


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

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

All residents must carefully read and sign the following rules and regulations and observe them without exception. Students are also required to adhere to certain rules and regulations specific to their Hostels to maintain a harmonious and safe living environment.

1. Residents cannot pursue full-time course outside or within Jamia Millia Islamia.
2. While availing of the facilities in RCA-JMI, the resident should not be engaged in any job.
3. Residents should not leave the station without written permission from the Office. If a resident is absent for more than seven days, necessary action can be taken.
4. The residents shall not misbehave with officials/staff members of RCA, and the University employees.
5. Residents must return to RCA Premises latest by 10:00 p.m. Library of RCA is open 24x7.
6. Any resident damaging the hostel property in any manner will be liable to pay the full cost including the applicable fine.
7. Electrical gadgets, like Air conditioners, refrigerators, heaters, immersion heaters, etc., are not allowed. Anyone in possession of such gadgets will be liable to pay the fine and the gadgets will be confiscated.
8. Cooking inside the hostel room(s) is strictly prohibited.
9. Residents with Scooters/Motorcycles must register their vehicles with the Proctor Office/Security Centre. The RCA office should be intimated as and when there is an ownership change of the vehicle. They must obtain the university sticker after registering their vehicles at the Security Centre, JMI.
10. Residents must park their vehicles properly in the authorised parking area.
11. Residents are required to bring their own bedding and other items of personal use to the hostel.
12. No resident shall shift from the allotted room or bed to another room or bed on his/her own. Similarly, no furniture shall be shifted from one room to another.
13. No resident shall indulge in any activity in his/her room/hostel that may cause disturbance or annoyance to his/her roommate/neighbours or to the hostel/university authorities. Appropriate disciplinary action shall be taken against such students.
14. Smoking/chewing tobacco is not allowed. Alcohol consumption, drug use, and possession of contraband substances are strictly banned in the hostel and RCA premises. Any violation will result in fine and expulsion from the hostel. Legal action will be initiated against such offenders.
15. Residents should be mindful of conserving electricity and water. Damaging and defacing the property of Jamia Millia Islamia is a punishable offence.
16. Ragging is totally banned. Students found indulging in ragging will be expelled.
17. Residents' guests are not allowed to stay or visit the resident in the hostel without due permission.
18. No resident shall keep or shelter any debarred/campus-banned/rusticated/non-bonafide student in his /her room. In case of violation, the hostel allotment of the erring resident shall be cancelled.
19. Students must attend all classes and test series, participate in group discussions, and use the library facilities.
20. 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.
21. Residents are prohibited from taking library newspapers/magazines outside the library at any time.

  
**Professor Incharge**  
**RCA, CC&CP, JMI**

22. Every case of illness and accident must be reported immediately to the hostel authorities. Residents suffering from contagious diseases cannot stay in the hostel, until a fitness certificate from a certified doctor is produced.
23. No function or celebration shall be organised in the Hostel premises/Library/Seminar Hall without prior permission of the RCA and JMI authorities.
24. Residents indulging in abusive and threatening language, physical fights, use of force, etc., will be subject to disciplinary and penal action. Further, they are liable to be expelled from RCA.
25. Students must complete the joining/vacating procedures as instructed by the hostel authorities
26. 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.
27. Students must show respect, empathy and consideration towards their fellow residents. 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.
28. The campus of Jamia Millia Islamia is free of gender-based discrimination, sexual harassment and other acts of gender-based violence. Strict action will be taken if incidents of any such nature is reported/noticed.
29. The residents must pay their monthly maintenance charges as applicable by first week of every month. The resident who fails to deposit the maintenance fee for three consecutive months, the facilities of RCA shall be discontinued.
30. Students must follow the mess timings strictly and pay mess charges in advance by the first week of every month.
31. Girls are strictly restricted from entering boys' hostels, and boys are strictly restricted from entering girls' hostels.
32. Residents are also bound by rules and regulations as and when notified by Jamia Millia Islamia.
33. Students who do not qualify UPSC Civil Services (Preliminary) Examination, being held at the end of the session (and at the end of coaching), will have to vacate the RCA-JMI Hostel within 10 days of the result and will not be entitled to any facility of RCA in the ensuing session.
34. Any of the above violation of the above rules will result in the forfeiture of accommodation, withdrawal of facilities, cancellation of admission, eviction of the resident, and legal action. Security Money / Caution Money will be forfeited in case of non-payment of Hostel Maintenance Fee.
35. While vacating the hostel, residents must hand over the hostel belongings they used in proper condition. Any damages and unpaid dues are recoverable.
36. RCA/JMI administration reserves the right to conduct inspections of hostel premises and individual rooms whenever deemed necessary. Similarly, RCA/JMI administration reserves the right to impose any rules or regulations as per the requirement of the situation for maintaining the harmony and smooth functioning of RCA.



**Professor Samina Bano**  
 प्राध्यापिका सम्मानिता बानो / Professor Samina Bano  
**Professor In-charge, RCA**  
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 कोचिंग एवं करियर सेंटर / Centre for Coaching & Career Planning  
 जमिया मीलिया इस्लामिया, नई दिल्ली-110025  
 Jamia Millia Islamia, New Delhi-110025

☐ "I shall adhere to all the aforementioned rules and regulations of RCA-JMI, 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 Student: ..... Contact No.: .....

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