

HOSTEL RULES (2026-2027)

The college has two girls' hostels having capacity to accommodate more than 500 students on single / twin and triple sharing, with all the facilities and beautiful ambience which helps the residents to feel at home. Hostel seats are allotted to the UG and PG students on first-come, first-served 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 is 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 - 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.
 - Students seeking admission under UT Category are not entitled to a hostel seat.
 - Fees have 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 claims 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 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 according to the notified date on 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

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/guardians 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

- 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

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/ E-mail ID of parents or 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 hosteler may likely be cancelled.

GENERAL HOSTEL RULES

1. The Principal reserves the right to change any of the hostel rules. 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. (The timings are subject to the approval of the Principal).

REQUIRED ITEMS

1. Students are required to bring their own bedding, bed linen, locks, buckets, mugs, brooms, dusters, curtains etc.
2. They are required to bring their own coffee mugs/ cup/ cutlery/plate/water bottle etc.
3. Furniture (Bed, Study Table, and Chair) will be issued to the resident students against their signatures and they will be held responsible for any damage of furniture issued to them. They can't shift furniture without prior permission from hostel authorities.
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:

Summers	: 6:30 pm
Winters	: 5:30 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
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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 for their return from the Night Out and must report to the hostel **before Roll call**, otherwise serious action will be taken.
- The Warden has the right to cancel the outing to a resident in case of returning late from Day out/ Night out/ any kind of misconduct.

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 notified 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. Mess fees will not be charged during Panjab University notified Winter-Break and Summer-Break.
6. During December and May Final Semester Examinations, in case the student vacates the hostel before 15th of the respective month, she will pay mess charges for 15 days only. But if the student leaves the hostel after 15th, then she will pay for additional number of days she stays in the hostel before the start of Panjab University notified Winter and Summer vacations.
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 the whole month in which she vacates the Hostel.
9. Mess/ Hostel Security will be refunded at the end to the session after submitting "No Dues Certificate" and filling the security form along with proof of student's 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 / Hostel Nurse.
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 strike/ protest or anti-social activity.
2. Any kind of shouting, creating rumors, 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. Any kind of misconduct will result in disciplinary action.
7. Residents should ensure cleanliness and tidiness of their respective rooms/washrooms and surroundings.
8. The residents must be dressed properly (not in night-suits and untidy hair) outside the hostel/ while attending classes.
9. Students are not allowed to shift their rooms without prior permission from the hostel staff.
10. No guests/outsideers are allowed to stay with the hostel residents.

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 the information given to hostel authorities by the parents or the students is found to be incorrect, 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.
5. In case a student loses their room key, they are required to inform the hostel staff, pay the charges for opening the lock and pay for the related damage to hostel property.
6. In case a student loses her Night out Card, a fine of Rs. 500/- will be imposed and strict action will be taken against her.

LOSING HOSTEL SEAT

- a) Medical reason- In case of an ailment (Chronic/ psychiatric) not disclosed at the time of admission, but discovered later, will result in losing hostel seat.
- b) 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.
- In case of emergency, students are advised not to indulge in self-medication; if they do so, they will be responsible for the consequences. Nurse is available on the campus 24*7 for any kind of medical aid. The student will be taken to the nearby Government 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.** Failure to respond or delay in attending to ward may result in the hostel administration taking necessary decision in the best interest of the student. The hostel/ institution shall not be held liable for any consequences arising due to non- availability or inaction of the Local Guardian.
- 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 will avail night out /weekend leave only once a month.
- 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.
 - c. Leave more than 10 days - sanctioned by the Principal.
- In addition, on major festivals /Gazetted Holidays/day out/ leave would be given with the consent of Hostel Welfare Committee.
- Leave will be granted for the wedding of siblings with the prior submission of valid supporting documents. A copy of the Wedding card and consent letter from parents, along with proof of their identity must be attached to the leave application.
- 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.

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 with the prior permission of Hostel Warden and they have to deposit parking fee in the office.

RAGGING/BULLYING

Ragging is strictly prohibited as per the Hon'ble Supreme Court orders. Defaulters will face action. Bullying in any form is strictly prohibited within the hostel premises. Any student found involved will face strict disciplinary action as per institutional rules. Students are encouraged to report such incidents immediately to the hostel authorities.

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 hostels related issues like menu, cleanliness, reading room, beautification and entertainment, creative and holistic activities.
- The Hostel Welfare Committee regularly meets with hostel council and other committees on a fortnightly basis.

Hostel E-mail ID : **hostelpgcg42@gmail.com**

Hostel Contact No. : **0172-2665365**

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 shall not be responsible for the loss or damage of valuables belonging to resident students, including mobile phones, cash, jewellery and other personal belongings*