

# DR. HAREKRISHNA GOSWAMI GIRLS' HOSTEL

## NALBARI COLLEGE, NALBARI



### General Rules & Regulations for Dr. Harekrishna Goswami Girls' Hostel, Nalbari College, Nalbari

- The students must remember that, the hostel is the home of the students on the campus & they should behave themselves on the campus as well as outside in such manner so that dignity of the institution is maintained.

### Behaviour and Discipline

- Boarders are expected to display acceptable forms of behavior anywhere within the hostel compound and the College premises.
- Noise level, volume of music system, etc. must be kept low at all times. These rules are intended for the Boarder to follow so as to achieve a conducive living environment for all the Boarders.
- Pranks, ragging and rowdy games in any form are strictly prohibited.
- Strict disciplinary action will be initiated if Boarder/s is/are caught committing a crime or theft of any kind & the case may be referred to the Police for necessary action and may be evicted. Prior to eviction, Boarder/s will have to settle all outstanding charges where deemed applicable including forfeiture of unutilized period of the rent paid.
- Vandalism is a very serious offence; Boarders found guilty of committing such an offence may be evicted from the Hostel.
- Boarders shall dress in appropriate attire at all times within the hostel vicinity.
- Boarders are not allowed to keep weapons & threatening items in their possession in the hostel and College premises.
- Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited in the hostel and College premises or outside.
- Boarders are solely responsible for their activities outside the College premises and should follow the acceptable norms of socio-legal behavior.
- All the Boarders will remain present at the time of Roll Call.
- Hostel Monitress is appointed to form a bridge between the College Authority and the students. From time to time they are given certain tasks/duties for the benefit of the students and the Boarders of hostel. Every Boarder should cooperate with the Monitress to discharge their duties.

### Up Keeping of the Hostel

- Boarders are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dinning room and bathrooms for the convenience of the next users.
- A Boarder should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the Superintendent. The Boarder shall be

responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she leaves the hostel.

- Use of electrical appliances like heaters, hotplates, etc, in the hostel rooms is strictly prohibited.
- All fans, light and electrical appliances must be switched off when not in use.
- Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other Boarders.
- Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited.
- Boarders sharing common facilities within a room of the Hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event of loss/ damage of the facility. In no case such damage or loss is attributable to a single Boarder.
- All the hostel articles issued to the students must be returned to the Monitress or Superintendent before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.
- The Hostel Management reserves the rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the Boarders, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Boarders.

## **Hostel Payments**

- Boarders have to pay the dues between 15<sup>th</sup> to 30<sup>th</sup> August and between 15<sup>th</sup> to 30<sup>th</sup> January in every year.
- Bank will not receive any cheque / draft.
- Boarders have to fill all the folios in the bank slips.
- Boarders have to deposit the “Office Copy” of the deposit slip in the College Office or Superintendent of the Hostel.

## **Visitors**

- All visitors must register their name and identity before visiting the Boarder.
- No visitor shall be allowed to loiter around the Hostel vicinity except the visiting room.
- Visitors are not allowed to use the hostel facilities.
- Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Superintendent.
- Boarders are not permitted to allow visitors of the opposite sex into their rooms at any time. The College Authority reserves the rights to evict any Boarders who do not comply.
- Engineers/ mechanics/masons/labours etc. other than authorized by college authorities shall not allowed entering the rooms in any case. Persons attending personal complaints of the Boarders, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints is to be attended in visitor’s area only.

## **Visiting Hours**

- Monday to Saturday – 3.00 PM to 5.30/ 6.30 PM. (Winter/ Summer)
- Sunday – 10.00 a.m. – 12.00 noon & 3.00 PM to 6.00 PM.

## **For the safety of all Boarders, the following rules are to be observed**

- Boarders must return to the Hostel by 5.30/ 6.30 PM. ( Winter/ Summer) daily for their own safety.

- Boarder who needs to stay out after the stipulated time must take prior permission from the Superintendent in the prescribed form available with the Monitress and sign a declaration of their purpose in writing. It is necessary to furnish the details like, their contact numbers, expected return time and their whereabouts during the allowed time.
- Boarders are not allowed to stay outside the hostel overnight for their own safety.
- Boarder who needs to stay outside the hostel can be permitted only if their parents or local guardian are with them. For this, parents or local guardian must make a declaration of their purpose in the prescribed form available with the Monitress and furnish their contact details and expected returns date and time. This permission is to be obtained from the Superintendent of the Hostel.

### **Late permission to attend College Events**

- In the event to attend various College events, Monitress and the Boarder concern are required to take permission from the Superintendent of the Hostel. Late permission could be granted up to 8.00 p.m. depending on the schedule of the College event.

### **Security**

- Boarders are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly secured at all times. The College is not responsible for any loss of personal items.
- Boarders are not permitted to exchange seats/rooms other than their allotted one without the consent of the Hostel Authority in writing.
- Boarders shall not hand over the keys of her room to anybody except the Monitress and Superintendent of the hostel concerned.
- Employment of a private servant is not allowed in the hostel.
- Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.
- The usage of the hostel's Wi-fi facility is value added service to Boarders.
- Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against Boarders found guilty of such activities.

### **Emergency**

- In case of emergency outside office hours, please contact the Superintendent/ the Principal / any other hostel authorities available at that point of time.

### **Medical aid**

- First aid Kit is available in the Hostel.
- On call doctor is available for the Boarders.
- Any case of illness shall be reported to the Hostel Authorities immediately.
- If necessary, the Boarder will be shifted to the hospital.
- 24 x 7 ambulance service can be arranged.

### **Hostel Facilities**

- It is advisable for the students to use mosquito nets.
- Cleanliness of the room is to be maintained by the student herself.

- Laundry Area – Boarders have to keep the area clean and tidy at all times. Keep the washing agents at the proper area provided.
- Badminton and Carrom – Boarders are required to draw the rackets, etc from the Monitress and return it intact after their use.

### **Updates and Announcements**

- Any new updates and announcements will be posted on the Notice Board only and the announcement of it will be made during prayer.
- Boarder is advice not to paste any poster / announcement on the wall.

### **Termination of Hostel Facility**

- Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the Boarder is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.
- Principal/ Superintendent reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.

### **Revision of Rules and Regulations**

- The College reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the Boarders informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- A Boarder residing at the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.
- Boarders found breaking any Rules & Regulations, Terms & Conditions of the hostel under the purview of this College are liable for expulsion from the hostel / disciplinary action.

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