

Shriram Bharatiya Kala Kendra



HOSTEL RULES – 2018

COLLEGE OF MUSIC & DANCE

1, Copernicus Marg, New Delhi 110 001

Tel.: 91-11-43503333, 23386428/29

E-mail: sbkk@thekendra.com

Website: www.sbkk.in



**SHRIRAM BHARATIYA KALA KENDRA
COLLEGE OF MUSIC & DANCE**

Dear Resident Students,

I welcome you all to the SBKK hostel located in the heart of the cultural centre of the nation's capital. The SBKK hostel will enable you to spend maximum time at your disposal to achieve your respective goals in the performing arts.

The Kamani Auditorium, National School of Drama. Shri Ram Centre for Performing Arts and several other cultural centres are all situated within the walking distance of the hostel.

Residing in the hostel also enables the students to closely interact with the Kendra's staff and provides more time and opportunity for regular riaz/practice.

We expect that all the resident students will live by the rules and find the hostel to be a home away from home.

I once again welcome you and wish you all the best.

**(SHOBHA DEEPAK SINGH)
DIRECTOR & VICE-CHAIRPERSON**

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COLLEGE OF MUSIC & DANCE**

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HOSTEL RULES

ELIGIBILITY FOR ADMISSION

1. All regular and full time students of the Kendra above 18 year of age are eligible for admission into the Hostel. A committee appointed for the purpose by the Management will select students for admission on the basis of merit.
2. Hostel accommodation is to be renewed each year through fresh applications at the end of each academic session.
3. No student will be allowed to stay in the Hostel for more than three years at a stretch. This rule may be relaxed only in exceptional and deserving cases.
4. While merit will be the main basis for allocating hostel seats, priority will be given to the following :
 - (a) Students whose parents are not residing in Delhi.
 - (b) SBKK, ICCR and Government of India scholarship holders.
5. The Management may consider other deserving cases and will have the discretion to relax the rules in exceptional circumstances.

SELECTION PROCEDURE

1. Final selection of eligible students for Hostel facilities will be made after students attend classes for three months and their names are recommended by a committee.
2. Parents must appoint a local guardian and authenticate the same in writing in the prescribed columns of the application form, giving the guardians, name, address, Tele. No., occupation, etc.

3. A visitor's list with specific names and addresses, dully filled in and signed by the parents of Indian students, should be submitted to the warden by each resident girl student at the time of admission. The list should indicate clearly .
 - (a) Who are allowed to visit her at the hostel.
 - (b) Families with whom she can stay for a few days after obtaining specific permission from the warden in writing.
4. Management will have the discretion to waive requirements in deserving cases.

HOSTEL CHARGES

A. Security Deposit (refundable after all the dues and any damages have been paid for and the original receipt is produced)

1. Mess Security	Rs. 2,500.00
2. Hostel Security	Rs. 2,500.00

B. Annual and Monthly Charges

1. Admission Fee (to be paid at the time of allotment)	Rs. 2,500.00
2. Room Charges (per month – shared rooms)	Rs. 4,000.00

including electricity and water charges

MESS CHARGES

Mess charges presently are Rs. 4,000.00 per month per person, and are subject to revision from time to time. The mess charges will be collected in advance within first five days of every month.

TIMINGS

Breakfast	:	8.30 a.m. – 10.00 a.m.
Lunch	:	1.00 p.m. – 2.30 p.m.
Tea Time	:	6.00 p.m. – 7.30 p.m.
Dinner	:	8.30 p.m. – 9.30 p.m.

MODE OF PAYMENT AND RELATED RULES

1. All hostels dues are payable in advance.
2. Mess charges are payable on monthly basis.
3. Room rent is payable on quarterly basis, July-Sept. / Oct-Dec. / Jan-March / April-June.
4. All charges must be paid by the 10th of every month / quarter, failing which a fine @ Rs. 100/- for delay will be charged upto the end of the month. Thereafter facility of hostel accommodation would be deemed to have been withdrawn unless the penalty is waived at the discretion of the Director.
5. The Warden shall order stoppage of the meals to such students who have not deposited their mess charges till 10th of the month.
6. No rebate on mess charges will be permitted for absence of short duration.
7. Where leave of absence exceeding 15 days has been permitted, the Management may permit a rebate on mess charges. Such rebate shall be given at the discretion of the Warden or Director and must be specifically applied for.
8. When leaving the hostel, permanently or while on leave, students will clear all dues in the office and show the clearance certificate to the Warden before departure.

RULES FOR THE CANTEEN

1. All meals will be consumed in the canteen.
2. Carrying food to the rooms is strictly forbidden.
3. No one, except the canteen staff, is allowed to enter the kitchen.
4. Food will be served by one of the canteen boys. No one will take it on his/her own.
5. Food will not be served after or before the meal timings.

6. Any resident going out to eat will inform before hand. No rebate will, however, be permissible.
7. Any complaint will be reported in writing to the Warden or the Manager Administration, or the Director.
8. No food or refreshment will be given on credit.

RULES REGARDING PROPERTIES & SAFETY

1. Every resident must bring his/her own bedsheet, pillow, blanket, water bucket, jug and glasses.
2. Residents are advised to bring their own locks and chains for safe keeping of their belongings.
3. Residents are advised not to bring any jewellery or valuables or keep large sums of money in their rooms. The Hostel authorities will not be responsible for any loss or theft.
4. Residents must take charge of furniture and equipment provided to them by the Kendra at the time of hostel admission and hand them over and obtain a clearance certificate from the Warden at the time of leaving the hostel.

RULES CONCERNING DISCIPLINE, MAINTENANCE AND CARE

1. Resident students must be present on the first and last days of every term/ academic session.
2. Seven days' notice is required on either side to leave the premises occupied by a resident. In case of any indiscipline, however, the Management reserves its rights to ask the resident to vacate immediately and on such orders, the resident will hand over possession of the premises to the Management unconditionally.
3. Every resident is responsible for care of the allotted room and furniture. No furniture can be removed from the room or additional furniture be brought into the room/ hostel without the prior permission of the Warden.
A fine will be charged for all damages and losses to Kendra's property.

4. Resident students are strictly prohibited from using any electrical appliances in the room. Any forbidden articles, such as heaters, immersion rods, stoves, etc., found in the room, will be confiscated for the duration of the residents' stay in the hostel and in addition a heavy fine will be charged for the violation of the rule.
5. CD / cassette player / electronic tanpuras considered useful for conducting riaz or otherwise may be used in the rooms if the neighbours and room mates do not object. However, playing of CD / and cassette players etc will not be permitted beyond 11.00 p.m. in any case. Disciplinary action may be taken by the the Warden / Director against the defaulting students.
6. Kendra encourages other co-curricular activities. In view of the above, electronic gadgets like T.V., DVD players, etc. are not permitted.
7. No resident student can employ any person for service of any kind, without prior permission.
8. Every student on leaving his / her room shall SWITCH OFF the light and fan. The electricity bill, if found more than the regular amount collected, shall be equally shared by all the residents.
9. Students must not litter the premises with peels, papers and other objects. Bins are provided for the collection of litter. A fine of Rs. 500.00 will be imposed on the offender if such rules are violated.
10. External guests are not permitted in hostel rooms. They may meet the residents only during specified hours in the cafe. The visiting hours are 5.00 p.m.to 8.00 p.m. On Sundays and holidays they may meet during 10.00 a.m. to 12.00 noon in addition to permitted evening hours.
11. STUDENTS ARE NOT PERMITTED TO TALK TO OUTSIDERS AT THE HOSTEL GATE.
12. Male residents are not permitted inside the girls' residential accommodation and vice versa.
13. Residents are expected to keep their rooms, bathrooms and corridors neat and tidy.
14. Residents will not stay out of the hostel during the night without prior written permission.

15. Residents are encouraged to attend the programmes organised by the Kendra and those at Kamani Auditorium. They are required to assist the Kendra in carrying out assignments, if any.
16. All resident students should normally use the rear gate for their entry/exit, except while coming to the Kendra for attending classes.
17. Illness of any kind must be reported at once to the Warden.
18. The telephone installed in the Warden's residence is not meant for use by the students. Likewise, the Warden will not receive messages on behalf of the students unless there is an emergency.
19. Attendance both in the college and hostel is compulsory. Any irregularity in attendance without valid reasons can result in eviction from hostel at any time during the session.
20. **Gambling, smoking, use of alcoholic drinks, narcotics and drugs are clear grounds for immediate eviction from the hostel and expulsion from the College.**
21. Appropriate disciplinary action will be taken against students, who abet other students in breaking the rules or in undermining this discipline of the hostel.
22. Violation of the above rules invites disciplinary action.

RULES REGARDING LEAVE/ ABSENCE

1. Permission to stay outside at night is normally granted during the weekends and the students have to report back after the leave period is over.
2. Hostel gate will normally be closed at 10 p.m. It may be kept open to students until 11.00 p.m. at the discretion of the Warden to enable resident students to attend cultural shows, social functions, etc.
3. Leave application for a period exceeding 4 days must be got sanctioned from the Warden/Director on written request in advance.
4. Leave application to remain absent at night from the Hostel must be taken at least 24 hours in advance.

5. **No girl student will be permitted to stay overnight outside the hostel except at places authorised by the parents.**
6. The above privileges will be withdrawn by the Warden, if students stay away from the hostel without obtaining prior permission from the Warden or indulge in any act of indiscipline in hostel / college.
7. The hostel closes for the summer holidays from 1st June to 30th June, for annual maintenance purpose and residents are required to vacate their rooms. No student will stay at the hostel during the vacations, unless specially allowed by the Management.

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