**RAJAGIRI INTERNATIONAL GUEST HOUSE POLICIES**

**BEHAVIOUR AND DISCIPLINE**

1. Occupants are expected to display behaviour, becoming of young men and young women that is acceptable to the local society and confirms to the Indian custom anywhere within the guest house complex and outside.
2. Fighting or any kind of physical violence is not allowed inside the guest house complex or in the Residential area where the Guest House is located.
3. Possession and/or consumption of any prohibited drugs in the guest house complex is strictly prohibited.
4. Possession and/or consumption of any type of alcoholic liquor inside the guest house complex is strictly prohibited.
5. Vandalism is a very serious offence. Occupant found committing such an offence will be evicted from the guest house/continuing his/her studies in Rajagiri. The cost of making good any item vandalised will be charged from the occupants of the particular room.
6. Occupants found causing embarrassment, unsolicited compliment regarding a person’s figure, dressing, make-up, complexion or Religion or religious beliefs; send sexually tainted jokes, rumours and comments; verbal advances and suggestion of a lewd and sexual nature; spreading false rumours with a view to tarnishing other’s reputation will be evicted from guest house and Rajagiri.
7. Rajagiri International Guest House is a smoking free zone. Smoking is allowed only in smoking area provided.
8. Parties and other social gatherings in the guest house complex are not permitted without the prior consent of the warden.
9. It is the responsibility of occupants to ensure that the warden is kept informed, if they intend to stay away from the guest house, even if it is for one night. In addition they should inform in advance the Heads of the Institutions (RSET or RCBS) and the Warden about their whereabouts if they skip classes. Occupant should also enter the details of their travel in the movement register kept in the Guest House reception in advance.
10. If an occupant, in any case is expected to be late then he/she must inform the warden about their whereabouts, time of arrival and reason for lateness. Late coming without prior intimation will not be appreciated under any circumstances.
11. Guest House should be a place where people can have the best possible conditions for studying and adequate rest. Noise level must be kept low to allow others to have the opportunity to study/sleep in comfort. Television, music systems and other gadgets must be switched off or volume toned down after 10.00 pm. It should be silence after 11pm and the open Roof Top should be absolute silent after 11 pm if students are using that area to chat or to play games or do exercise etc. Since the Roof top is an elevated space compared to the large and peaceful Residential Area where the RIGH is situated any sound made on the roof top in that silence of night can be heard amplified in the neighbourhood.
12. Guest house is situated in a calm and serene residential area outside the main campus. Occupants are expected to keep the decorum and should not give any threat to the peaceful living of the neighbours.

**UPKEEP OF THE GUEST HOUSE**

1. Occupants are responsible to keep their rooms neat and tidy at all the times. A penalty will be imposed for the dirty and unhygienic rooms.
2. All the air conditioners, fans, light and electrical appliances must be switched off when occupants are not in their rooms. Failing in this will invite penalty. There is a common main switch kept just outside the room door to make this convenient.
3. Cooking is not permitted inside the rooms.
4. Any damage/loss of guest house property must be reported immediately to the warden.
5. Cleaning staff may enter the rooms as and when necessary in the course of their duty under the directive of warden. However, every effort will be made to respect the privacy and dignity of the occupants.
6. Occupants are expected to pay any cost involved in cleaning, repairing/repainting of their rooms if they are not maintained in the conditions they were in at the beginning of the check-in.
7. Guest house management reserves the right to re-allocate their rooms or move occupants to other guest houses if there is a necessity.
8. The guest house management have the right to make spot checks in the guest house complex and bedrooms without any prior notice to the occupants.
9. No pasting of posters, stickers or nailing/drilling on the walls/wood is allowed
10. While all reasonable care will be exercised to safeguard a resident’s property, no responsibility is accepted by the Management for damage or loss however caused. Residents are advised to insure their personal belongings.
11. Laundry bags will be provided to each occupant and they can keep the bags at guest house reception on every **Monday, Wednesday and Friday**. Inmates have to fill up the laundry format at the reception and acknowledge at the same format when they receive the washed cloths. An approximate charge of laundry would be between Rs. 20 and Rs. 25 per piece of cloth.
12. In mates can also use the washing machine on the roof top in the guest house. Rs. 75 has to be remitted at the reception to get the key of washing machine for 2 Hours. If time to return the key exceeds 2 Hours it will be calculated as one extra cycle of washing and will be charged again.
13. There is no dress restriction while the residents are inside the hostel. While outside, they are encouraged to dress up to the normal dressing styles of the country. But during class hours, in the college campus, they are expected to use formal dresses including either shoes or Sandals. Use of flip-flops, Crocs etc. are seriously discouraged.

**GUEST HOUSE KEYS**

Each occupant will be given one guest house room key. Occupants are expected to be solely responsible for the keys & are NOT allowed to lend the keys to anybody under any circumstances. Occupants are also NOT allowed to make any duplication of the keys.

**VISITOR/GUESTS**

The guest house floors are permitted to residents only. The occupants are NOT ALLOWED to bring in their friends or any other person inside the guest house but they can meet international visitors with the permission of the warden or the caretaker at the visitor’s launch on the ground floor. In any case a local visitor (Indian National) is not allowed in the Guest House premises without the permission of the warden taken well in advance.

**OPENING AND CLOSING HOURS**

The main entrance of the guest house will be opened at **5.30 am and closed at 10.00 pm**. For any reason, if an inmate is expecting a late return to the Guest House, a prior approval should be taken from the Warden. Students are required to mark their particulars in the movement register in case they are moving from Guest House for one night or more.

**PAYMENT OF FEES**

All the applicants need to pay advance fees (total fee or a minimum of one month fee) before boarding the Guest House to reserve the room. Also the inmates who pay in monthly instalments are expected to pay the monthly fees before 5th of every month. The payment is a package that includes Food, Accommodation, Power, Wi-Fi, Security, Vehicle with Driver on specific timings on working days to campus, usage of Fridge, pantry etc. and all associated facilities and there will not be separation of any of these deliverables or reimbursement on skipping meals, night- out, absence due to travel etc. unless the room is vacated . All are twin sharing rooms. If there are more than one vacant rooms, and if it’s a convincingly real necessity, students can avail single room stay but need to pay the rent part of the total fees in addition. In additional to Wi-Fi it’s always helpful if students add data also in the package when they buy a local sim connection for phone.

**MEALS**

Below mentioned are the timings of the meals. In case students are skipping a particular meal they are advised to mark it at least half a day (4 hours) in advance at the register in the front office to avoid wastage of food.

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| **Meals** | **Time** |
| Breakfast | 7.30 AM – 9.00 AM |
| Lunch | 1.00 PM – 2.30 PM |
| Dinner | 7.30 PM – 9.00 PM |

Inmates are required to strictly follow the timings and are advised not to keep food reserved for room-mates allowing it to get damaged. Taking food directly from Kitchen or taking food to bed rooms is prohibited. Students are required to have the food only on the common dining tables to keep the accommodation clean and tidy. No inmate is permitted to enter the kitchen. During the above meals time, in case there is a shortage of food, students can immediately call the resident cook for additions. Any preparations of Egg like Omelette, Half Boiled, scrambled etc. can be requested to the Cook between 7.30 am and 9am.

**VEHICLE TIMINGS between Campus and Hostel**

Students need to inform their class timing in the hostel WhatsApp group on the previous days before 10 pm, in case they need the campus van. Van will be timed to suitmajority of students, not all students, as students will be opting for different classes happening in different timings. On trip in the same direction will happen only once in one hour. Students are requested to make use of the van facility and cooperate at times when they get extra waiting period in campus by using library, lab etc. All students are expected to be punctual in boarding the vehicle. Those who miss the Van may arrange their travel by Auto, Uber etc. at their own expense. Students are also requested to avail the van facility in the evening or late evening if they stay back in campus for sports / games/ combined study/lab/library etc. and on Sundays or Holidays when there are extra classes by informing the driver or the warden well in advance.

**Undertaking**

I, ……………………………………………….. Have read all the rules and regulations above and have understood their implications. I hereby undertake to abide by the rules and if the College authorities take any suitable disciplinary action against me for violating of these rules, I will not have any complaint.

Signature:

Name of the applicant:

Date: