

DON BOSCO HOSTEL, OKHLA, NEW DELHI

S.No.	Important Rules and Regulations
1	<ul style="list-style-type: none"> → This Hostel is under the guidance of the Salesians and so the final decision in all matters rests with the Rector of the Salesian Community. → The Hostel facilities are granted only to the Catholic Male Trainees who are from outside Delhi and enrolled as full time trainees of Don Bosco Technical Institute. → The Hostel, while providing accommodation to the trainees, aims to foster human and professional growth by offering them various opportunities in order to help them become good Christians and honest citizens. So, each trainee takes responsibility for his own formation and growth utilizing the facilities provided in the hostel. → Selection and admission of a trainee to the hostel is decided by the Institute's Admission Committee. A selected trainee is informed by letter or phone call or message and if he fails to occupy the accommodation within the time specified, the offer will be treated as automatically cancelled. → Accommodation to a trainee in the hostel will normally be given for a period of one training year. A trainee may be admitted for another year through re-admission procedure but only for a maximum period of two years. A bed, mattress and a locker in the dormitory, and a table and a chair in the study hall are provided for each inmate. No furniture belonging to the trainee will be allowed in the hostel.
2	<ul style="list-style-type: none"> → The hostellers are encouraged to participate in all the practices of piety with devotion. They are obliged to follow the common time-table set out to enable them to use their time qualitatively. To promote unity and growth, they use English as the common language. Daily outdoor games are compulsory for all. The residents are allowed to go out of Hostel premises only on specified days and time granted by the Authorities. → During the training period, home visit may be permitted by the authorities for genuine reasons, and over stay will be penalized. To spend this period with relatives or others, the inmate must seek prior permission in writing from their parents/guardians, who in turn must inform the Authorities concerned. This permission must expressly mention the name, relationship and address of the person/persons with whom the hosteller will be staying. Failure may result in the denial of such permission or even lead to being asked to withdraw from the hostel. → Outside the training hours, the residents are expected to contribute at least half-an-hour to one hour of daily manual work towards the general cleanliness, maintenance and running of the hostel. → A resident has no legal title or claim to the accommodation allotted to him. For indiscipline and/ or indecent behavior a resident may be dismissed from the hostel at any time during the course of the year in which case he is bound to leave the hostel immediately. → Dismissal from the Hostel may also result in dismissal from Don Bosco Technical Institute. → The Mess is given to a contractor who will provide the meals at the allotted time. → All fees have to be paid according to the schedule published. → The management reserves to itself the right of raising fees when necessary. Fees once paid are not refunded in the event of withdrawal or dismissal during the

	course of the year. In the event of the parent/guardian deciding to withdraw a resident from the Hostel one month's prior written notice must be given.
3	<p>Use of Laptops:</p> <ul style="list-style-type: none"> ■ Laptops can be used for study purposes only during the Night Study with prior permission. ■ No one is allowed to use his laptop in the dormitory. ■ Misusing the laptops and using it out of time and place is completely prohibited. If anyone does so, his laptop will be taken away from him and will never be given back even for study purpose.
4	<p>Using Mobiles:</p> <ul style="list-style-type: none"> → The inmates are permitted to use mobiles at allotted times and restricted places only. However, those who fail to obtain pass mark in every assessment and exams won't be given this privilege. → The inmate is allowed to have only one mobile and one sim card. → The inmates are allowed to use their mobiles everyday with permission for browsing study materials, English sources, applications and other useful reading materials during Night Study Only. → They can use the mobiles to make calls every day after supper. They can also use their mobiles for talking and chatting on Sundays only during their outing time. → Using their mobiles out of time and place will be strictly punished. Misusing their mobiles during the allotted time will also be punished equally. Indiscipline, misbehavior, mischief and lack of punctuality will not be tolerated. If any of these things are found, their mobiles will be confiscated and will never be given back. And if they want to get back their mobiles, they have to pay a heavy fine. → Using the mobiles in the Dormitory, Sick Room, Refectory, Chapel, Toilets and Bathing Rooms, Study Hall during evening study and other places is completely prohibited. → They are allowed to use their mobiles only in the Study Hall and Outside during the allotted time.
5	<p>Study Hall:</p> <ul style="list-style-type: none"> ◇ All must have their own dictionary and keep their desk locked. ◇ All must have a water bottle and fill it before the study begins. ◇ No one will be allowed to go out from the study hall for any reason.
6	<p>Things to be Brought:</p> <ul style="list-style-type: none"> ✦ Each hosteller must have compulsorily all the necessary things that supposed have been brought as mentioned in the given list. ✦ All the inmates must bring Baptism Certificate, Medical Certificate, Identity Proof, and a sufficiently detailed Letter from the Parish Priest.
7	<p>Dormitory:</p> <ul style="list-style-type: none"> ◇ Dormitory needs to be kept clean and in order. ◇ The inmates are not allowed to enter other rooms except the one allotted to them. ◇ Maintaining silence in the dormitory is meritorious and important. ◇ All are encouraged to keep their cupboard locked. ◇ The inmates are allowed to take rest in the dormitory only at night and never during the day. ◇ They need to keep their cupboard arranged and it can be checked at any time by the

	<p>Authorities for necessary reasons.</p> <ul style="list-style-type: none"> ✎ They need to keep their bed properly arranged. They also need to change their bed-sheet and pillow cover every week. ✎ The door of each room needs to be kept open at night.
8	<p>Chapel:</p> <ul style="list-style-type: none"> † All are encouraged to participate in all the practices of piety regularly. † All are invited to maintain silence in the chapel in order to help each other to pray devoutly and to participate attentively. † All must have a Bible, Hymn Book and a Personal Diary. † Each one must sit in the allotted place during any common practice of piety. † The sacristans are advised to come early and prepare for the Mass and other practices of piety. † The readers for daily Mass must follow the given list and practice the reading twice with brother or Hostel in-charge compulsorily.
9	<p>Sunday Outing:</p> <ul style="list-style-type: none"> ➤ Every hosteller can go for Sunday Outing compulsorily and return to the hostel at the right time. ➤ The timing of the outing is from 12 PM to 5 PM. ➤ Those who come late for whatsoever reason will be fined heavily. ➤ The hostellers will be checked by the security guard after their outing.
10	<p>Manual Work:</p> <ul style="list-style-type: none"> → All the inmates must do the essential cleaning everyday for 30 minutes compulsorily as per the list. Those who fail to work will be asked to work for 1 hour instead of games. → Brooms, wiper, moping cloths and other articles given for cleaning each respective area of work must be taken care. Any undue damages caused to these tools must be reprimanded by the person/ persons/ group responsible. → On holidays, there will be manual work minimum for an hour. → On emergency and other urgent situations, selected individuals or all will be asked to work. → On holidays, trainees belonging to the Printing Section, and others if necessary, may be asked to work in the Press according to the need, so as to enable them in their training.
11	<p>Indoor and Outdoor Games:</p> <ul style="list-style-type: none"> ♦ All the hostellers must come for daily games, community games, matches and tournaments and they must participate in them actively with sportsmanship. ♦ All must be present in the playground during games. ♦ The fixture for outdoor games and the timing as well as venues for indoor games must be followed strictly. ♦ Those who fail to take part in the outdoor games will be asked to work. ♦ Without prior and proper permission from the Hostel in-charge, no one is allowed to skip outdoor games for any reason.
12	<p>Taking Care of the Furniture, Tools and Other Belongings of the Hostel:</p> <ul style="list-style-type: none"> ✎ The inmates are responsible for the proper maintenance of the Hostel furniture and fittings. Damage to any of them will have to be made good by the person or persons concerned or involved in damaging them.

	<ul style="list-style-type: none"> ⌚ They must take great care of the furniture, tools, games articles, indoor games items, and other things in the dormitory, chapel, study hall, toilets, bathing room and other places. ⌚ Damages caused to these things and losing them must be repaired or bought again either individually or collectively depending on the context, damages and persons involved.
13	<p>Watching TV and Movies and Using Other Recreational Facilities</p> <ul style="list-style-type: none"> ⌚ The inmates are provided with various recreational facilities like watching TV and movies, Family Gathering, Group Activities, Reality Shows, Open Debate, Competitions, Night Olympics and other such extra-curricular activities that will greatly help the inmates to relax, reflect, listen, learn and to lead. ⌚ Watching news in English daily at the allotted time is compulsory for all. Those who skip will be asked either not to watch movies or other TV programmes or to perform an item for family gathering or other appropriate lines of action. ⌚ Watching TV programmes and movies is allowed only at the allotted time approved by the authority. ⌚ Indoor games must be played at the given time and outside the study hall and dormitory.
14	<p>Consumption of Alcohol, Tobacco, Drugs, Gutka and Khaini and Using Objectionable Literature and Picture:</p> <ul style="list-style-type: none"> ➔ Consuming alcoholic drinks, tobacco, drugs, gutka and khaini is strictly prohibited. ➔ Reading and watching objectionable literature, picture and movie, and browsing illegal sites will not be tolerated at all. ➔ The offender will be heavily fined, severely punished or even dismissed from the Hostel and the Institute if needed without refund of any deposited fees.
15	<p>Other Matters</p> <ul style="list-style-type: none"> ➔ Visitors are allowed to meet the inmates only on the second Sunday of every month with prior permission obtained from the Hostel in-charge before meeting the inmates. They are not allowed to enter the areas reserved for the hostellers. ➔ The management is not responsible for the loss of cash or valuables or mobiles or laptops or any article belonging to the hostellers. To ensure the safety of their belongings, the hostellers are advised to bring two quality locks and keep their cupboard in the dormitory and desk in the study hall locked. ➔ For legitimate, urgent and disciplinary needs, the hostel Authorities may search the hosteller's cupboard, desk and other belongings and so gentle cooperation is necessary. ➔ Illness of any kind must be reported immediately to the Hostel In-Charge. If necessary the inmate will be sent to the hospital at the discretion of the authorities. All the medical expenses must be met by the hosteller himself. In case of contagious illness, the parents or guardian of the inmate will be contacted and he will be sent home for treatment.

Hostel In-Charge

Terms and Conditions for using Mobile Phones in the Hostel

Following are the strictly followed terms and conditions of the using the mobile phones in the Don Bosco Hostel, Okhla, New Delhi

1. Inmate is allowed to keep only one mobile and one sim card.
2. No using of phones in the dormitory, study hall, sick room, chapel and in the refectory during the meals.
3. Using of phones in the study hall will be only with the permission of either the Hostel Warden or the Assistant.
4. Phone can be used after the evening bath and after the dinner.
5. Using the phone towards the football ground and washing area behind the ground floor toilet is prohibited.
6. No emergency calls to be attended during the prohibited time and place.
7. The theft of the phones will be personal liability of the holder. The management won't be responsible for the act.
8. Punishments will be enforced upon those who break the above mentioned rules.
9. If a person is caught taking or using phones in the dormitory and sick room the phone will be confiscated. And the management will take strict action against that individual by way of entitling heavy fines.
10. Phones should be mainly used for contacts and study purpose and not for playing games.
11. Using of the phones will be monitored depending on the academic performance.