

Delhi Technical Campus, Greater Noida

Grievance Redressal Mechanism for Hostellers

To address the grievance of the hostellers the following mechanism has been decided:

1. There are two level to register the grievance.
2. The respective wardens of boy's hostel and girl's hostel are the first level of the grievance redressal mechanism, where a hosteler can submit his/her grievance in writing. The wardens have to examine and redress the grievance within 04-05 days from the date of grievance registered.
3. If the wardens fail to respond to the respective hosteler or if the latter feels the response is unsatisfactory, he or she can present their case to institute hostel committee. For this, he can put their complaint in the complaint box of the hostel mentioning his/her name, contact number and room no. The complaint box at the hostel will be opened on Monday and Thursday of every week. This Committee has to address the grievance within a week of receiving the complaint.

**Convener
(Hostel committee)**

Hostel Timings

The hostel students have to strictly follow the timings as:

1. Door Closing Time: 10:30 PM for Boy's Hostel
9:30 PM for Girl's Hostel
2. Attendance Timing: 10:00 – 10:30 PM for Boy's Hostel
9:30 – 10:00 PM for Girl's Hostel
3. Gym Timing : 6:00 – 7:15 AM for Girls
7:15 – 8:30 AM for Boys

Furthermore, no student should be allowed to roam or visit the others room after 11:00 PM.

**Convener
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NOTICE

1. Smoking, consumption of alcohol, or any drugs/intoxicants is prohibited in the hostels.

If any student is found with or found consuming cigarettes and/or alcoholic drinks in the hostel, he/ she will be expelled from the respective hostel immediately, in addition to being fined Rs. 5000.

2. No unauthorized electrical appliances, other than laptop or mobile phone should be used by students. Any student found with/ using any unauthorized appliances will be subjected to confiscation of the appliance in addition to a fine of Rs. 500.

Note: Any student may use electrical appliances, other than laptop or mobile phone with the prior permission (fee of Rs. 5000 per annum per appliance will be charged).

3. Abusive language, aggressive behavior, especially with Warden or faculties, and damage or destruction of hostel property will be considered to be acts of severe indiscipline. Such actions will be penalized with a fine and other punishment depending on the severity of the offense.

**Convener
(Hostel committee)**