

Subject: Standard operation Procedures (Code of conduct) for candidates using residential facility at Haj house

- Residential facility is facility provided to male students only.
- All students shall maintain a high standard of conduct, professionalism, and respect towards each other.
- Substance Abuse: The use of tobacco products, drugs and alcohol within the premises is strictly prohibited. Any student found violating this policy will face immediate disciplinary action, including possible expulsion.
- Social Media Usage: Students are required to maintain discipline while using social media platforms. They are expected to refrain from posting offensive, inappropriate, or defamatory content related to any person or state or agency.
- Outside Movement: After evening prayers (Maghrib), movement outside the main gate is restricted. Students must inform the designated authority if they need to leave the premises for any reason during restricted hours.
- Cell Phone Usage: Cell phones should be on silent mode during class hours, study sessions, and in shared residential areas. Students are allowed to use their phones in designated areas during specified hours only.
- Privacy and Respect: Emphasize the importance of respecting the privacy and personal space of fellow students and staff members.
- Dress Code: Dress code that promotes modesty and professionalism in line with cultural norms and climatic conditions is allowed.
- Visitors and Guests: Entry of visitors and guests to the residential area is STRICTLY restricted. Visitors should be registered with the front desk and accompanied by the student they are visiting. Guest shall not be allowed to stay with students. However, in case of emergency separate room can be booked by guest as per applicable charges for night stay.
- Noise Levels: 9 PM to 9 AM are quiet hours in residential areas to ensure an environment conducive to studying as well as rest.
- Conflict Resolution: Conflicts or disputes among students must be avoided.
- Housekeeping and Cleanliness: Students have to maintain cleanliness in their living spaces and common areas. Regular housekeeping checks will be conducted to ensure compliance. Students have to maintain room and washroom cleanliness.
- Confidentiality: Students have to maintain the confidentiality of personal information and shared information within the coaching center.
- Student accommodations: Students will be provided shared accommodation, change of room will be allowed on justified reason only.
- Meal plans will be prepared in consultation with students however they are required to maintain highest level of hygiene standards. Mess dues shall be paid in advance at the start of each month. The payment is made irrespective of the number of days spend by the student in the residential area.

- Cooking is not allowed inside the rooms in any case. Use of cooking gas/heaters inside room will attract strict administrative action.
- Health and Wellness: First aid will be available in residential area; however, students will be allowed to attend nearest medical facility as per need. Students shall encourage healthy lifestyle habits and stress management techniques within themselves. Students shall follow best daily routine.
- Communication Channels: Parents/guardians can contact the center for updates or concerns on phone only during hours specified.
- Compliance and Quality Assurance: Center as well as students shall adhere to local education regulations and guidelines besides periodic audits shall be conducted to ensure continuous improvement.
- Code of Conduct: Establish a code of conduct for both students and staff, emphasizing professionalism and respect.
- Parent Involvement: Parents will be engaged in their child's education through regular updates, meetings, and open communication.
- Feedback Mechanisms: Student and parent feedback will be collected online and shall be used for improvement.
- Students shall have to pay for a monthly Hostel Maintenance Charges of Rs. 1600/- per month.
- On admission student has to deposit Rs 10,000 as security deposit (1206040500005050- J K Haj Committee-Residential Block). The same shall be returned to student on successful completion of training. The amount will be forfeited in case student discontinued studies in between or failed to maintain 75% attendance or expelled on compliant basis or poor performance.
- One/two-day leave will be announced in a month. No leave will be admissible except on extraordinary circumstances.
- Toiletries and other house hold items shall not be issued by Haj committee; the students have to purchase of their own.
- All the students are expected to judiciously use electricity in their individual or collective interest. Lights must be switched off when not in use. Electric heaters, electric rods and other appliances are prohibited. No tampering with electric installation is allowed.
- Room furniture and other items are required to be maintained by inmate in good condition. In case of damage to any part of building, furniture, apparatus or to any other property, the loss shall be recovered from the person responsible for damage.
- Students are required not to keep excess cash or any other valuable in their rooms.
- During Haj operations, suitable break in residential and coaching facility will be announced as and when required without compromising completion of syllabus.
- Disciplinary Action: Violating any of the conduct-related SOPs shall invite strict disciplinary action, including warnings, fines, suspension, or expulsion.

Sd/
Executive Officer
J&K Haj Committee