

Rules for Guidance of Boarders

General Rules

- The College shall provide accommodation in its hostels to the students admitted in regular UG/PG courses subject to availability of the same.
- All hostels shall remain closed during the semester break/ vacation as may fit by the College authority. During such recess/break/vacation, boarders shall vacate the rooms of the hostel. During semester break, those boarders who are willing to stay in the hostel, shall take prior permission from the College authority and shall pay additional fee(s) if any for the facilities utilized during the stay.
- During the Puja Vacations (Autumn Recess) the college and along with the hostels shall remain closed as per the then declared holiday list of the West Bengal Government. No claim of refund shall be entertained by the college authority for the non-presence of the boarders during such holidays.
- In case where any student wish to leave the hostel in between the course, no claim of refund of the admission fee will be entertained.
- Boarder(s) of a room in hostel shall be responsible for any loss/ damage of the property of the room / hostel concerned, as the case may be.
- There shall be no outstanding before the commencement of each semester/final examination. If a student leaves the College without clearing the hostel dues, the Hostel-in-Charge/ the College authority may issue notice to his/ her Guardian to recover the due amount. Without clearing the Hostel due, neither the clearance nor will the mark sheet of the student be issued.
- All cases of illness shall be reported to the General Secretary of the hostel and the Hostel-in-Charge.
- It is required for each boarder to have one Local Guardian (LG) nominated by the parent(s) /Guardian. The Parent(s) / Guardian shall coordinate with LG for all affairs related to the ward.
- There shall be a Visitors' Register in every hostel where every visitor needs to sign when he/she visits any boarder.

- For any complaint and/problem, boarder(s) shall directly approach the Hostel-in-Charge. In addition to these rules, boarders are also governed by the rules, orders, discipline, instructions etc. issued by the competent authority from time to time.

Admission:

- Satish Samanta Boys' Hostel and Shahid Matangini Hazra Girls' Hostel are reserved for under graduate and post-graduate students of Haldia Government College.
- Application for admission must be made on a prescribed form available from college office.
- Admission in a hostel is for one academic session only (July-June). On the expiry of this session a student shall cease to be a boarder of the hostel in which he/she resided. The postgraduate examinee-boarders may be permitted to stay from July till the end of their examinations on payment of usual charges.
- The allotment of rooms, seats and directions as to the use of lavatory, bathing places, kitchen, store-room, roof, etc. will be entirely at the discretion of the student, if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her parent /guardian to the effect that the student shall abide by the College rules, hostel rules and code of conduct, failing which the student will be eligible for disciplinary action as per the rules of the College.
- A boarder shall apply for readmission in hostel after each semester/year in the College Office based on the official notification issued in this regard.
- The boarders shall pay all the dues regularly, failing which the Hostel-in-Charge may initiate disciplinary action.
- A student shall deposit the prescribed fee(s) and occupy the hostel seat within the stipulated time from the date of allotment of the seat, failing which the allotment shall stand cancelled.
- The boarders are required to pay the prescribed 2 months messing fees in advance at the time of admission and thereafter.

Withdrawal:

- Application in prescribed form for withdrawal from the hostel duly countersigned by the parent / Guardian and cleared by HOD shall be submitted to the Hostel-in-Charge through the General Secretary.
- In order to withdraw from a hall a boarder must give the Hostel-in-Charge at least 1 month's notice in writing.

Hostel Leave Rules:

For seeking leave from the Hostel, the boarder must submit a written application. After obtaining the signatures of the Local Guardian/Parent(s) on application, boarders are required to obtain the permission from the Hostel-in-Charge.

Absence from the Hostel without prior permission from is to be considered as an act of gross misconduct and would be liable for disciplinary action as per College rules.

Leave from the Hostel for more than three consecutive days shall be granted by the Hostel-in-Charge on recommendation of Head of the Department.

Clearance Certificate:

Boarders must produce Clearance Certificates from the hostel Hostel-in-Charges in respect of payment of seat-rent, messing and other charges at the time of submitting fees and also before issuance of admit cards for the university examination.

Discipline:

- Every Hostel shall be in charge of a Hostel-in-Charge. One General Secretary will also be selected/elected from resident members of each hostel who will look after day to day affairs of the Hostel.
- A roll shall be called both in the evening and boarders must be present in the Hostel to respond to the call. The evening roll-call will be at 9 p.m. every night. General Secretary shall inform the competent authority about any case of unauthorized absence immediately.

- Boarders are not allowed leave the Hostel after the attendance, except on medical emergency.
- Without the permission of the Hostel-in-Charge/G.S., which shall be recorded in a book kept for the purpose, no student shall absent himself/herself from the hall between 7 pm and 6 am. If a boarder stays outside the hostel any night between 7 p.m. to 6 am without the previous written permission of the Hostel-in-Charge/G.S., he/she shall be liable to removal from the hostel.
- No club or society shall be formed and no meeting shall be held within the compound of the hostel without the permission of the Hostel-in-Charge in writing. No student shall give a party of entertainment in the hall without the previous permission of the Hostel-in-Charge.
- A boarder shall not rebuke or chastise a darwan/security guard, a cook, a servant or any other employee of the hostel for any reason whatsoever. If necessary, he/she may complain to Hostel-in-Charge. No boarder shall employ a security for his/her personal business.
- The Common Room of the hall will be kept open usually between the period from 8.30 am to 10 am and 4pm to 7pm every day unless otherwise decided by the Hostel-in-Charge for special reasons.
- Lunch: on working days: **9.30 am to 11.00am**; On Saturday, Sunday and Holidays: **11.00 a.m-1.00 pm**
- Dinner: **8.30 pm to 10.00 pm**
- **Lunch & Dinner should be had at Dining Room only.**

Expulsion:

Boarders shall be liable to be fined by the Hostel-in-Charge for any kind of misconduct; serious offences shall be punishable with expulsion from the Hostel.

Prohibitory acts for offence

- Ragging in any form inside and outside the Hostel.
- Participating /promoting any disruptive activity in the Hostel or the campus.
- Damaging, misusing and stealing of college/ hostel property.

- Committing insubordination of showing disrespect to the authority.
- Unauthorized staying in the Hostel after completion of the course.
- Maltreating of physical assault, abusing and using foul language to any individual inside hostel.
- Possessing and consuming alcohol, poison, drugs and intoxicants of any kind inside as well as outside the Hostel.
- Unauthorized guest(s) / visitor(s) in the room / hostel.
- All kind of shouting, hooting, violent knocking or any other act of movement of behaviour that is likely to cause disturbance of annoyance to others.
- Any form of gambling inside hostel campus.
- Unauthorized occupation of hostel room other than the allotted room.

Action against offence

- In the case of minor offence (if the authority think so), the offender shall receive stern warning letter with a copy marked to guardian from the competent authority.
- If such offences are repeated by the boarder it shall be considered as a major offence.

Student /Boarder shall face one or more of the following disciplinary actions based on the recommendation of the Students' Disciplinary Committee for major offence.

- Conduct probation for a specified duration.
- Fine of a specific amount
- Rustication from hostel for ever
- Expulsion from Hostel for a specific period
- Rustication from the college
- Any other type of punishment may be exercised as per the merit of the case.

Water, Electricity, Furniture and Fixture:

- All lights and fans must be switched off when the occupants leave a room.
- No Furniture shall be removed from one place to another without the permission of the Hostel-in-Charge.
- Damage done to furniture, fixtures, and utensils must be made good by the boarder or boarders causing it. If the boarder causing the damage is not detected, all the

occupants of the room or rooms in which the damage is done will be held liable for such damage.

Visitors and Non-residents:

- Only such person whose names have been recommended by the legal guardians and approved by the Hostel-in-Charge/Principal be allowed to call at the Hostel to see a boarder. Such a person has been described as a 'Visitor'.
- Outsiders, whether friend or relatives of the students, are not, as a rule, allowed to reside in the hostel.
- **Visiting hours in the Hostel Mondays-Fridays: 4.00 pm to 7.00 pm, Saturdays: 1p.m.-5p.m.**
- **Sundays & Holidays: 10.00 am to 12 Noon and 4.00 pm to 7.00 pm.**
- At 7 p.m. visitors and other outsiders must leave the hostel.
- Visitors will put their names, addresses, and the purpose of visit in the register maintained in the hostel before they are allowed to go in. The visitors must record their time of arrival and departure along with purpose of visit.
- **Visitor(s) should be received in the visitors' room (or the Common room if the visitor's room is not available) only. Under special circumstances, written permission from the competent authority must be obtained to take the Visitor to the hostel room.**