

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

HOSTEL MANAGEMENT GOVERNMENT POLYTECHNIC, KAIMUR

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. HOSTEL MANAGEMENT

1.1 The following officers constitute the hostel management:

- a) The Principal
- b) Hostel Superintendent (Boys)
- c) Hostel Superintendent (Girls)
- d) Counselor teacher (Male)
- e) Counselor Teacher (Female)

1.2 Each hostel is managed by the Hostel superintendent. There shall be a mess administered by the hostel management.

1.3 The students can approach any of the above officers for help, guidance and grievance redress. Representations to higher officers must be forwarded through proper channel.

Hostel Superintendent (Boys)- Counselor teacher (Male)-

Hostel Superintendent (Girls)- Counselor teacher (Girls)- Principal

2. ACCOMMODATION

- 2.1 Statutorily, hostel accommodation is available to Diploma Students, only during a working semester. No Diploma students will have a right to occupation of a room during vacation. But he/ she may be permitted to stay on request, if he/she is doing any course work/ project work/ institute work/ hostel work.
- 2.2 Hostel accommodation is available to only Diploma students for a maximum length of stay for three years. They can retain their room during odd semester vacation. At the year end they have to vacate the hostel.

3. CONDITION OF ALLOTMENT

- 3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent with STD code, must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address/ telephone number of the parent/ local guardian, at any point of time, has to be intimated to the hostel office in writing, at once.
- 3.2 The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a light fitting.
- 3.3 Rooms once allotted to the students for an academic year will not be changed or exchanged except on special situation.
- 3.4 The hostel Management, if in case of non-availability of rooms, can allot more than one person per room.
- 3.5 If the status of any student changes during the period of stay in the hostel, he/ she is required to inform the Hostel Superintendent immediately and should vacate the hostel if the Hostel Management finds that he/ she is not eligible for hostel accommodation.
- 3.6 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of the Institute will automatically cease to be a member of the hostel.

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- 3.7 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The electrical installations including the fan should be handed over intact, in addition to the furniture.

4. CODE OF CONDUCT

- 4.1 All residents are required to maintain standards of behavior expected of students of a prestigious institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 4.2 All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 4.3 The rooms, common areas and surroundings should be kept hygienic, neat and clean. Notices shall not be pasted on walls and walls also not be scribbled on.
- 4.4 All the girl students are expected to be in the hostel before 7.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.
- 4.5 Rooms are allotted to each student on his/ her personal responsibility. He/ she should see to the upkeep of his/ her room, hostel and its environment.
- 4.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasion, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 4.7 The students should not screen pirated/ unauthorized/ unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- 4.8 The resident of a room is responsible for any damage to the property in the room during his/ her occupancy of the room and He/ she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/ she changes/ vacates the room/ hostel.
- 4.9 In case of damage to or loss of hostel-property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Hostel Superintendent.

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- 4.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belongings to the hostel in a room, the occupant of the room shall hand them over to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.
- 4.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 4.12 The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Management.
- 4.13 Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.
- 4.14 For your understanding, RAGGING is CRIMINAL & NON-BAILABLE offence, It is defined in legal parlance as, “display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension of fear, shame or embarrassment to a student in any academic Institution and includes:-
Teasing, abusing, playing pranks jokes or causing hurt to such students; or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do”
(Excerpts from the Directives of Hon’ble Supreme Court of India in respect of curbing ragging in Educational Institutions)
So, any student found indulged in such activity will not evit strict action by the disciplinary committee.
- A) The Head of the institution should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.
- B) Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably.
- C) When the persons committing or abetting the crime of Ragging are not identified, collective punishment could beresorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggars not to indulge in ragging.

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- 4.15 All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.
- 4.16 Smoking and consumption of alcoholic drinks and/ or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel/ room/ common room/ dining hall/ toilets/ corridors/ terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 4.17 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Mess staff should not be asked to enter the rooms on any account.
- 4.18 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
- A) He / she will be expelled from the hostel.
 - B) A record of his / her misconduct will be made in the personal file.
 - C) The cost of damage will be fully recovered from him/ her together with penalty.
 - D) He / she will also be fined commensurate with the offence committed.
 - E) The privilege of appearing for campus interviews will be denied, when he/ she reaches the final year.
- 4.19 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.
- 4.20 No comments on students related to caste or religion will be accepted within the hostel and the campus. If such things happens and proved then strict action will be taken against the guilty student.

5. VISITORS

- 5.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

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5.2 The visit of men students to the women's hostel and vice-versa is restricted.

6. USE OF APPLIANCES

- 6.1 The use of electrical appliances such as immersion heaters, electric stove/ heaters/ electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels/ student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- 6.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD /DVD is prohibited. The students should not hire objectionable CDs from outside.
- 6.3 When the students go out of their room they should switch off all the electrical/ electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.
- 6.4 Genset/ Power backup will be available in the hostel up to 10.00 p.m. as per Power Committee decisions. Facilities provided by the Institute will not be a right. It will be self sponsored and students have to pay for the fuel and power maintenance charges as applicable.

7. COLLECTIVE RESPONSIBILITIES

- 7.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 7.2 Residents should not indulge in practices/ activities, which may endanger their own personal safety as well as others.
- 7.3 Residents will be personally responsible for the safety of their belongings.
- 7.4 Use of powered vehicles by students has been banned Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be handed over to the Police.
- 7.5 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the concerned authorities.
- 7.6 Any function/ puja/ birthday celebration will be organised collectively with prior permission of the Hostel Superintendent.

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8. HOSTEL FEES

a) Hostel Admission Fees (One time)	-	500/-
b) Hostel Fee (Per semester)	-	<u>2,100/-</u>
		2,600/-

9. MESS RULES

- 9.1 No student is allowed to stay in the hostel without being a member of any of the messes.
- 9.2 Once a student joins a mess, he/she shall be deemed to have become a permanent member of that mess throughout the semester. No change of mess is permissible during the semester.
- 9.3 Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- 9.4 Absence from joining the mess will be permitted only by the warden on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Hostel Superintendent intimated well in advance of the absence.
- 9.5 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- 9.6 Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- 9.7 students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 9.8 The mess timings are as follows and the students should strictly adhere to these timings:
- | | | | | |
|-----------|---|------------|----|------------|
| Breakfast | : | 07.00 a.m. | to | 09.00 a.m. |
| Lunch | : | 12.00 noon | to | 02.00 p.m. |
| Snacks | : | 05.00 p.m. | to | 06.00 p.m. |
| Dinner | : | 07.30 p.m. | to | 09.30 p.m. |
- 9.9 The system of self service will be followed in the mess.
- 9.10 Non-vegetarian will be served as extra items on specified days of the week.

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10. RIGHTS OF HOSTEL MANAGEMENT

- 10.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 10.2 The hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

**HELP US KEEP OUR CAMPUS
CLEAN AND GREEN
&
AN ANTI-RAGGING ZONE AFTER ALL
'ITS OUR INSTITUTE'**

Hostel Superintendent (Boys)-

Counselor teacher (Male)-

Hostel Superintendent (Girls)-

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**Principal
Govt. Polytechnic Kaimur**