



# HOSTEL POLICY



## **PACE**

INSTITUTE OF TECHNOLOGY & SCIENCES

**AUTONOMOUS**

Approved by AICTE and Govt. of A.P. Accredited by **NAAC(A Grade)**  
Recognized under 2(f) & 12(B) of UGC, Permanently Affiliated to JNTUK  
An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

NH-16, Near Valluramma Temple, Ongole-523272, Prakasam Dist, Andhra Pradesh



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
(AUTONOMOUS)

Permanently Affiliated to JNTUK, Kakinada. A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph.: 08592 278315, 9581456310 | [www.pace.ac.in](http://www.pace.ac.in)

## Hostel Policy

A family is made up of hearts. Periodically, a student's life will switch from living with family members to living in a hostel with other students as their family. For engineering students from various locations, PACE hostel is the greatest option because it acts as a second home. For us, unlike other institutions, a hostel is a place where students may study, relax, and socialize.

For the benefit of the students, PACE hostels have been built to offer a secure and friendly environment. Boys' and girls' full-fledged hostels are located separately on campus, In order to create and to promote a fresh, green and peaceful environment; we have spared no effort in designing the living areas. The development of useful thoughts and ideas is excellent in such a conducive setting.

### RULES AND PROCEDURES IN BOYS & GIRLS HOSTEL

- **Application for admission** to the Hostel must be made in the prescribed form, which is available in the Hostel office.
- Accommodation would be provided only **after paying** the requisite fees as decided by the college from time to time.
- All charges and rents prescribed in the application form or any other documents are **subject to change** as per the decision of the Institute authorities without prior notice.
- Once the prescribed **fee is paid** within the due date, then the student becomes the occupant of the hostel.
- No student will be allowed to stay in the Hostel without **formal admission**. The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
- At the time of admission every student has to submit a **written undertaking** in the prescribed form, countersigned by his/her parent/guardian, to the extent that she would abide by the rules and regulations of the Hostel.



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
**(AUTONOMOUS)**

Permanently Affiliated to JNTUK, Kakinada. A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph: 08592 278315, 9581456310 | [www.pace.ac.in](http://www.pace.ac.in)

- At the time of **admission** of a student into the Hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed **Personal Data Form**, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
- The Hostel Management will generally provide a minimum set of **furniture** and fittings in each room, consisting of a cot for each inmate as well as table, ceiling fan with regulator and reasonable light fitting.
- Students suffering from **contagious disease** will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
- Students must occupy the respective room allotted to them.
- **Rooms once allotted** to the students for an academic year will not be changed except under special situations.
- Under no circumstances the inmates should **exchange rooms** without the knowledge of the Hostel warden.
- Inmates shall respect the **equal rights** of their roommates
- All the residents of hostels must register their **attendance daily** at specified timings in the installed biometric devices.
- Residents of hostels are not allowed to stay in hostel **during college** hours and in case of sickness etc, prior written permission must be taken from In charge of Hostel.
- **Luggage room** will be provided to the students who continue to stay in the hostel for the next academic year



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
**(AUTONOMOUS)**

Permanently Affiliated to JNTUK, Kakinada. A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph.: 08592 278315, 9581456310 | [www.pace.ac.in](http://www.pace.ac.in)

PACE hostels – **A Home away from Home** have the following features:

## SECURITY

- Strict round-the-clock **security** & 24 hours power backup
- A Senior Faculty Member who acts as a **Warden-Friend-Guide** is the exclusive feature of the Hostel.
- The security personnel are authorized to check for the "**Hostel Identity Card**" any time within the hostel premises
- The visit of male students to the girls' hostel and vice versa is strictly prohibited
- Visitors are not allowed inside a student's room. Strict disciplinary action will be taken against the student, who violates the rule.
- Students should make their own arrangements for the **safety** of their **belongings**. **Valuables** like jewellery, cash, laptops, mobiles etc., should not be kept unlocked. The authorities will not be liable for any losses in this regard.

## MEDICAL FACILITIES

- Adequate **Medical facilities** to take care of the students in case of any emergency.
- A general **pharmacy** and attendant services available round the clock on the college premises
- An **ambulance** is always available to transport patients in dire need to a nearby super-specialty hospital.



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
**(AUTONOMOUS)**

Permanently Affiliated to JNTUK, Kakinada, A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph.: 08592 278315, 9581456310 | [www.pace.ac.in](http://www.pace.ac.in)

## VISITORS

- **Any visitor** is allowed enter the hostel up to the visitors' room only. All visitors to the hostel including the parents/guardians will have to make necessary entries in the Visitors' Book available at the hostel entrance with the security guards.
- The visit of **male students** to the girl's hostel and vice versa is strictly prohibited.
- Violation of this rule will lead to severe penalty and punishment as decided by the hostel and Institute authorities.
- Any visitor found inside the hostels after 6.00 P.M shall be sent out by the security, and the hosteller permitting such unauthorized guest will be penalized.
- The **visiting hours** for parents & relatives are:  
Monday to Saturday 5.00 P.M to 9.00 P.M  
Sunday 9.30 A.M to 8.30 P.M

## MESS

- **Discipline** should be strictly maintained in the dining hall.
- Day Scholars cannot be entertained as guests in the mess on a regular basis.
- Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, it should be intimated to the hostel management and they will make suitable arrangements for her food.
- **Wasting food** is a social crime. For the first offence of wasting food by a boarder, warning will be issued to her/him. If the offence is committed for the second time a suitable fine will be imposed on her/him.
- Every resident must pay the **mess bill** by the due date announced by the warden. Receipts in respect of payments of mess bills must be preserved till the end of the under graduate programme and produced in original whenever required by the warden or any other authorized officials.
- A resident shall strictly keep to the **timings** set down for meals.



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
(AUTONOMOUS)

Permanently Affiliated to JNTUK, Kakinada. A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph.: 08592 278315, 9581456310 | [www.pace.ac.in](http://www.pace.ac.in)

## USE OF APPLIANCES

- The uses of **electrical / electro-mechanical equipments, gadgets, appliances**, such as electric stove/heaters/refrigerator/infrared cooker/electric iron are forbidden in any of the rooms allotted to the residents.
- **Private cooking** in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and a fine will be imposed.
- The use of audio systems which may cause **inconvenience** to the roommates or other inmates is not allowed.
- When the students go out of their rooms they should switch off all the **fans, lights** etc., and keep it locked (at all the times). Violation will attract suitable penalty and punishment by the authorities.

## ROOM MAINTENANCE AND CLEANINESS

- It is the responsibility of the warden to look after and take care of the general **maintenance** and cleanliness of the hostel premises.
- **Sudden visits** at any time will be made by the warden. If room maintenance is found not good and uncleanness a fine will be levied on each resident in the room irrespective of their explanations.
- **Fixing posters** and pictures or writing on the common walls and disfiguring the walls of the rooms are strictly prohibited.
- The residents shall not have any **guests** living in their rooms without prior permission of the warden.
- **Garbage** and wastage only be put at garbage bins available nearby rooms/hostel premises.
- No function or **celebration** shall be organized at hostel premises or in rooms except with the permission of the Warden.



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
**(AUTONOMOUS)**

Permanently Affiliated to JNTUK, Kakinada, A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph: 08592 278315, 9581456310 | [www.pace.ac.in](http://www.pace.ac.in)

#### **RAGGING:**

- Ragging in any form is banned. Severe punishment, including expulsion from the Hostel and the Institute, shall be imposed on any resident if she is found to have indulged in ragging.
- Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.

#### **MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS**

- Students should be present within the hostel premises between 5:00 PM to 8.30 AM.
- No student is permitted to **stay outside** the hostel during this time without the written permission of the warden. Violation of this rule will invite strict disciplinary action on her/him.
- Except during vacations, residents shall be allowed to go home only if there is a **written request** for the same from self /parent/guardian citing genuine grounds and consented by the Head of the department/programme coordinator/student counselor she belongs.
- If any second/third year student needs permission for coaching outside the institute like GRE/TOFEL/CAT/GATE should submit a letter by their parents personally to the hostel warden. No permission will be given through phones.
- If any hosteller goes outside the college campus without any prior information to the hostel management during/after college timings hostel registration will be cancelled immediately and **disciplinary action** will be taken on her/him by the Institute.



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
**(AUTONOMOUS)**

Permanently Affiliated to JNTUK, Kakinada. A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph: 08592 278315, 9581456310 | [www.pace.ac.in](http://www.pace.ac.in)

## CODE OF CONDUCT

- Inmates shall **respect** the equal rights of their roommates
- **Silence** must be observed on the hostel premises. All unnecessary noises must be avoided.
- Hostellers are required to avoid singing aloud, shouting and making any type of **noise** to distract the attention of those who may be at their books or the neighbours or visitors.
- **No commercial** or any other activity shall be permitted in the hostels.
- All residents are required to produce, whenever asked, their valid **identity cards** (i.e. College and Hostel ID cards) issued to them by the Institute.
- A room is allotted to a student on her/his personal responsibility. She must take care of the cleanliness and maintenance of her room.
- Residents must also **take care** of the hostel and its environment.
- The resident of a room is responsible for any damage to the property in the room during her/his 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 hostel **Management** shall take strict disciplinary action.
- The management will have the right to expel any student from hostel on **disciplinary grounds** and in such case the entire hostel fees, indicating the caution deposit will be forfeited
- on the hostel premises the following acts are strictly prohibited:
  - Consumption of drugs • Gambling • Intimidation or violence • Willful damage to property • Entering the hostel premises in an intoxicated state • Using abusive languages, Employing unauthorized persons for personal work such as washing clothes, repair of hostel property, etc. • Cooking in the room or on the hostel premises and Using two-wheelers and/or motor vehicles of any kind



SRINIVASA EDUCATIONAL SOCIETY'S  
**PACE INSTITUTE OF TECHNOLOGY & SCIENCES**  
**(AUTONOMOUS)**

Permanently Affiliated to JNTUK, Kakinada, A.P., An ISO 9001:2015 Certified Institution  
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC  
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph: 08592 278315, 9581456310 | www.pace.ac.in

## GRIEVANCE REDRESSAL

- If any boarder feels aggrieved on any matter concerning running of the hostel room or its mess, he/she may approach the in charge or hostel warden in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the hostel management may refer the case to the **Institute Grievance Cell** for further action.

## RIGHTS OF HOSTEL MANAGEMENT

- The **hostel management** reserves the right to initiate amendment of the rules and regulations stated hereinbefore from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the hostel notice boards.

## APPELLATE AUTHORITY

- In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the **Principal** of the Institute through the warden for redressal. The decision of the **Principal** on the matter shall be considered as final and binding.

  
**PRINCIPAL**  
PACE INSTITUTE OF TECHNOLOGY & SCIENCES  
(AUTONOMOUS)  
VALLUR, ONGOLE-523 272, ANDHRA PRADESH