

HOSTEL RULES (2024-2025)

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The college has two girls hostels having a capacity to accommodate more than 500 students on single / twin and triple sharing basis, with all the facilities and beautiful ambience which help the residents to feel at home. Hostel seats are allotted to the UG and PG students purely on merit basis.

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 and Room Allotment subject to the submission of the following documents:
 - a. Duly completed Hostel Accommodation Form in all respects (4 pages)
 - b. Health Status Undertaking by the Parents (1 page - Annexure A)
 - c. Hostel's Medical Fitness Certificate by an authorized Doctor (1 page - Annexure B)
 - d. Latest Passport size photographs of the Parents as well as of the Local Guardians
 - e. Latest family photograph (Postcard size)
 - f. 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.
- **The hostel fee is to be deposited along with the college fee. In case of non deposition of college fee, the hostel seat will be cancelled.**

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.
- At the time of physically joining the hostel, student has to bring copy of the voter's card / proof of registration of voter's card (if eligible).

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.

APPOINTMENT OF LOCAL GUARDIAN:

1. 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.
2. Unmarried men and students (girl/boy) will not be accepted as local guardians and will not be allowed to enter the college premises.

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.
- It is mandatory for the guardians to be present at the time of any emergency at the earliest.
- In case the guardians fail to respond/attend to the emergency, the seat of the hosteller may likely be cancelled.

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 5:30 pm in the winters and 6:30 pm in summers.
3. The students will have to pay fixed monthly laundry charges as per the rate of contract.
4. 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 the refund only if the seat is filled again.

REQUIRED ITEMS:

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

HOSTEL TIMINGS:

→ Daily Roll Call:	Winters	:	5:30 pm
	Summers	:	6:30 pm
→ Outing Timings:	Summers (1st March - 31st October):		
	Sunday	:	Till 6:00 pm
	Wednesday	:	2:00 pm - 6:00 pm
	Winters (1st November - 28th February):		
	Sunday	:	Till 5:00 pm
	Wednesday	:	2:00 pm - 5:00 pm
→ Visiting Timings:	Sunday (any)	:	10:00 am - 4:00 pm
→ Hostel Mess Timings:			
	Breakfast	:	8:00 am - 9:00 am
	Lunch	:	1:00 pm - 2:30 pm
	Dinner	:	8:00 pm - 9:00 pm

OUTING RULES:

- 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 5:00 pm 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.

MESS RULES:

1. 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.
2. Mess charges for old students will commence from the specified date of joining the hostel.
3. For new admissions, mess charges will be taken from the date of hostel admission.
4. Mess charges have to be paid monthly by the 7th of the respective month.
5. During PU Semester Exams, for the exam month, students will pay-
 - Half the charges, if they vacate the hostel on or before 15th of the month
 - Full charges, if they vacate the hostel on or after 16th of the month
6. For winter break, Mess charges will be charged with the adjustment of those days in that specific month.
7. 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.
8. If in any unavoidable circumstances the student leaves the hostel in mid-session and the seat remains vacant then she has to pay mess charges for that whole semester.
9. 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.
10. Hostellers are required to dine in the dining hall only.
11. Meals will not be served before or after the fixed hours. Residents must observe meal timings and must be punctual for that.
12. Hostellers are not allowed to enter the cooking area of the Hostel Mess.
13. 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.

14. Residents must behave properly with the mess staff.
15. No hosteller is permitted to take meals to her room without the permission of the Hostel Superintendent.
16. Students are advised not to waste food. Anyone found doing so will be fined Rs. 20/-.

DISCIPLINE / BEHAVIOUR:

1. Students are not allowed to take part in any kind of anti-social activity.
2. Any kind of shouting, creating rumors, knocking on doors or any other act likely to create disturbance is strictly prohibited and punishable within the hostel premises.
3. Any matter of dispute with fellow boarders or any grievances with hostel residents should be reported immediately to the Warden/Convener of Hostel Welfare Committee.
4. Possession and consumption of any kind of intoxicants/drugs/alcohol will result in immediate expulsion from the hostel.
5. Residents must switch off fans and lights of the rooms and washrooms when not in use.
6. Residents should maintain cordial relations with other fellow students and give due respect to the Warden and hostel staff.
7. Residents should ensure cleanliness and tidiness of their respective rooms and surroundings.
8. The residents should be properly dressed (not in night-suits and untidy hair) outside the hostel/ while attending classes. Defaulters will be penalized.

DISCIPLINARY ACTION:

1. Habitual defiance of the hostel rules will render a student liable to disciplinary action, fine and even expulsion from the hostel.
2. 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.
3. 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.
4. 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.

LOSING A HOSTEL SEAT:

- 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 losing hostel seats.
- c) If a resident is found in possession of using prohibited substances, it will result in her losing the hostel seat.

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.
- 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 24*7 for any kind of medical aid. In case of emergency the student will be taken to the nearby Government/ Private hospital and the local guardian will be called immediately along with the intimation to parents. The local guardians must pay attention to such calls and reach immediately to take responsibility of their ward.
- The college will pay whatever the expenses incurred initially but it has to be refunded by the student or parents later on.

HOSTEL LEAVE RULES:

- 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 be admissible in case of medical emergency/ family function with 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 Warden/ Subject Teachers/ HoD
 - c. Leave more than 10 days - sanctioned by the HoD as well as the Principal.
- In addition, on major festivals day out/ leave would be given with the consent of Hostel Welfare Committee.
- 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 (a.) 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*, 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.

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

COACHING/ TUTORIALS:

Only UG final year and PG 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.

KEEPING CONVEYANCE:

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

RAGGING:

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

NO DUES:

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

CO-CURRICULAR ACTIVITIES:

To create a 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 E-mail: hostelpgcg42@gmail.com

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 any responsibility of valuables, especially mobile phones, cash and jewellery of resident students.