



To ensure a safe, clean, secure, and harmonious living environment, all Hostelite are required to strictly adhere to the following rules and regulations.

1. General Conduct

1. Maintain peace, discipline, and mutual respect within the hostel at all times. Any activity that disturbs other residents is strictly prohibited.
2. All residents shall treat fellow Hostelite, staff, and visitors with dignity and respect. Bullying, harassment, discrimination, intimidation, or abusive behavior in any form will not be tolerated.
3. Every Hostelite is expected to uphold the good name and reputation of Sarita Hostel by maintaining discipline, cleanliness, and responsible conduct.

2. Cleanliness and Maintenance

4. Keep your room clean, tidy, and organized at all times. Arrange your bed, clothes, and personal belongings neatly.
5. Rooms will be cleaned once a week by the hostel staff and may be inspected by the Warden or Management in the presence of the Hostelite.
6. Keep your room free from unnecessary items such as empty plastic bottles, worn-out footwear, and other unused materials. Dispose of unwanted items regularly.
7. Sweep and dust your room regularly to maintain cleanliness.
8. Do not nail, paste, or stick anything on the walls, windows, doors, or cupboards. Any damage to hostel property may attract a penalty.

3. Use of Hostel Facilities

9. Use water, electricity, and all hostel resources responsibly. Avoid unnecessary wastage.
10. Switch off lights, fans, geysers, chargers, and all electrical appliances after use, especially before leaving your room.
11. The lift is to be used only while going up. Residents are requested to use the stairs while coming down, except in cases of medical necessity or emergency.

4. Personal Belongings

12. Hostelite must bring her own personal items, including bed linen, pillow, towels, iron, plate, cup, bucket, mug, and other daily-use essentials.
13. Hostelite is solely responsible for the safety of their personal belongings. The Hostel In-charge and Management shall not be responsible for any loss, theft, or damage.
14. Room keys are the responsibility of the allotted resident. Loss of keys must be reported immediately, and replacement charges shall be borne by the resident.

5. Food and Dining

15. Food is not permitted inside the rooms. All meals and cooked food brought from outside must be eaten only in the designated dining area.

6. Bathrooms and Laundry

16. Keep bathrooms and toilets clean and dry after use.
17. Do not flush plastic bags, food waste, wrappers, hair, sanitary pads, or any non-biodegradable waste into toilets. Dispose of all waste in the designated bins. Sanitary pads must be wrapped securely before placing them in the designated sanitary waste bin.
18. Washing clothes in bathrooms is prohibited. Use only the designated washing area.
19. Dry clothes only on the clotheslines provided. Remove them promptly once dry so that others may use the drying space.
20. Do not dry wet clothes inside rooms or spread clothes or belongings on vacant beds.

7. Room Allocation, Visitors and Privacy

21. Hostelite shall not change or occupy another room, bed, cupboard, or any vacant accommodation without prior permission from the Sister-in-Charge or Warden.
22. Residents are not permitted to spend time in each other's rooms and must respect the privacy of fellow Hostelites.
23. Visitors are not allowed inside hostel rooms. They may be received only in the designated parlor or sitting area.
24. Taking photographs or videos of other residents or hostel premises without prior consent is prohibited.



8. Attendance, Leave and Hostel Timings

25. Night attendance at 9:30 p.m. is compulsory. After attendance, all residents must maintain silence to ensure a peaceful environment.
26. The hostel gate will be closed at 10:00 p.m. All residents must return before this time.
27. Morning the hostel gate opens at 6. am
28. Overnight stay outside the hostel is not permitted without prior permission from the parents/guardians and the Sister-in-Charge. If the stay is for official work, an authorization letter from the employer must be submitted.
29. Before leaving the hostel for long vacations or holidays, residents must inform the Sister-in-Charge, provide a valid contact number, and hand over the room key.

9. Safety and Security

30. Consumption or possession of alcohol, tobacco, cigarettes, vaping devices, narcotic drugs, or any intoxicating substances is strictly prohibited. Any resident found violating this rule shall be subject to disciplinary action, including immediate dismissal from the hostel after informing the parents/guardians.
31. The use of heaters, electric stoves, immersion rods, or any other inflammable or unauthorized electrical appliances inside rooms is strictly prohibited. Ironing of clothes must be done only in the designated common area.
32. Do not overload electrical sockets or use damaged electrical appliances or extension boards.
33. In case of fire, medical emergency, or any other emergency, immediately inform the Sister-in-Charge/Warden and follow the instructions issued by the hostel authorities. Tampering with fire safety equipment is strictly prohibited.

10. Health and Medical Information

34. Residents must inform the hostel authorities of any serious medical condition, allergy, or emergency contact details. All medical expenses shall be borne by the resident or their parent/guardian.

11. Noise and Quiet Hours

35. Residents shall avoid loud music, shouting, or any activity that disturbs others, especially after night attendance and resting hours.

12. Damages and Liability

36. Residents will be held responsible for any loss or damage to hostel property, including cupboards, electrical fittings, bathroom fixtures, furniture, or other facilities. The Management reserves the right to deduct the repair or replacement cost from the caution deposit.

13. Compliance and Disciplinary Action

37. No instigating others, forming groups, or engaging in conflicts. Any concerns should be brought directly to the management.
38. Failure to comply with any of the above rules may result in disciplinary action, including warning, suspension, or dismissal from the hostel, at the discretion of the Sister-in-Charge and Management. Parents/guardians will be informed of major disciplinary violations.

14. Management's Right

39. The Management reserves the right to amend, modify, or introduce additional rules whenever necessary in the interest of safety, discipline, and the welfare of residents. Any such changes shall be communicated to all Hostelite.

Declaration

I, hereby declare that I have carefully read and understood

the Rules and Regulations of Sarita Hostel. I agree to abide by them throughout my stay in the hostel. I understand that any violation of these rules may result in disciplinary action, including dismissal from the hostel.

Applicant's Signature

Parent/Guardian's Signature

Phone Number