratibha Hostel for the residential purpose only and not for the business solicitation purposes. Pratibha Hostel will not allow any illegal, immoral and hazardous activities of resident.
2. Resident is not allowed to have pet(s).
3. Resident is required to maintain good conduct both inside and outside of hostel while staying at Pratibha Hostel. Failure to maintain good conduct (due to a felony, serious charges, and/or legal indictment(s)) may result into resident's expulsion from the hostel.
4. Resident must follow the rules & regulations of Pratibha Hostel and be respectful and cooperative to the staff of Pratibha Hostel.
5. Resident must be respectful to other residents of Pratibha Hostel all the time. Pratibha Hostel management has zero tolerance for ragging, mental and physical torture through practical jokes, and/or any kind of harassment.
6. Resident must adhere to the quiet environment of the hostel. Resident must stay away from the activities that may disturb other residents or jeopardize quiet environment of the hostel. Resident must not shout or scream, play loud music, host noisy parties, and talk loudly that may be objectionable to other residents.
7. Resident must throw their garbage in the hostel provided garbage cans and not anywhere else in the hostel. Resident is also strictly prohibited spitting anywhere except in her bathroom and washbasin.
8. Resident is responsible for the behavior and personal conduct of their visitors at Pratibha Hostel. For this reason, resident must be careful in inviting visitors whose behavior may be perceived inappropriate by Pratibha Hostel management. Misbehavior and/or misconduct of resident's visitor may trigger disciplinary action(s) against resident herself.
9. Resident cannot smoke, chew/eat tobacco and possess/consume banned drugs & addictive substances anywhere in the hostel. Violator of this rule will be immediately evicted from the hostel.
10. Resident is prohibited to store, subscribe, or view pornographic material at the hostel. Resident is also prohibited to show/view/access pornographic images, writings, and movies on their mobile phones, computers and other electrical/electronic gadgets.
11. Resident needs to turn down her mobile phone ringtone volume as it may disturb quietness of the hostel environment. Pratibha Hostel recommends that resident set her mobile phone ringtone on low volume or in silent/vibrate mode when in the hostel.

Hostel in-and-out policy related

1. Pratibha Hostel has large compound around the building. For this reason three hostel gates' operating timings are extremely important for residents to understand. The three gates are: (1) Hostel Compound Gate - this gate is situated on Karamsad-Sandesar road; (2) Hostel Building Gate - this is a roll over shutter door on the hostel building entry; (3) Hostel Living Area Access Door - this door can be accessed only by the hotel residents using their finger-print.
2. All the hostel gates are monitored by the CCTV cameras 24 x 7, 7-days a week and hostel security personnel.
3. Hostel Compound Gate remains open all the time, except from 11:00 pm to 6:30 am. Anybody who needs entry during the closed hours of the gate needs to call Pratibha Hostel phone number 02692-222163.
4. Hostel Building Gate remains open all the time, except from 11:00 pm to 6:30 am. This gate operation is managed by the on-duty hostel front-desk clerk (when available). Because Hostel Building Gate closes at 11:00 pm, residents are not allowed to use TV room and visiting room after 11:00 pm.
5. Hostel Living Area Access Door remains closed all the time. Residents can open this door to get in the hostel living area only by using their on-record finger-print impressions.
6. It is mandatory that all the residents entering the Hostel Living Area Access Door must register their finger-print. Resident's failure to register her finger-print would create inaccuracy in the hostel's in-out record. And for that reason, resident's failure to register her fingerprint while entering hostel living area access door would be considered serious violation of hostel policy and guideline. Resident's repeated violation to not register her fingerprint while entering hostel living area access door may result in disciplinary action against her by the hostel management.
7. Hostel resident must return to hostel, before 11:00 pm, unless she has received prior permission from the hostel management.
8. Any time, hostel resident is staying anywhere other than the hostel room, she must notify to hostel management in advance. If hostel resident is going away to her hometown or any other place and not returning to hostel for one or more nights, she must notify hostel management prior to leaving hostel.
9. Hostel resident is responsible to notify hostel management if her room-mate has not returned to her hostel room by 11:00 pm.

10. Resident who needs to leave hostel before 6:30 am and/or return to the hostel later than 11:00 pm on a frequent basis for the legitimate reasons must submit filled out parent permission form that empowers hostel management to allow resident's frequent early departures and/or late arrivals.
11. If resident arrives later than 11:00 pm, and has not submitted the permission form for the late arrivals/departures, hostel management will seriously warn resident but will allow her entry in the hostel. Hostel management will also notify resident's parent/guardian over the phone and/or email with resident's violation of hostel timings. Frequent late arrivals by a resident beyond 11:00 pm without the prior submission of parent's permission form will be considered breach of hostel regulation and may trigger girl's expulsion from the Pratibha Hostel.
12. Guest accompanying hostel resident through hostel living area access door is a responsibility of the hostel resident during the time guest is in the hostel living area.
13. After 11:00 pm every day, hostel management will reconcile the presence of the residents at the hostel. All the residents must co-operate hostel management in accounting all the missing hostel residents.

Dining hall related

All the dining facilities of Pratibha Hostel are provided in the "Gayatri Dining Hall".

1. Gayatri Dining Hall serves only vegetarian food and will not cater to the non-vegetarian food except serving milk or food items that are made from milk and milk products.
2. Gayatri Dining Hall management is the final decision maker on the food menu.
3. Pratibha Hostel resident is not allowed to bring outside food in the dining hall.
4. Pratibha Hostel resident must consume all meals and breakfasts in the dining hall only. Meal shall not be taken and/or consumed in the hostel rooms, hallways, guest waiting room, parking lot and hostel garden. Hostel management may allow meal to be taken to the individual room only when the resident is not able to walk back and forth to the Gayatri Dining Hall.
5. Gayatri Dining Hall serves breakfast and meals during the fixed hours. Breakfast is served from 7:30 am to 09:30 am. Lunch is served from 11:30 am to 2:30 pm. And dinner is served from 7:30 pm to 10:30 pm. Gayatri Dining Hall management reserves the right to modify these timings at short notice.
6. Pratibha Hostel resident must vacate her dining chair upon finishing her meal/breakfast especially when other patrons are waiting to be seated for their meals/breakfasts.

7. Gayatri Dining Hall sinks are for the hand washing and drinking water only. Pratibha Hostel resident must not cough, spit, and wash other parts of a body in the sink or use dining room sinks for any other purposes.
8. Music system of Gayatri Dining Hall is operated by the dining hall management only. Gayatri Dining Hall management is committed to accommodate residents' requests for the choice of music on best effort basis. However in the case of multiple choices of music by the residents, Gayatri Dining Hall management will have a final say in what music to play.
9. Pratibha Hostel residents must not waste food. Kitchen and hostel staff may take disciplinary steps against a resident if she is found guilty of excessive food wastage.
10. Pratibha Hostel residents cannot use dining hall for any other activity except dining. Hostel management may however host group meeting of hostel residents in the dining room.
11. Pratibha Hostel resident is responsible for her guest's behavior and conduct.
12. Gayatri Dining Hall will be completely closed for a week during the Diwali holidays.

Room related

1. Resident must be in the secured hostel living area between 11:00 pm to 6:00 am. During this time, however, Resident will be allowed outside of secured hostel living area only for the purposes of drinking water. Secured hostel living area is the area that is secured by the biometric finger-print access door.
2. Resident must switch off all lights, fans, computers, and other electrical apparatus such as air-conditioner upon leaving her room to save electricity and to protect her room from accidental fire hazards.
3. Resident is not allowed to cook anywhere in the hostel living area except in the self-service kitchen.
4. Resident is allowed to keep food items, snacks, etc. as long as it is stored properly. Pratibha Hostel management may restrict this freedom of a resident if bugs, ants, and fungus are found in her room.
5. Resident is not allowed to bring an outsider to her room without seeking a prior permission from the hostel management. Resident is also not permitted to keep guests in her room beyond the permissible time by the hostel management.

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6. Resident's male friend(s) and male acquaintance(s) are not allowed in the secured living area (which includes her hostel room and resident living areas) unless allowed by the hostel management.
7. Resident cannot sub-rent her room or allow someone else to use her room in her absence at the hostel.
8. Resident is responsible for the safety and security of her personal articles as well as the articles provided to her by Pratibha Hostel for her use.
9. Resident is forbidden to use electrical items such as TV, high-powered audio systems, portable water heater, washing machine, automatic clothes-dryer, and commercial fan. If any such item is found in the possession of a resident, it will be seized immediately and will not be returned. Resident may use small refrigerator in her room.
10. Resident must use radio and music system(s) with the head-phone or ear-phone to maintain the quiet environment of the hostel. Hostel management reserves the right to seize music systems permanently, if resident is found using them without earphone or headphone. Resident should avoid using speaker phone as much as possible.
11. Resident cannot mutually exchange room with another resident without obtaining permission from the hostel management.
12. Resident must use hostel provided lock on the main entrance door of her room.
13. Resident must cooperate to hostel management while they check attendance of the residents. Pratibha Hostel management reserves the right to check resident's attendance at any time.
14. Resident is responsible to notify hostel management if she faces any discomfort or issue. This is particularly important when resident is sick and/or needs to see a doctor. Upon resident's request hostel management will facilitate medical checkup for a resident at resident's expense. Without resident's input, it may be difficult for hostel management to help resident in a timely manner.
15. Resident is responsible for the safety and security of her personal belongings. It is resident's responsibility to put her valuable belongings in her closets and lock her closets. Pratibha hostel management discourages resident to keep jewelry, large amount of cash, and highly expensive items in her room. Pratibha Hostel and its staff are not responsible for the lost or stolen personal belongings of the resident.
16. Resident is not allowed to paint or scribble on the walls/furniture, put nails, hang offensive & sexually explicit pictures/posters, and put stickers in the room. Pratibha Hostel management permits resident to stick posters in her room using removable tape that does not damage wall paint and furniture.

17. Resident is required to notify hostel management if there is any breakage of service in the room. This includes but not limited to problems related to the window mosquito net, light bulbs, fans, water faucets, hot and cold water supply, air-conditioner, room cleanliness, laundry, etc.
18. Resident must use garbage can to dispose her garbage. Failure to do so may result in the disciplinary action. Pratibha hostel management has zero tolerance for the residents who throw garbage through room window and service area gallery.
19. Resident must go over the room inventory checklist with the hostel staff before occupying and before vacating a hostel room. Room inventory checklist provides the list of all the items supplied to a resident along with the room. Resident must sign the room inventory checklist after self-verifying all the items of the room inventory checklist. It is resident's responsibility to make sure that she puts a note against every items that are missing, excessively worn out, deformed, and/or unusable. After resident fills out and signs the room inventory checklist, hostel staff also verifies the room items and puts his/her comments on the form. Upon vacating the room, hostel staff will verify the room items against the original room inventory checklist that hostel staff and resident filled out upon moving in the hostel. Resident is liable for the stolen, broken, or severely abused condition of room inventory items.

Hostel premise related

1. Pratibha Hostel is not liable for any injury or damage of personal property of the residents on the hostel premise.
2. Vehicle speed limit on the Pratibha Hostel property compound is 15 km/hr. All the residents and their guests must comply with the speed limit.
3. Resident is liable for the damages, if resident is found responsible for the stolen or damage of the hostel property.

Regarding Entertainment Room

1. Pratibha Hostel residents are responsible for the Entertainment Room equipment during their presence in the Entertainment Room.
2. Pratibha Hostel residents are responsible for the behavior of their visitors in the Entertainment Room.
3. Last person leaving the Entertainment Room is responsible for turning off the electrical equipment such as but not limited to TV, fans, lights, etc. of the Entertainment Room.

4. Pratibha Hostel residents must maintain the cleanliness during their used of the Entertainment Room.

Regarding hostel garden

1. Only residents are allowed in the hostel garden. Resident must accompany her visitor(s) all the time when in the garden.
2. Resident must not destroy garden plants, trees, lawn, sprinklers, pipes, and garden equipment. Plucking flowers, roses, and fruits off the plant is disallowed.
3. Resident must be appropriately dressed and must maintain proper distance from the visitors while in the garden. Resident found in a compromised situation will be asked to leave hostel immediately.
4. Resident must adhere to hostel quiet environment while in the garden. Resident is not allowed to yell, scream, talk loudly, and play loud music in the garden.
5. Resident is not allowed to litter in the garden. If resident is caught littering, she will be asked to clean the litter immediately.

Regarding hostel parking lots

1. Overnight parking is for the hostel residents only. No outsider is allowed to park his/her vehicle overnight in the parking lots.
2. Vehicles must be parked in the designated parking lot. Vehicles parked anywhere other than the parking lot will be towed away at the vehicle owner's expense. Vehicles must be parked within the marked parking spaces. Two-wheelers must be parked where the two-wheeler parking is designated and the four-wheelers must be parked where the four-wheeler parking is designated.
3. Residents and/or residents' guests cannot sit on other residents' parked vehicles. People found sitting on the parked vehicle will be asked to sit in the waiting room or leave hostel compound.
4. Residents must not leave personal belongings in their vehicles. Pratibha Hostel is not liable for the damaged or stolen vehicle and/or personal property.
5. Residents must lock their vehicles securely so that possibility of vehicle thefts can be minimized. Pratibha Hostel is not liable for the stolen vehicles.

Declaration

I, _____, agree to abide by the above mentioned
(Applicant's full name here)

Pratibha Hostel terms & conditions and rules & regulations if I am granted admission as a tenant in Pratibha Hostel. I understand that my tenancy at Pratibha Hostel is conditional to my agreement with the Pratibha Hostel terms & conditions and rules & regulations. I also understand that failure to follow Pratibha Hostel terms & conditions and rules & regulations as a Pratibha Hostel tenant may result in a disciplinary action(s) against me as deemed appropriate by the Pratibha Hostel management.

(Today's date)

(Applicant's Name)

(Applicant's signature)