

HOSTEL RULES

The Present College Girls Hostel has 254 seats for UG students only. Hostel seats are allotted purely on merit basis. A New Girls Hostel, with capacity of accomodating 364 students, is likely to be completed by the end of July 2023.

IMPORTANT INSTRUCTIONS

General

- Students seeking admission to the Hostel must fill the relevant column in the Online Admission Form available at www.dhe.chd.gov.in
- Admission Forms which are incomplete and/or received after the last date will not be entertained.
- Admission to the Hostel is a 5-Step process:-

Step 1: College Admission

Step 2: Confirmation of Hostel seat by the Admission Committee

Step 3: Payment of College and Hostel Fees

Step 4: Download Complete Hostel Admission Form from the College website www.gcg42.ac.in

Step 5: Hostel Admission & Room Allotment subject to the submission of following documents:

- a. Duly completed Hostel Accommodation Form in all respects (4 pages)
 - b. Health Status Undertaking by the Parents (1 page)
 - c. Hostel's Medical Fitness Certificate by an authorized Doctor (1 page)
 - d. Undertaking from the Parents for hostel (1 Page)
 - e. Covid-19 Vaccination Certificate
 - f. Latest Passport size photographs of the Parents as well as of the Local Guardians
 - g. Latest family photograph (Postcard size)
 - h. Copy of the voter's card / proof of registration of voter's card (if eligible).
- The hostel seats are limited; therefore admission to the college does not ensure the right of the candidate to a hostel seat.
 - Hostel seats will be filled on merit basis only.

- Students seeking admission under UT Category and residents of Tri-city are not entitled to a hostel seat.
- Fee has to be paid within 24 hours of the seat confirmation on the DHE website i.e. www.dhe.chd.gov.in otherwise there will be no claim to the hostel seat.

For Students

- Old students of hostel to note that admission to hostel is not a matter of Right. Students having compartment or attendance shortage in the previous class will NOT be allowed hostel seat in the next session.
- Old students are required to report for admission to the college and hostel as per the Admission Schedule, failing which they will lose their right to admission and hostel seat.
- Physical presence of the candidate (New and Old) along with Parents and Local Guardians is compulsory on the day of hostel admission.
- Admitted student will report to the hostel authorities one day before the commencement of the classes (Date to be notified on the College Notice Board/ College Website).
- Room in the hostel is allotted by the hostel authorities only when the student reports to them with the duly filled Hostel Admission Form (complete in all manners) mentioned above.
- Only those students will be admitted who have received both doses of Covid-19 Vaccine and the Certificate of Covid-19 Vaccination has to be submitted with Hostel Admission Form.
- **At the time of physically joining the hostel, student has to bring copy of their Voter's Card/ proof of registration of Voter's Card (if eligible).**

HOSTEL RULES

For Parents

- Parents to note that the admission formalities/process may take more than one day, so they are required to make their own arrangement for their stay accordingly.
- Foreign students and students belonging to Manipur, Leh-Ladakh and other states must have their parents/guardian accompanying them at the time of hostel admission. After the admission, they also need to submit an **affidavit** from their parents authorizing the local guardians to perform all responsibilities on their behalf regarding hostel rules and regulations.
- The said affidavit must contain complete details of Local Guardians, with their Identity proofs (containing both photo and signature) attached.
- If Guardian(s) are accompanying the student for the admission, they must carry the said affidavit along with them.

• GENERAL HOSTEL RULES

1. The Principal reserves the right to change any of the hostel rules and dues. The changes shall be binding on the residents.
2. All the students will report daily for Roll-Call at 05:30 p.m. in winters and 06:30 p.m. in summers.

REQUIRED ITEMS

3. Students are required to bring their own bedding, bed linen, locks, buckets, mugs, brooms, dusters etc. These items are also available in the College tuck-shop.
4. Furniture and curtains will be issued to the resident students against their signatures and they will be held responsible for any damage of furniture and curtains issued to them.
5. Residents are required to bring with them medicines for basic ailments like flu, cold, cough, stomach ache, minor cuts and wounds.

HOSTEL MESS

Mess Timings:

Breakfast **08:00-09:00 a.m.**

Lunch **01:00-02:30 p.m.**

Dinner **08:00-09:00 p.m.**

6. The students will have to pay fixed monthly Mess charges even if they do not join back the hostel after vacations/holidays for any reason whatsoever.
7. The students will have to pay fixed monthly laundry charges also as per the rate of contract.
8. Mess charges for old students will commence from the specified date of joining the hostel.
9. For new admissions, mess charges will be taken from the date of hostel admission.
10. Mess charges have to be paid bi-monthly by the 7th of the respective month.
11. For winter break, Mess charges will be charged with the adjustment of those days in that specific month.
12. In case the student fails to deposit Mess fee by due date, she will be fined Rs. 50/- per day and frequent defaulters will be asked to vacate the hostel.
13. The students are not allowed to leave the hostel in mid-session. However if she leaves due to some unavoidable circumstances then she will be able to get refund only if seat gets filled again. If in case the seat remains vacant then she has to pay mess charges for that whole semester.

14. Mess/Hostel Security will be refunded at the end of the session after submitting "No Dues Certificate" and filling the security form along with proof of student's bank passbook.
15. Hostellers are required to dine in the dining hall only.
16. Meals will not be served before or after the fixed hours. Residents must observe meal timings and must be punctual for that.
17. Hostellers are not allowed to enter the cooking area of the Hostel Mess.
18. Students are expected to maintain a decent dress code in the hostel and college premises. They are required to be decently clad when they enter the dining hall. Shorts/loose spaghetti tops are not allowed.
19. Residents must behave properly with the Mess staff.
20. No hosteller is permitted to take meals to her room without the permission of the Hostel Superintendent.

DISCIPLINE/ BEHAVIOUR

21. Students are not allowed to take part in any kind of anti-social activity.
22. Any kind of shouting, creating rumours, knocking on doors or any other act likely to create disturbance is strictly prohibited within the hostel premises.
23. Any matter of dispute with fellow boarders or any grievances to hostel residents should be reported immediately to the Warden/Convener of Hostel Welfare Committee.
24. Possession and consumption of any kind of intoxicants/drugs/alcohol will result in immediate expulsion from hostel.
25. Residents must switch off fans and lights before leaving for night out, day out and during college hours.
26. Residents should maintain cordial relations with other fellow students and give due respect to the Warden and Hostel staff.
27. Residents should ensure cleanliness and tidiness of their respective rooms and surroundings.
28. The residents should be properly dressed (not in night-suits) and combed hair outside hostel. Defaulters will be penalized.

DISCIPLINARY ACTION

29. Habitual defiance of the hostel rules will render a student liable to disciplinary action, fine and even expulsion from the college.

30. Students are not permitted to use private electrical appliances. In case of a default, a fine of Rs 500/- will be imposed and the electrical appliance will be confiscated. They are also warned not to tamper with electrical fittings. The college will not be responsible for any mishap.
31. If, at any time, it is found that the information given to hostel authorities by the parents or the students is wrong, it will result in expulsion from the hostel.
32. Parents of the defaulter students can be called by the Hostel authorities any time, so they are advised to take the report of their wards from the Hostel Warden from time to time.

COACHING/TUTORIALS

33. Only UG 3rd year student residents are allowed to go out for coaching after the college hours on the submission of an affidavit (with undertaking of risk and responsibility for those hours) from their parents.

LOSING A HOSTEL SEAT

34. a) Students who fail to obtain minimum 25% marks in the aggregate of all subjects in the Mid-semester tests or have lecture shortage will have to forfeit their hostel seat.
b) Medical reason- In case of an ailment (Chronic/ psychiatric) not disclosed at the time of admission, but discovered later, will result in loss of hostel seat.
c) If a resident is found in possession of using prohibited substances, it will result in her losing the hostel seat.

KEEPING CONVEYANCE

35. Hostel students are allowed to keep two-wheelers for their convenience and they have to deposit parking fees in the office.

STAY DURING VACATIONS

36. Students are not allowed to stay in the College hostel during autumn break, winter break and summer vacations.
37. A day scholar is not permitted to visit or stay in the hostel without the permission of the Principal.

RAGGING

38. Ragging is strictly prohibited as per the Hon'ble Supreme Court orders. Defaulters will face punitive action.

NO DUES

39. A student must obtain 'No Dues' certificate from the Warden before leaving the hostel.

DISCLAIMER

- The college is not responsible for any action of the student that proves fatal or is detrimental to the interests of the institution/society.
- The college does not take responsibility of valuables especially mobile phones, cash and jewellery of resident students.

APPOINTMENT OF LOCAL GUARDIAN

- Appointment of two local guardians is a must for the hostel record of each resident student. In case of an emergency, local guardians will be informed and called.
- Unmarried men and students (girl/boy) will not be accepted as local guardians and will not be allowed to enter the college premises.

MEDICAL FITNESS

- It is mandatory for the residential student to attach a Medical Fitness Certificate 'Annexure B' by an authorized Medical Practitioner with the Hostel Accommodation Form at the time of Hostel admission. The Medical Certificate should carry the information of the blood group of the student. If a student is suffering from any allergy, then the same should also be mentioned.
- Student suffering from any chronic disease or under psychiatric treatment is not eligible to join the hostel.
- Non-disclosure of information related to any serious medical condition will result in the cancellation of the hostel seat. In case this fact is concealed from the authorities at the time of admission, the college will not be responsible for any emergency that may arise.
- It is mandatory that the student must be vaccinated with both the doses of Covid-19 vaccine and she has to attach her Covid-19 Vaccination Certificate with Hostel Accommodation Form.
- Students are advised not to indulge in self-medication; if they do so, they will be responsible for the consequences. A nurse is available on the campus 24X7 for any kind of medical aid. In case of emergency the student will be taken to the nearby Government hospital and the local guardian will be called immediately along with the intimation to parents.

Note: Adherence to all Covid-appropriate behaviour is mandatory.

CO-CURRICULAR ACTIVITIES

- To create conducive participatory environment in the hostel, the students are encouraged to plan and participate in various hostel related issues like menu, cleanliness, reading room, beautification and entertaining, creative and holistic activities.
- The Faculty Hostel Committee regularly meets with Hostel Council and other committees on monthly basis.

HOSTEL LEAVE RULES: WHEN TO GO HOME

- A resident student can avail night out/ weekend leave only once a month.
- Warden can grant leave only on weekends and not during college days and timings.
- Long leaves from the hostel would require the prior sanction from the following authorities:
 - a. Leave up to 4 days** - sanctioned by the Warden.
 - b. Leave more than 4 days and less than 10 days** - sanctioned by the HOD/ Subject Teachers
 - c. Leave more than 10 days** - sanctioned by the HOD as well as the Principal.
- A maximum of 4 days leave will be granted for the wedding of siblings. The wedding card and a letter from parents, with the proof of their identity, should be attached with the leave application. In all such cases above mentioned leave rule (II) will be followed.
- Residents will be granted permission to attend family functions only if they have the requisite attendance in classes, have appeared in the Mid-Semester Tests, and have adhered to the rules and regulations of the college.
- If any student extends her leave period of night stay due to any unavoidable situation, the parents/guardians should inform the Hostel Warden well in advance through hostel E-mail ID* or otherwise the ward will lose her Hostel seat.
- Students who do not report for 10 days without prior sanction of leave/ permission will have to vacate the hostel.
- Attendance will not be granted for medical leave or any other leave taken by the student.

*Hostel E-mail ID: hostelgcg42@gmail.com

Note: College/ Hostel authorities are responsible only for the residents when they are physically present in the hostel.

➤ **Winter Outing timing**

Sunday: 10:00 am to 5:00 pm

Wednesday: 2:00 pm to 5:00 pm

➤ **Summer Outing timing**

Sunday: 10:00 am to 5:30 pm

Wednesday: 2:00 pm to 5:30 pm

- Residents must enter their departure and arrival timings in the Outing Register (Day out/ Night out).
- Residents shall strictly adhere to the timings of their return to the hostel i.e. before 05:00 p.m. in case of Night out, otherwise serious action will be taken.
- The Warden has the right to deny outing to a resident in case of returning late from Night out/ any kind of misconduct.
- If a resident frequently overstays during her leave, her hostel seat may be cancelled and it may also entail refusal of admission to the hostel in the next session.

PARENTS/ GUARDIANS PAY KIND ATTENTION

- At the time of joining the hostel, the parents are required to submit the names and the addresses of the local guardians on the specified form.
- Change of Address/Telephone number of the local guardians must be informed and updated by the parents to the Warden in writing through hostel E-mail ID.
- Parents of the defaulter students can be called by the hostel authorities anytime.
- Parents/guardians can meet their wards once a month on any Sunday during the Visiting Hours i.e. 10:00 a.m. to 01:00 p.m.

NOTE:

- Parents/ Guardians must adhere to the Covid-19 safety measures.
- **Visiting Days and Timings:**
Sunday (any): 10 a.m. to 01:00 p.m.