

ACCOMDATION RULES & DO'S AND DON'TS

1. All participants of programs under center for continuing education are required to maintain standards and decency. All are expected to behave courteously and fairly with everyone inside and outside the flats and campuses.
2. The rooms, common areas and surroundings of the Flats should be kept clean and hygienic.
3. Any acts of vandalism shall be dealt with severely and shall attract penalty.
4. All participants are required to produce, whenever asked, their valid identity cards issued to them by the Management.
5. Defacing the walls, doors, windows, and shelves of the flats rooms is prohibited and shall be met with penalty.
6. A room is allotted to a participant on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
7. The resident of a flat is 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 Flat Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine.
8. In case of any damage or loss of flat property, the cost of repairing/replacing the same will be recovered from the responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the participants of the respective flat, as decided by the Management.
9. The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the flat, the occupant of the room shall hand it over to the staff, failing which he/she will be charged a penal rent as decided by the Management.
10. The resident shall not remove any fitting or fixture from any room or common area.
11. Participants should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
12. The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Management shall in no way be considered responsible.
13. Ragging is strictly prohibited. Any violations shall be dealt with very severely (as per law in force) and could lead to expulsion from flats as well from course.

14. Any undesirable activity designed to disturb others or cause bodily harm or danger to others shall attract penalties/fines.

15. The entry of opposite genders in rooms of other gender is restricted.

16. You shall not possess any weapons that can be used to cause harm to others.

17. All visitors to the flats including parents / guardians shall have to make necessary entries (Outside friends will not be permitted) in the visitors' book available with the Caretaker/ Security guard.

18. No crockery/utensils shall be taken from the mess to the room. Violation of the same shall attract fine.

19. Kindly refrain from ordering fast/packed food to the Flat rooms from any outside agencies.

20. The use of electrical appliances such as immersion heaters, electric stoves, heaters, electric irons is strictly forbidden in the flats and so is cooking inside the rooms. Such appliances, if found, shall be confiscated and fines imposed.

21. Participants must observe decorum in the flats, especially in the common rooms and dining areas. Please be dressed properly.

22. Parties, functions, or any meetings within the flats premises are not allowed without specific permission of the staff concerned. Participants can use Mess/canteen for the same.

23. In the flats premises the following acts are strictly **prohibited**:

- Smoking
- Consumption of alcoholic drinks
- Consumption of drugs
- Gambling
- Intimidation or Violence
- Willful damage to property
- Entering the flat premises in an intoxicated state
- Using abusive language/words & direct/indirect condescension
- Employing unauthorized persons for personal work such as washing clothes,
- Repair of flats property, etc.
- Cooking in the room or on the flats premises
- Using two-wheelers and/or motor vehicles of any kind.

24. Management reserves the right to make surprise inspections in order to ensure that this code of conduct is followed both in letter and in spirit. Management includes but not limited to Staff, Caretaker, Security Officer and Security Supervisors and Security Guard.