

## HOSTEL RULES & REGULATIONS

### GENERAL ADMINISTRATION:

There will be a Hostel Superintendent and one Monitor in each floor from among the students. The Monitor will assist the Superintendent in managing the hostel. The Monitor will be nominated by the Principal in consultation with the Hostel Superintendent for one year.

All the boarders are hereby directed to maintain the following rules & regulations during their stay in the Hostel.

1. All boarders should maintain perfect discipline inside their respective hostel and they must behave properly inside and outside the hostel.
2. No boarder should change the seat or room allotted to him/her without permission of the Hostel Superintendent.
3. All boarders must be present in their respective room and must be engaged in studies.

### VISITOR'S RULES:

Timing of visiting hours up to 7 PM. All visitors are to be attended in the visitors room and not in the porch, veranda or on the road. The name, address, time of entry/exit of the visitor, relation with the boarder are to be noted in the respective register, failing of which strict action would be taken against the boarder. For parents and guardians who would like to meet their wards beyond the visiting hours, permission from the Hostel Superintendent is a must.

### ATTENDANCE, LEAVE AND HOSTEL MAINTAINENCE RULES FOR BOARDERS:

1. If a boarder is found absent during attendance in the evening without the knowledge of the Superintendent will invite severe disciplinary action.
2. All boarders who would be going out of the college campus should mention their names, semester/subject, date, time of leave, expected time of return, place of visit, in clear handwriting in the register provided.
3. In case of staying overnight away from the hostel, an authorized letter from the local guardian/parents or a phone call seeking leave from the hostel would be a must.
4. No boarder shall be allowed outside the hostel after 7:30 PM except to attend evening duties/ night duties.
5. All boarders should sign their attendance daily by 8:00 PM on the attendance register available.
6. In case of any emergent visit or leave, the parents/guardian/student shall take due permission from the Hostel Superintendent.
7. Guests/parents are not allowed to stay in the hostel.
8. An allottee of a room shall not sublet his/her room even for a short period to another student either on paid or unpaid basis.
9. The boarder shall not use personal TV/videos inside their room and must not put his/her hands in any electrical repair or maintenance.

10. Residents must ensure that the lights and fans are switched off when the rooms are unoccupied.
11. The boarder should take care of their own belongings and any other valuable assets. In case of any damage or loss of the above belongings the college authority will not be responsible.
12. Hostel fees are collected by the college office as per notice issued from time to time.
13. Student boarder will be held responsible for keeping their own room clean and tidy all the time. The Superintendent/ Principal of the college will go for sudden inspection periodically.
14. Boarders are responsible for care of hostel furniture in their custody for which they have to check & sign before they occupy their respective rooms and hand them over in good condition when they change their room or leave the hostel. The loss or damage of the Govt property will be charged from the respective student boarder.
15. Waste paper baskets are meant for putting waste papers and room dust etc. This should not be used for any other purpose.
16. Windows should not be left open while away from the room. The respective boarders will be responsible for replacement of the broken glasses if it is due to their carelessness.
17. Before proceeding on leave, boarder should ensure that the respective room should be locked properly with their own keys. A duplicate key of the room is to be deposited to the Superintendent of the hostel.
18. No meeting or demonstration in any way connected with political matters will be held in the hostel premises. Meeting of social and academic character can be held only with the prior written permission of the Principal for which application should be submitted through proper channel.
19. Subscription cannot be raised from the boarder without prior written permission of the Principal.
20. The boarders shall not be permitted to bring intoxicating drugs, liquors etc in the hostel.
21. A boarder shall not take law in his own hand while dealing with employees of the hostel, while performing their normal duties.
22. Disciplinary action will be taken against the boarders who will be found loitering & disturbing other during the study hours.

### 23. HEALTH CARE FACILITIES:

For any health complaint, boarders are advised to attend the Medical College Hospital OPD/casualty. Boarders requiring hospitalization should inform the matter to the hostel Superintendent immediately. Parents/guardians are informed in case of serious illness of boarder.

### 24. USE OF ELECTRICITY:

All boarders are expected to observe general economy in the use of electricity. The use of electrical appliances in the rooms except the table lamp is strictly prohibited.

## 25. USE OF WATER:

All boarders are expected to observe general economy in the use of water, and not leave water taps open after use.

## 26. HOSTEL MESS AFFAIRS:

1. All boarders are to clear their mess dues before 10<sup>th</sup> of each month. A sum of Rs. 10/ per day of delay shall be fined thereafter.
2. Meals shall be provided to the students as per the menu prescribed.
3. Any extra item ordered by the student shall be recovered separately.
4. No guest meal shall be allowed prior to the permission of the hostel superintendent.
5. All boarders residing in the hostel must join the hostel mess. In case he/she does not wish to join, he/she will be asked to vacate the room.
6. Boarders will not be permitted to carry their food to their own rooms. Boarders are expected to go for their meals well groomed and neatly dressed.
7. Four square meals will be served in the dining hall during the day.

Breakfast:	7:00 AM to 8:00 AM
Lunch:	1:00 PM to 3:00 PM
Evening Tea:	4:00 PM to 5:00 PM
Dinner:	8:00 PM to 10:00 PM.

27. The boarders are not allowed to play loud music or musical instruments beyond 7 p.m. in the evening.

28. Boarders are to take their food in the dining hall. Plates are not to be taken into the rooms.

29. For SPM duties, the interns are to get a 20days waiver. 10 days dues are to be paid.

30. A defaulter of more than 2 months will be liable for disciplinary action which may include expulsion from hostel.

31. The mess dues clearance is required before appearing in the semester examinations.

32. The hostel accommodation for a boarder is for duration of 5 years only. After 5 years the students who are unable to clear their examinations will no longer will be boarder of the hostel and will have to make his/her own arrangements.

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