

RULES AND REGULATIONS FOR HOSTEL
BOARDER

Hostel Authorities

Principal of the college is the prime authority of the hostel. The other hostel authorities constitutes of two Wardens, one Monitor and one Assistant Monitor.

1. The principal will appoint two wardens for each hostel. The wardens shall be appointed from amongst the teaching staff of the college.
2. The wardens with approval from the principal will appoint in each hostel one monitor and one assistant monitor from amongst the hostel boarders for the period of one year.
3. The wardens will manage the hostel along with the monitor and assistant monitor, who are to assist them in every aspect.
4. In case of absence of both the wardens in the college campus they shall appoint a warden-in-charge, who will look after the hostel matters until their return.

General Rules

1. The college shall provide accommodation in its hostels subjected to availability of vacant rooms in the hostel.
2. Every boarder must remember that the hostel is their home on the campus and therefore, the boarder should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the Institution.
3. All the hostel boarders are required to follow the hostel rules and regulations. Violation of any rule will make the inmate liable to disciplinary action including expulsion from the hostels and also from Institution. Students during their stay in the hostel will be governed by the hostel management rules.
4. Boarders shall follow the instructions of the wardens. Moreover, they are bound to take and carry out the responsibilities and duties assigned to them from time to time.
5. Boarders shall occupy a seat/room only during the semesters. No student will occupy a room during vacation. However, he/she may be permitted by the warden to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.
6. For any complaint, no boarder shall directly approach any higher official without approaching the hostel monitors or wardens.
7. The boarders must clear all the outstanding dues (including fine if any) at the end of each semesters. Failing of which notice to his/her guardian shall be sent to clear all the outstanding dues.

8. If any resident falls sick it should be informed to the hostel monitor, the Warden on duty must also be informed immediately and the warden will make arrangements to shift/ evacuate the student to the hospital and look after her/him.
9. Electric bulbs, tubes, fans etc. will be supplied by the college only at the time of fresh admission to the hostel. Replacement of the same shall be responsibility of the boarders.
10. Any problems related to electrical wiring, damage of electrical items due to electrical shock, fading of wall paints shall be reported to the wardens through the monitors.
11. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken against him/her.
12. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from them. Repeated acts of causing damage to the hostel property will result in expulsion from the hostel.
13. The hostellers themselves are personally responsible to safeguard their belongings. Hostel authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained.
14. Students should not possess or consume any tobacco/alcohol/drug items inside the campus. Anyone found indulging in use of such things will not only be asked to vacate the hostel but also be rusticated from the institute.
15. Cooking in hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc will invite heavy penalty and repeated offence may amount to expulsion from the hostels.
16. No student should keep any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel. Students must not take law into their own hands, but must report all disputes to the hostel Warden. All kinds of shouting, fighting, gambling, stealing, violet knocking, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to Police immediately.
17. Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose.
18. The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

19. Students are prohibited from writing slogans or any writings obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on students/group of students indulging in such writings.
20. Anything which interferes with student's studies must be avoided at all times. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
21. Playing of audio and visual systems and other musical instruments / systems inside the room or in the hostel premises causing disturbance to other boarders and neighbors is strictly prohibited. However students are allowed to have their own laptop/computer and music system.
22. Students shall treat the catering staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.
23. Hostel mess will be maintained by the catering party. Any complaints regarding the quality of the food shall be reported by the monitors to the respective wardens.
24. Boarders shall always switch off the lights and fans of their respective rooms while leaving.
25. Boarders shall not leave water flowing from taps.
26. No boarder is allowed to change their allotted room or exchange furniture from any other room.
27. Boarders are strictly advised not to loiter around any water bodies in and around the campus. The authorities shall not be held accountable on any incident occurring not following the same.
28. Students should be present within the Hostel premises between:-
 - 6:30 PM to 6:00 AM (for girls).
 - 7:30 PM to 6:00 AM (for boys).No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action.
29. Students must make entry in the "In/Out Register" kept at the Hostel.
30. Modesty in dress is expected from students when they are out of their room.
31. In addition, the boarders are governed by rules, orders, and instructions etc. framed/issued by the hostel authorities from time to time.
32. There may be change in hostel rules from time to time for smooth running of the hostels. Any change in hostel rules will be notified by the hostel wardens beforehand.

Hostel Leave Rules

1. Boarders must obtain prior permission from the competent authority before proceeding on leave. Students are required to obtain the signature of the local guardian/parents on the leave return form and submit the same to the warden after their return.
2. Leave from the hostel shall be granted by the Wardens. However for leave of more than two days prior information to the wardens shall be conveyed from the parents.
3. Absence from the hostel without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action.

Solar Light Use rules

1. Boarders are instructed to keep the Lights using solar “**Power OFF**” while normal power is available.
2. Solar lights must be used properly for longer runtime.
3. Minimal number of solar lights should be kept on in the corridors and bathrooms.

Guests

1. Guests are not permitted to stay overnight in the room of the students without prior permission from the warden. The student must get permission for keeping his/her guest in the guest room of the Hostel from the concerned Warden In-charge (Not less than Rs 100 per night per person).
2. Female guests are not permitted to stay in Boys Hostel. Likewise Male guests are not allowed to stay in the Girls hostel.
3. A boarder keeping a guest without permission is liable to be fined. However in case of emergency the wardens shall be contacted over telephone for getting permission.
4. Guests are allowed in mess only with prior permission and on payment of charges as applicable (Mess fess will be decided by the catering party).
5. There will be two guest rooms in each hostel, for special personals invited by the college. The guest rooms may also be provided to guardians with special permission from the wardens.

Visitors

1. All visitors (including parents) will be received at the Visitor's room of the hostel. No boarder is allowed to take their Visitors to rooms without any information to the wardens.
2. No male visitor is allowed to enter the Girls' Hostel similarly for Boys' hostel female visitors are not allowed without prior permission of the respective Wardens.
3. All visitors should put their detail in the visitor's record book at the hostel office.
4. **Visiting Hours:**

8:00 a.m. to 7:00 p.m. (holidays)

4:30 p.m. to 7:00 p.m. (weekdays)

Night Roll Call

1. All boarders must remain in the hostel according to hostel timings.
2. Attendance will be taken every day at 7:00 P.M. by the monitor/assistant monitor of the respective hostels. The monitor/assistant monitor must ensure that the boarders are personally present while taking attendance.
3. Boarders who have special permission to work late in department or any other work will be exempted from hostel roll call. Although, they must sign the In-Out register of the hostel.

Misconduct and Punishments

Misconduct by any of the boarders will be directly informed to the principal of the college, local guardian and parents. It is to be noted that any form of punishment might be modified by the disciplinary committee.

Sl. No.	Acts	Punishments
1.	All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others.	Fine of Rs. 50 at first instance and on repeating the same a fine of not less than 300 will be imposed. However shouting using improper language will result in a fine of Rs 1500 and stern disciplinary action will be taken.
2.	Switching on lights and fans when	Warning up to 4 times and a fine of Rs. 20

	boarders are not inside the room.	each time on breaking the same after repeated warning.
3.	Entry of female visitors into the rooms of the boarders in Boys' hostel and male visitors into the rooms of Girls' hostel.	Immediate rustication/probation and stern disciplinary action will be taken.
4.	Maltreating or physical assault, abusing the hostel employees, canteen staff and others including outsiders, students and other College employees, teachers etc.	Immediate rustication/probation along with fine of Rs. 500. However, punishment may be decided by the disciplinary committee.
5.	Any meeting not related to hostel affairs held in hostel premises without prior permission	Fine of Rs. 300 each boarder subjected to failure of show cause letter. Repeated act by the same boarders might lead to rustication/expulsion.
6.	Cooking inside the room	Cooking utensils will be seized from the boarders (will not be returned) and a fine of not less than Rs. 500.
7.	Use of electric heaters, electric stove and other similar electrical appliances in the room	Items will be seized from the boarders (will not be returned) and a fine of not less than Rs. 500.
8.	Any form of gambling inside or outside the hostel premises and campus	May lead to rustication/expulsion.
9.	Causing annoyance to the boarders by playing loud music	Warning up to 3 times, after which the audio/visual system will be seized.
10.	Possession or keeping fire arms, weapons etc. in the hostel	Rustication from the hostel and will be handed over to Police.
11.	Drinking alcohol, poisons, drugs and intoxicants of any kind.	Rustication from the hostel along with action taken by the disciplinary committee.
12.	Boarders staying outside overnight or absence from the hostel without permission from the wardens	Fine of Rs. 500 for the first time. If repeated severe punishment will be decided by the wardens.
13.	Damaging, misuse and stealing of any hostel properties or stealing other belongings	Fine of double the items stolen or damaged.
14.	Staying in the Hostels by boarders during a semester break without	Fine of Rs. 50 per day.

	permission from the wardens.	
15.	Entry and hoisting of outsiders in the hostel without permission of warden	Fine of Rs. 500. If repeated stern action will be taken against the boarder.
16.	Ragging in any form inside and outside the hostel	Expulsion from the hostel and the institute.
17.	Absence of students from the hostel after the stipulated timing	Rustication from the hostel up to 2 months
18.	Unauthorized occupancy of hostel room by ex-students	Forceful vacation of room.
19.	Keeping guests inside the room or keeping the guest for more than authorized timing without permission from the wardens	Fine of Rs 500.
20.	Any form of public display of affection inside or outside the college campus	Stern warning by the wardens. Repeating the same may lead to severe punishment.
21.	Spreading of any rumor that might cause damage to others reputation, falsification of information etc.	Punishment will be decided by the wardens in a meeting with the accused.
22.	Chewing paan, Ghutka etc. and spitting here and there inside the college campus.	Cleaning by the accused and a fine of Rs. 500.
23.	Negligence of duties and instructions assigned by the wardens.	May lead to rustication.

Students Disciplinary Committee

1. Principal of the College
2. Head of the Department of the student
3. Student Security In charge
4. Wardens of all the hostels
5. Monitors and assistant monitors of all the hostels

Note: In absence of the principal the decision will be taken by the members and the final approval will be made by the principal. However two thirds of the member must be present to take any decision.

Duties of Hostel Monitor

1. The Monitor will assist the Warden in administration of the hostel affairs.
2. The Monitor shall take the roll call of his/her hostel as mentioned in the hostel rules and shall report to the Warden about all the absentees at the time of taking the roll call as well as absentees for the whole night. Failure of the Monitor to report such cases to the Warden shall be considered as gross negligence of duty on his/her part for which he/she shall be liable to be removed as Monitor with immediate effect.
3. The Monitor shall ensure that all hostel rules are observed by the students.
4. The Monitor shall ensure that an atmosphere conducive to academic pursuit is maintained in the hostel.
5. The Monitor will report sickness of any boarder to the Warden and the concerned authority.
6. The Monitor shall report to the Warden any case of emergency, misconduct and breach of any discipline on the part of the boarders.
7. The Monitor shall observe and check proper cleanliness and sanitation in the hostel and report to the Warden for improvement.
8. The Monitor shall be required to perform any other related duty not specified above as may be assigned by the Warden.
9. The Monitor shall not consider himself/herself, any superior to the fellow boarders.
10. The monitor shall take the responsibility to observe the use of solar power from time to time.

Duties of Assistant Monitor

1. The Assistant Monitor shall assist the Warden/ Monitor for smooth functioning of the hostel. In the absence of the Monitor, the Assistant Monitor will act as Monitor-in-charge.
2. The assistant monitor shall also perform all the duties as assigned to the monitor.