

Hostel Rules

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GIRLS HOSTEL

- Attendance of the boarders will be taken from 7:30PM to 8:30PM during which they are advised to remain present in their respective rooms
- During study hours 7:00PM to 10:00PM boarders are to be in their rooms, in the reading room of Central Library or Reading Room of the Hostel.
- The boarders should go to the classes regularly for their class as per the time fixed by the College and no boarder is allowed to remain in the Hostel without attending the class except in case of serious illness.
- When a boarder wants to go on leave from the Hostel , she has to complete the procedure decided by the hostel Authorities.
- A boarder is allowed twice in a month to visit her Local Guardian's house
- The boarders may be allowed to go outside within the city (Marketing) only on Sunday from 9:00AM to 5:00PM at their own risk and the Hostel / Institution Authorities are not liable for any incidents during their stay outside the Hostel.
- The boarders are allowed to go to their residence after submitting an application duly countersigned by the guardian clearly indicating the purpose of visit, period of stay etc.
- The C.A.O. / Warden Girls Hostel after being satisfied with the purpose of the visit will approve the application and unless the same is approved ,the boarder cannot go out of the Hostel.
- While coming back from their residence after availing leave, they should obtain one letter from the Parents/L.G. Stating the time & date of their arrival at home and the time & date they left their home for the hostel.
- The boarders are allowed to meet their Local Guardian during the visiting hours from 7.00 am to 7.00 pm & Parents from 7.00 am to 9.00 pm. After 9.00 pm strictly no visitor is allowed.
- The visitors mentioned in the list submitted by the parents of the boarder will be allowed to visit only on Sundays between 9.00am to 5.30pm. Others are not allowed except with specific written request from the parents.
- No outside person can enter the hostel without the permission of the Hostel C.A.O. /Warden Girls Hostel.
- Guests/ Friends of the boarders are not allowed to stay in the hostel.
- Holding any meeting, organizing any feast are not permitted without prior approval of the Hostel Superintendent/Authority.
- Circulation of notice and raising any fund etc. by the boarders are not permitted without prior permission of the Superintendent/Authority.
- Using heater and other electric appliances are banned in the Hostel.
- Laptops are provided for the sole purpose of doing class work and browsing the internet for education and development purpose & should not be misused for any other purposes.
- Boarders are advised to keep the key of their respective rooms in the keyboard placed in the hostel office at the time of leaving the room.
- Competent authority has got right to open any room locked and search any room at any time without any notice to the boarders or assigning any reason thereof.
- The authority is not responsible for the loss/damage of any belonging of the boarders.
- All type of intoxication are strictly prohibited inside the Hostel.
- The C.A.O. / Warden Girls Hostel is not responsible for any type of accident or hazard occurs to the boarders inside or outside the hostel.
- Sickness of any boarder should immediately be brought to the notice of the Hostel Authority for treatment if necessary. The cost incurred towards the treatment will be borne by the boarders.
- If any boarder wants to study after Midnight or before 5:00AM will use her own table lamp for studying.
- Harassment, torture in any form to the juniors/ fresher's will be viewed seriously, which may lead to expulsion from the Hostel and legal action.
- In case of any emergency, the Hostel Authority may give a short time notice to the boarders to vacate the Hostel.
- College / Hostel authorities have the right to amend or frame new rules as and when circumstances demand.
- Hostel authority is not responsible for theft of Laptops or any other belongings of the boarders. Boarders have to take care of their own belongings.
- The Final Year students of any programme need to vacate the hostel within 5 days of their last examination of the final semester.
- The boarders may have to temporarily vacate the hostel during Summer, Winter and Puja Vacation for the purpose of maintenance and cleaning if required.
- The mobile phone should not be used unnecessarily after midnight except on emergency.
- There may be reallocation of seats in the Hostel! in every successive academic years if required.

GIRLS' HOSTEL ENTRY TIMING

Unless and until it is notified by the hostel authorities, the final entry time of the boarders to the Hostel are as follows:

- 1st Year: 06:00PM.**
- 2nd, 3rd, 4th and 5th Year: 07:00PM.**

BOYS HOSTEL

- The parents are allowed to meet their ward till 6:00p.m in a specified place in hostel with due permission from the Hostel Authorities.
- Extracurricular activities like meetings, organizing any feast / party are not allowed inside the Hostel without prior permission from the Hostel Authorities.
- Drinking liquor, smoking, taking gutkas or any other illegal drugs are prohibited in the hostel premises.
- Subscription and notices relating to any activities by the boarders are not allowed without prior permission of the Hostel Authorities.
- Possession and use of electrical appliances like iron, heater, are prohibited in the hostel.
- Laptops are provided to the boarders for academic/ research activities. Misuse will lead to disciplinary action.
- Boarders are not allowed to move out of the hostel after the time fixed by the authority and they must come back to the hostel within the specified time.
- Room key board is provided in the hostel office where the boarders should keep their keys according to their room before leaving the hostel.
- Entries in the register are compulsory by the boarders for check in and check out of the hostel either for temporary or for staying overnight out of the hostel.
- Possession of dangerous items like crackers, arms or any other inflammable materials are strictly prohibited in the hostel.
- Playing of musical instruments or singing loudly is not allowed in the hostel.
- Meals for the guests are not permitted in the hostel.
- During class hours no boarder is allowed to stay in the hostel unless it is permitted by the hostel authorities.
- Authorities have got the right to inspect any room at anytime including during absence of the boarder.
- Frequent absence from the hostel either temporary or permanent is not allowed.
- Entry of lady guests /visitors except mother of the boarder into the Boys' hostel is prohibited.
- Hostel authority is not responsible for theft of Laptop or any belongings of the boarders. Boarders hove to take care of their own belonging.
- The Final Year students of any programme need to vacate the hostel within 5 days of their last examination of the final semester.
- The boarders may have to temporarily vacate the hostel during Summer, Winter and Puja Vocation for the purpose of maintenance and cleaning.
- While coming back from their residence after availing leave, they should obtain one letter from the Guardian/ Father /L.G. stating the time & dote of their arrival at home and the time & dote they left their home for the hostel.
- The above list is not exhaustive. Any other action which in view of the authority is breach of discipline, the boarder will face appropriate disciplinary action.
- Ragging in all forms is strictly prohibited. (Supreme Court Verdict)



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