

HOSTEL RULES & REGULATIONS

**NIRMAL PRABHA BARDLOI
HOSTEL**

**HANDIQUE GIRLS' COLLEGE,
GUWAHATI**

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Handique Girls' College has a hostel of its own on the eastern bank of Dighalipukhuri, Guwahati. It is named after the poet and the renowned litterateur, the late Nirmal Prabha Bardoloi, who was one of the famous alumnae of the institution. The College Hostel may be considered as an integral part as well as an extension of the institution. The atmosphere of the hostel reflects the true multiplicity of the divergent cultures of the region. As such, the students are required to maintain a healthy community atmosphere in the hostel.

The internal management of the Hostel is looked after by a resident Warden. There is a Hostel Committee consisting of the Principal, Vice Principal, Convenor, members from the teaching staff, student representatives to help in the smooth functioning of the hostel. The term of the Committee is for a period of two years.

SANCTITY

- Hostel as an educational institute, is a home for the students for generating a comfortable, peaceful, inspirational and educational environment.
- In order to achieve this goal and sustaining such environment, it is imperative that the rules, procedures and certain acceptable norms for a disciplined code of conduct as given under, have to be followed and adhered to.

ADMISSION

- Admission to the hostel is granted only after the college admission is finalised.
- The college allots hostel accommodation only to the BA/ BSc students.
- BA/ BSc first semester students who want to apply for hostel accommodation should fill up the column given in the college admission form during the time of admission.
- Number of hostel seats is limited and the admission is given strictly on the basis of academic merit.
- Only out station students are eligible for admission.
- Admission is finalised after an interview with the candidate, parents and local guardian who are interviewed by the hostel warden along with the members of the hostel committee.

RE-ADMISSION

- Re-admission to the Hostel is made afresh each year. Allotted seats are valid for one academic year only.
- Students who fail to secure 75% attendance in both Major and Subsidiary subjects in the previous academic session are not re-admitted in the hostel.
- Those students who have violated the college and hostel rules, or are guilty of Hostel indiscipline or committed acts of misconduct in the previous session will not be re-admitted.
- Students who fail to pay their mess dues regularly are not re-admitted.

GENERAL RULES

- Hostel inmates are supposed to keep Identity Cards with them and must present the same whenever asked for.
- Parents of a boarder should introduce the local guardian to the Warden of the Hostel.
- A passport size photograph along with the proper address of the local guardian is to be submitted to the Warden during the time of admission in the Hostel. Any change in the details of the local guardian must be informed immediately and approved by the college authorities.
- All boarders must record their entries and exits in the Register kept at the hostel main gate.
- Hostel gate closes at 6:30pm (from March to October) and at 5:30pm (from November to February).
- Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court Directives leading to expulsion from the hostel and college as well.

- Students shall not remain absent from the hostel during night without the prior permission of the Warden. They will only be allowed to go home or other places if they are permitted by the Warden and the Principal of the institution. Outstation leave is granted only on basis of the letter from the parents and permission granted by the Warden.
- Boarders are required to maintain silence during study hours, the study schedule being 6am to 9am; 6:30pm to 8:30pm; and 9:30pm onwards.
- In case of any problem, the students should inform the matter immediately to the Warden.
- Students are required to keep their rooms tidy, neat and clean, and observe proper method of disposal of garbage.
- Formation of association of students on the basis of regions, caste or creed is not permitted during their stay in the hostel.
- The students themselves are personally responsible for keeping their belongings safe and secure. Any theft or loss of cash or any valuable item is the sole responsibility of the student. They are advised not to keep excess cash in their rooms.
- Students are strictly prohibited from consuming alcoholic drinks, drugs, cigarettes, tobacco products or any form of smoking inside the hostel or entry in the campus after consuming the same.
- No students will remain in hostel during college hours unless permitted on medical grounds by either of the Doctor, Principal and Warden.
- Students are prohibited from giving shelter to any other student/ outsider in the rooms. If the situation demands, the Principal of the college may allow the bonafied students of the college and guests of the boarder to stay in the hostel premises and have food on payment basis only. Any male guest is strictly prohibited from staying in the hostel campus.
- Employing unauthorised persons for personal work such as cleaning rooms, washing clothes, repair of hostel property etc is strictly prohibited in the hostel premises.
- Use of electric appliances such as heaters, immersion rods, irons, stoves etc is strictly prohibited in the hostel rooms, Light and fan must be switched off when not in use.
- No student can change her seat without informing the Warden and the approval of the Principal.
- In case of a medical emergency, a student is taken to the nearest hospital/ nursing home by the Warden and her local guardian will immediately be informed.
- Three Monitors from different floors will be selected either by the boarders or by the Warden. They are responsible for maintaining discipline and cleanliness in the rooms and corridors, and also to organise different social functions like Fresher's Social, Farewell, Saraswati Puja etc in the hostel.
- Hostel property if damaged by any boarder, must be replaced by the offender.
- Boarders must look up the hostel notice board regularly.
- Any act of creating sound pollution including playing music loudly is not allowed.
- All students will vacate their rooms before proceeding on Summer and Winter Vacations on or before schedule dates as notified.
- Any student willing to stay during vacations must seek prior permission of the Warden and the Principal.
- Any boarder appearing in Gauhati University Examination during vacation will only be allowed to stay in the hostel as per requirement and will have to pay for the fooding and lodging during the period of stay as per the rules of the hostel.
- Boarders are required to acquaint themselves with the Hostel Rules and abide strictly by them.

DUTIES AND RESPONSIBILITIES OF THE WARDEN

The Warden will perform such duties as are assigned by the Principal of the institution.

- The Warden will supervise the matters relating to the overall smooth functioning of the Hostel.
- The Warden will be responsible for health, hygiene and general welfare of the students.
- The Warden will periodically visit the hostel rooms and be in contact with the students and the staff.

- She will keep a watch over the cleanliness of the hostel rooms, campus, dining hall, kitchen and the food prepared for the boarders.
- She will take the attendance at 6:30pm daily.
- The Warden will examine the mess dues collected from the students and the expenditure statement of the mess.
- She should keep herself available in the hostel premises except during college hours/ official duties/ leave.
- She can go on leave with the prior approval of the authority.
- The Warden shall be responsible for the proper maintenance of properties of the hostel under her charge.
- In case of any problem, the Warden can report the matter to the Principal and approach the Convenor and the members of the Hostel Committee for the solution.

MESS RULES

The management of the Hostel Mess is generally undertaken by a group of students from among the boarders.

- The Mess Secretary, Manager and Student Representatives will be appointed by the Warden in consultation with the boarders.
- Every student residing in the hostel must join the mess attached and take the meal in the allocated space for the mess.
- Students have to pay the requisite mess fees in the hostel. Exemption of mess fee on any ground is not allowed.
- Every boarder shall have to pay the monthly mess dues on or before the 15th of every month, failing which a fine of Rs 10 will be charged for each day. Full mess dues must be paid every month which will be kept by the Warden. No reduction will be granted for absence from the hostel.
- Guest charge (to be paid in advance) is Rs 100 per day per person.
- No student is allowed to take meal or utensils to the room. Only under special circumstances such as illness with the permission by the Warden, the student may be allowed to take her food in her room.
- Individual cooking is not permitted. They are not allowed to cook anything in their rooms.
- There will be fixed slot for breakfast, lunch and dinner as notified in the hostel mess. No student can force mess staff or hostel management committee for food after the allotted time slot. Any extension in timing is permissible with prior approval of the Warden. No wastage of food will be accepted.
- Meal timings must be strictly adhered to by the residents:

Morning Tea	: 5:30 am
Morning Meal	: 8:00 am to 8:30 am
Afternoon Snacks	: 3:30 pm
Evening Tea	: 5:45 pm
Dinner	: 8:00 pm to 8:30 pm

VISITING DAYS

Wednesday -		3:00 pm to 5:00 pm
Sunday -	9:00 am to 12:00 noon	3:00 pm to 5:00 pm