

PETROLEUM TRAINING INSTITUTE

P.M.B. 20, EFFURUN, DELTA STATE

STUDENTS' HOSTEL RULES & REGULATIONS

HOSTEL RULES AND REGULATIONS

INTRODUCTION THE HOSTEL AUTHORITY

Each student in his/her own interest must be well acquainted with the Hostel Administration. The Hostel Authority consists of the following:

- (a) The Student Affairs Officer
- (b) The Housekeeper
- (c) The Porters
- (d) The Cleaners
- (e) The Hall-Master
- (f) The Hall-Wardens

A. THE HOSTEL RULES

- (i) The Hostel Authority shall comprise the Hall-master, the Hall-Wardens and all the Senior Staff in student Affairs and Halls of Residence Divisions.
- (ii) The Student Affairs Officer or Housekeepers are responsible for the use to which hostels grounds/common rooms and notice boards etc in the hostels may be put. Permission to use these facilities for special purposes, must be obtained from the student Affairs Officer or Head, Halls of residence.
- (iii) At the beginning of each session all students must obtain a clearance note from the Student Affairs Officer before they are accommodated in the hostels, after paying the stipulated fees for the session.
- (iv) Students who take-up accommodation in the hostels will be responsible for the care of the furniture, fittings etc and cleaning of their rooms. The cost of any losses or damages to Institute property will be charged to the students occupying the rooms.
- (v) While in residence, students should deposit their room keys with the Porters before they go out for the benefit of their roommates.

- (vi) All duplicate keys of the hostel rooms must be deposited with the Housekeeper.
- (vii) No student should fix keys to the hostel doors
- (viii) No students should paint any part of the hostel.
- (ix) No student should wash clothes on the corridors and lawns. All clothes should be washed in the utility rooms. Washed clothes should be hung on the laundry lines at the balcony and at the outside lines.
- (x) All students should observe environmental sanitation by not throwing away waste rubbish like left-over food, used paper, water etc on the field, lawns, bath room floor and the utility sinks and floors. There are always waste paper basket and a dust bin attached to each floor.
- (xi) Students halls officials should mobilize all students to actively participate in environmental sanitation as may be directed from time to time.
- (xii) Any type of cooking of food in the hostels is prohibited; using of kerosene stove, or electrical appliances, electric cooker, gas cooker, refrigerator, etc, is prohibited in the hostel.
- (xiii) No student is allowed to bring in beds and mattresses, chairs, tables, cupboards into the hostel.
- (xiv) Students are not allowed to change or remove any electrical fittings such as fluorescent units, wall sockets, etc, into the rooms.
- (xv) No student should harbor illegal occupants in their rooms. Any student found defaulting will be ejected forthwith from the hostels without notice.
- (xvi) No student should urinate in the bathroom, toilet floors and surroundings.
- (xvii) No student is allowed to bring TV, Loud speakers, fridges, musical sets of high capacity into the hostels. Only small transistor radio and electric pressing iron is allowed.
- (xviii) Appropriate disciplinary action will be taken against any student who infringes on the hostels rules.

B. VACATION OF STUDENTS HALL OF RESIDENCE

- (i) It is compulsory for all students to vacate the Halls of Residence during break/vacation and surrender their room keys to the Housekeeper before leaving. Disciplinary action, including surcharge would be taken against any defaulting student.
- (ii) If for any special reason a student wishes to remain in residence he/she should apply in writing through his/her Head of Department to the Registrar stating reasons for his/her stay. If approval is given such student will have to pay a charge of fifty Naira (N50.00) per day for the duration of the student's stay.

C. STUDENTS ACTIVITIES IN THE HOSTEL/CAMPUS

- (i) The Student Affairs Officer, the Housekeeper, and the Chief Security Officer must be informed of activities taking place in the hostels. On no account should parties, loud stereo music and drums be heard or played in the hostels.
- (ii) Authorized activities of students or students' organizations must close not later than 9.00pm on the week days and week-ends and public holidays. Only officially registered clubs/Associations/Unions are allowed to operate on campus.
- (iii) In organizing approved functions, students must bear in mind the laws of the Federation, e.g. in respect of sales of intoxicating liquor and Indian hemp/cocaine and other hard drugs.
- (iv) (a) Fund-raising activities may be organized by officially registered students' body through the Students Affairs Officer under the auspices of the students' Union Executive and with the express permission of the Institute Authority.

(b) In all such cases, statement of income and expenditure must be produced by members of the organizing body not later than six weeks after the function and submitted to the Registrar, through the Student Affairs Officer.
- (v) All forms of secret societies or cults are strictly prohibited and any student found belonging to secret cult shall be summarily dealt with.

D. INFRINGEMENT ON HOSTELS RULES

Hostels Porters are responsible officers of the Institute who are empowered to draw the attention of students to any infringements of rule which they may notice and to report such infringement to the Hostel Authorities, any reported infringement of the Hostel rules shall be examined by the Authorities, and any student who defaults may be reported to the Registrar for disciplinary action.

E. MISCELLANEOUS RULES

- (i) **Medical Facilities:** Conditions for medical facilities for students would be as prescribed by Management from time to time. For a student to be registered at the Institute's Clinic, he/she should obtain a letter of introduction from the Student Affairs Officer to the Clinic. Whenever a student is too ill and could not attend lectures and examinations, a medical report issued by the Institute's Medical Officer or his representative should be forward to the Registrar through his Head of Department. Any student who is sick must present medical report from the Institute's Clinic and not from any other Clinic/Hospital.
- (ii) **Change of Name:** only female students are allowed to change their names as a result of marriage/divorce by swearing to an Affidavit in the Magistrate/High court and by making necessary publication in National Newspaper, and submitting an application through her Head of Department, to the Registrar. The original copy of the Affidavit and publication must be submitted. No other change of names is allowed during students' course of studies in the Institute.
- (iii) **Students' Organization**
- (a) No students' organization may be formed without the recommendation of such organization by the students' Union Executive through the Student Affairs Officer and approved by the Registrar.
- (b) All approved students' Organizations shall register with students' Union and must submit to the Union their respective programmes of activities for a given session at least two months in advance. Non registered and unapproved students' organizations are illegal and must not operate in the Institute.
- (c) All booking of halls, lecture rooms, etc. for any functions/activities must be routed through the students Affairs Officer and approved by the Registrar.
- (iv) **Parties/Dance**
Any party/dance to be organized in PTI must have the approval of the Registrar. Students' Organisations planning any such parties/dance in PTI shall first apply for approval through the Student Affairs Officer. On no account should parties be held in the hostel rooms and surroundings. Radio sets, stereo and other musical appliances should not be operated loudly to cause nuisance or disturbances to others during such parties/dances.

(V) Sports and Sports Clubs

A lot of sporting facilities are provided for students' recreation. The Institute encourages sports and will within its limitation, promote same. All sports items borrowed must be returned immediately after use and any student who defaults will face disciplinary action.

(VI) Publications

(a) Any student publication/notice including cartoons in the institute must receive the, prior approval of the Students' Union Executive.

(b) Editor/Authors shall take full responsibility for the contents of their publication/notices or cartoons and shall be liable to disciplinary action for any direct or indirect libellous or scurrilous attacks on any member of the Institute.

(c) Each publication/notice/cartoon must bear the name, or registered pen-name of the author.

(d) All publication outside the Institute by any student must be routed through the Student Affairs Officers' and approved by the Registrar before they are published including electronic and print media. Any student who fails to comply will face severe disciplinary action/sanctions.

(e) Petitions/Grievances/Appeals

All students' petitions/ grievances/ appeals shall be channeled in writing through the student's affairs officer who is to provide professional counselling and assistance to students wishing to write such appeals/ petitions/ grievances. Any student who breach this channel of communication shall face disciplinary actions/ sanctions.

(vi) Demonstration and Grievances

No forms of students' demonstrations are permitted in PTI unless otherwise allowed by Management. Any student or group of students who carried out unauthorized demonstration will be dismissed from the Institute.

(Vii) Security

(a) The Chief Security Officer and his staff are responsible officers of the Institute and are under orders to draw the attention of staff and students to any infringements of the above rules and regulations which they may notice and to report such infringements to the appropriate Authority of the Institute.

- (b) Students are advised to declare their personal effects property at the main gate with the security officer when they arrive at the campus at the commencement of each semester. Students are to note the chief security officer and his staff are under orders to police the campus in order to ensure the safety of lives and property.

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(viii) General Information:

- (a) **Membership of Secret cults**
Secret cults activities are strictly prohibited. Any suspected student and proven cases of secret cult membership shall be expelled from the Institute and subsequently handed over to the law enforcement agents.
- (b) Stealing, assaulting, fighting, Indian hemp smoking and any form of drug trafficking are strictly prohibited. Any suspects and proven cases will be promptly reported to the law enforcement agencies and subsequently expelled from the Institute.
- (c) All welfare problems should be reported to the Student Affairs Officer, Housekeeper and Porters.
- (d) Habourling of opposite Sex or An outsider in the hostel is strictly prohibited. Any defaulter will be expelled from the Institute.

F. INSTITUTE STAFF

- (a) Students shall give due respect and courtesy to all Institute's Staff.
- (b) Institute's Staff quarters are out of bounds to all students except with the permission and invitation of the staff concerned but they should leave the staff quarters latest by 7.00pm.

G. VALUABLES, PERSONAL PROPERTY AND ELECTRICAL APPLIANCES

- (a) Students should not leave their personal property in their rooms during any vacation. The Institute will on no account accept responsibility for losses of property so left.
- (b) The Institute does not have the facilities for the safekeeping of any valuables, it therefore cannot accept responsibility for losses of any valuables left/kept in the hostels. Large sums of money should be deposited with the Institute Finance Department through the Student Affairs Officer.
- (c) Students must register acceptable electrical appliances with the Student Affairs Officer, Chief Security Officer and the Head, Halls of Residence

before they are brought into the hostels. Such equipment can only be put to use with the express permission of the Head of Halls. Any equipment put to use without the permission of the Head, Halls shall be confiscated by the Housekeeper and disciplinary action taken against any erring student.

H. GUESTS AND VISITORS

- (a) Visitors are allowed into Students' hostels only between 4:00pm and 7:00 pm. On week days (Monday-Friday inclusive) and between 10:00a.m. and 7:00p.m. On Saturdays, Sundays and public Holidays.
- (b) Visitors must not go direct to the students' rooms but must first seek clearance from the porters' lodge where they must state their addresses and also sign the visitor's book at the beginning and end of their visits.
- (c) Male students are allowed into the Female Hostels only between 4:00p.m and 7:00pm. On week days (Monday to Friday inclusive) and between 10:00a.m. and 7:00p.m. on Saturday, Sunday and public Holidays. All such male students visitors are strictly to be received in the Female Common Room as from 4:00pm to 7:00pm. On no account should any male student be found inside the Female Hostel after 7:00pm. Severe disciplinary action would be taken against male students found in the female hostel after 7:00p.m.
- (d) The same rules in (a) above is applicable to Female students visitors to the male hostel. On no account should any female students be found in the male hostel after 7:00pm.
- (e) Students will be held responsible for any misconduct or damages caused by their visitors.