

**Residential Coaching Academy (RCA)  
Centre for Coaching & Career Planning  
Jamia Millia Islamia, New Delhi-110025**

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**Rules and Regulations for RCA-JMI Hostel Residents**

All residents must read and sign the following rules and regulations carefully and observe them without exception. Hostel students are required to adhere to certain rules and regulations to maintain a harmonious and safe living environment.

1. The residents shall not misbehave with officials/staff members/students, both boys & girls of RCA, and the University employees.
2. Residents cannot pursue full-time programmes outside or within Jamia Millia Islamia.
3. While availing of the facilities in RCA-JMI, the resident should not be engaged in any job in or outside Delhi.
4. The residents should not remain out of the station without written permission from the Office. If a resident is found absconding for more than seven days, he/she may be expelled from RCA.
5. Residents must return to the hostel latest by 10:00 p.m. This can be relaxed only when they are studying in the Centre's library where they have to put their signatures with the date and time or have taken prior permission from the relevant authority.
6. While vacating the hostel, residents must hand over the hostel belongings they used in proper condition. Any damages and unpaid dues are recoverable.
7. Any residents damaging the hostel property in any manner shall pay the full cost, including installation charges as applicable. In addition, they will also be liable to pay a fine.
8. Electrical gadgets, like refrigerators, heaters, immersion heaters, TVs, VCDs, etc., are not allowed. If caught, a fine shall be payable.
9. Cooking inside the hostel room/s is strictly prohibited.
10. Residents with scooters/Motorbikes/Cycles/Cars must register their vehicles with the Proctor Office/Security office and the RCA office to seek permission.
11. Residents must park their vehicles properly in the authorised parking provided by the RCA Hostel. They must obtain the university sticker after registering their vehicles at the Security Office, JMI.
12. Residents are required to bring their own bedding and other items of personal use in the hostel.
13. No resident shall shift from the allotted room or bed to another room or bed on his own. Similarly, no furniture shall be shifted from one room to another.
14. No resident shall indulge in any activity in his/her room/hostel that may cause disturbance or annoyance to his/her roommate/neighbours/RCA student or to the hostel/university authorities. Appropriate disciplinary action shall be taken against such students.
15. Smoking/chewing of tobacco and related substances is not allowed; consumption of alcohol, use of drugs and narcotics and even possession of such things is strictly banned in the hostel and the hostel premises. Any violation will lead to the imposition of fines and expulsion from the hostel, and legal action will be initiated against offenders.
16. Lights and fans must be switched off while leaving the room. Water taps should be closed after use, and disfiguring of walls and public property is an offence.
17. Ragging in all its forms is totally banned on the premises. Any student found indulging in ragging will be expelled.
18. Residents' guests are not allowed to stay or visit the resident in the hostel without due permission.

19. No resident shall keep or shelter any debarred/campus-banned/rusticated/ non-bonafide students in his room. In case of violation, the hostel allotment of the erring resident shall be cancelled.
20. Students must attend all classes and test series, participate in group discussions, and use the library facilities for at least four hours a day without fail. If not, a proper reason should be given. For non-performing students RCA reserves the right of cancelling the admission.
21. Residents are personally responsible for safely keeping their valuables, such as cash, laptops, mobiles, and other expensive items. They should use their own locks and take proper care of their belongings.
22. Residents are prohibited from taking library newspapers/magazines outside the library.
23. Every case of illness and accident must be reported immediately to the hostel authorities. Residents suffering from contagious diseases cannot stay at the hostel.
24. No function or celebration shall be organised at hostel premises/ Library/Seminar Room except with the prior permission of the RCA and JMI authorities.
25. Residents indulging in the use of abusive and threatening language, physical fights, use of force, misbehaviour with girls students, involvement in anti-RCA /JMI activities, using unfair means to get anything accomplished, etc., will be liable to disciplinary & penal action. Further, they are liable to be expelled from the hostel/university.
26. Students must complete the check-in and check-out procedures as instructed by the hostel authorities as per the rules.
27. Students are responsible for keeping their rooms clean and tidy. They must adhere to specific guidelines for room cleanliness and maintenance, including regular cleaning and proper waste disposal.
28. Students are expected to take appropriate measures to ensure their personal safety and security. This includes locking doors, not sharing keys, and reporting any suspicious activities or maintenance issues, etc.
29. Students must show respect, empathy and consideration towards their fellow residents, both male and female. This includes maintaining a friendly and inclusive environment, refraining from any form of harassment or discrimination, and being mindful of noise levels and personal boundaries.
30. Respecting the privacy of fellow students is essential within the hostel premises. No student should engage in any activities that invade the privacy of other male/female students. Strick action will be taken if any such thing is reported.
31. Students must follow the mess timings strictly and pay mess charges in advance within the first week.
32. Girls are strictly restricted from entering boys' hostels, and boys are strictly restricted from entering girls' hostels.
33. Residents are also bound by rules and regulations as and when notified by the Jamia Mill Islamia for RCA residents.
34. Any above violation will lead to the forfeiture of accommodation, cancellation of admission, resident's eviction and even legal and penal action.

Security Money / Caution Money will be forfeited if non-payment of Hostel Maintenance.

" I shall adhere to all the aforementioned rules and regulations, and in case of non-compliance, the Residential Coaching Academy(RCA) is authorized to take appropriate action."

Name of the Student.....

Full Signature of the Students.....Contact No.....

Email Id.....Date .....