

# Rajeev Gandhi Govt. P.G. College Ambikapur, Surguja (C.G.)



## Hostel Manual

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14/07/2024

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**Sanctity :**

Hostel in an educational institute is a home for the students for generating a homogenous, peaceful ambience conducive to inspirational, educational environment. In order to achieve such environment all hostler should follow the hostel norms to ensure co-operative cordial and friendly atmosphere. All students shall ensure that her/his behavior in hostel is such that it is in no way disturbs other student's peace, studies and rest.

**Admission :**

Application for admission to these hostels shall be made in the prescribed form (Appendix-2) by the students after admission in any of the courses offered by the College. The hostel application form may be downloaded from the College website. College reserves its right to deny admission in hostel to any student for any reason which need not be cited. If any candidate fails to pay the prescribed fees within the stipulated time as notified, his/her admission shall be treated as cancelled.

**Eligibility for Admission :**

The following categories are generally eligible for admission

- (i) Full time bonafide regular postgraduate students of the College.
- (ii) Full time bonafide regular undergraduate students of College.

Note: Students in the above two categories should have passed the examination of the last course attended. The merit cum admission list prepared by the respective by the Hostel Admission Committee in admitting students to the hostel.

The following categories are not eligible for admission

- (i) Students whose parents/husband are residing in Ambikapur city.
- (ii) Students whose parents/husband are residing in the range of 10 kilometers from Ambikapur city.
- (iii) Students who have failed and are not re-admitted as regular students.
- (iv) Students enrolled in any part-time course or Distance Learning or external course of Diploma and Certificate.
- (v) The student who has previously studies in the hostel in two regular courses of the college or have been residents of the college for at least seven years. Whichever of the above occurs earlier, such student is not eligible to stay in the hostel further.

**Reservation of seats :**

As per admission rule of Government of C.G.

**Duration of Stay :**

- Duration of stay shall be counted from the date of admission.
- The residents will have to take fresh admission in hostel after completion of one year or two semester of a course.
- The total duration of stay in the Hostel will be as follows: Undergraduate - 3/4 years, Post graduate - 2 years.
- The residents will have stay maximum 07 days after the end both semester examination in a year or maximum 07 days after the end of annual examination.

### **Hostel Fees (Prescribed by the College) :**

The fees payable by each resident will be as prescribed and the fees prevailing during the academic session.

### **General Discipline :**

1. Attendance 7:00 P.M. Winter (October-March) and 7:30 P.M. Summer (April-September)
2. Leave Rules
  - 2.1. All residents applying for leave will have to do so at least one day in advance, before attendance timing.
  - 2.2. Station leave will be given only for the resident's home town, to visit parents/guardians.
  - 2.3. All residents going for any kind of leave are required to make necessary entries in the leave register.
  - 2.4. Leave will be given only during College holidays and summer and winter break.
  - 2.5. Concerned care taker will make a call to student's parents from the concerned student's mobile number and inform them about the leave, train and train timings etc. The care taker shall ensure that the student leave application is forwarded by the Principal and signed by mess contractor, before producing it to the warden. Copy of leave form is attached herewith as **Appendix-3**.
  - 2.6. When the College is in session, a student's leave application may be considered only under special or unforeseen circumstances. Even in such a case the leave application will be considered if it is forwarded by the concerned Head of the Department.
  - 2.7. On coming back from a leave the residents must necessarily submit the leave form duly signed by the Parent. The sign should match with that provided in the Admission form.

### **Visiting hours:**

4:00 P.M. to 6:00 P.M. Week Days

10:00 A.M. to 1:00 P.M. Sundays and all College Holidays

Residents are requested not to talk to visitors at the hostel gate. Violators will be fined rs. 500/.

### **General Rules:**

1. Resident of the hostel is supposed to obtain an Identity card from the warden and keep it in his/her personal possession for verification on demand.
2. Every resident shall follow the Entry/Exit regulations of the hostel.
3. No resident shall be allowed to leave the hostel beyond permissible hours. If the resident wants to relax timings owing to special circumstances he /she has to submit the permission/consent of the parent/guardian to the Hostel Warden.
4. In case any furniture/fixture issued/allotted to the student is found missing or damaged, the cost of the article or damages to articles as may be fixed/worked out by the warden, will be recovered from the student taking into account the original price of the article.
5. No notice can be put upon the notice boards of the hostel without endorsement from the Hostel administration. Sticking of any bills, posters or notice on any of the public spaces within the Hostel premises is prohibited.
6. Making hostel premises dirty by spitting or any other means shall be strictly avoided and if found guilty warden can impose fine on the person involved.



7. The hostel authorities shall have the right to enter into a resident's room at any time to make an inquiry/search if found necessary. The residents are expected to co-operate in this regard.
8. In case of any complaint the resident shall report the matter immediately to the Warden.
9. No resident shall indulge in any activity other than academic and cocurricular in the College permission.
10. For organizing any group event of cultural or religious significance, resident/residents concerned shall take prior permission of the Hostel authorities. Any meetings without prior permission shall amount to an act of indiscipline.
11. Ragging in all forms and at all times is strictly prohibited. If any resident is found guilty of ragging, he/she will be expelled from the hostel without giving any notice/intimations.
12. Residents are not permitted to shift from the room allotted without prior permission of Warden. No furniture should be shifted from one room to another.
13. Every resident is responsible for the care of the hostel property. Residents will be charged individually or collectively, as the case may be, for all any damage to the hostel property.
14. All residents shall vacate their rooms within **seven days** of completion of their annual/II,IV,VI,VIII semester examination/submission of dissertation.
15. In case of academic excursions/field work the residents of the non-research category must get their leave application duly signed by Principal and submit in the Hostel office well before proceeding on leave. The students will be allowed only after written permission of the Warden.
16. No resident shall proceed on long leave (more than 30 days) without entering in the Exit/Entry register and without clearing any pending dues. In such case, the personal belongings luggage of the resident/guest resident would be confiscated by the hostel office.
17. Possession and consumption of alcoholic drinks, narcotics and or any of the form of drugs by the residents and their guests is strictly prohibited in the hostel premises. Residents and their guests are expected not to enter the hostel in an inebriated state. Any violators will be subject disciplinary actions till rustication from the Course/program
18. Since the electrical installation of hostel cannot carry any extra load, the use of the electrical appliances such as heater, stove, gas cylinder, immersion rod etc. in the hostel by the residents is strictly forbidden. The residents are warned against tampering with the electrical installations.
19. Residents will abide by all rules and instructions in the bulletin of information and regulations which may be notified on the notice board of the hostel from time to time. Ignorance of the same will not be an excuse. The residents are expected to co-operate with the hostel staff and participate in the smooth running of affairs of the hostel.
20. All residents should be back in their rooms latest by 10:00pm each night and should observe peaceful ambience in the hostel so that academic atmosphere is maintained in the hostel.
21. Residents are not allowed to engage any person for service of any kind, personal or other wise, without the prior permission of the Warden. The Resident can not get an electrician/plumber or any other helper into their room without written permission from the Care taker/Warden
22. The residents who park their cycles / two wheelers/ four wheelers in the hostel premises are to keep them properly locked. Vehicle of the student must be registered in the hostel record along with Xerox copy of registration certificate of vehicle and driving license. Residents

- are required to park their vehicle properly in the parking space. In case of any vehicle without number plate and driving without, helmet and driving license is not allowed in the campus.
23. The residents are to keep their rooms locked whenever they go out. The hostel is not responsible for loss of valuables due to theft or fire. However any case of theft is to be reported immediately to the hostel authorities. Residents are requested not to leave their belongings in the open space verandas, garden, toilets etc. Unclaimed items shall be confiscated by the hostel officials.
  24. Residents before leaving the hostel should pay all his dues and get a clearance certificate (No dues) from the hostel office.
  25. Residents are required to pay all their dues at least seven days in advance before vacating the hostel. On the day of leaving the hostel the resident should hand over the room during office hours i.e. 10:00 A.M. to 5:00 P.M. for verification of inventory and obtain clearance / no dues.
  26. Residents who discontinue their studies and completing their works in the middle of the session shall inform the hostel office in writing and vacate the hostel accommodation after clearing all the dues.
  27. Residents should intimate to the office immediately, any change in addresses and telephone nos. of parents and his/her.
  28. If required, students shall perform the assigned duties and roles in the Committees constituted by respective Wardens.
  29. At the time of admission, every student shall be required to sign a Declaration that he/she submit himself/herself to the disciplinary jurisdiction of the Warden and Principal of the college or any other committee constituted by Principal of the college to maintain discipline in the hostel and college premises under the Act, the Statutes, the Ordinance and Regulations of the college.
  30. T.V. room will be open till 10:00pm. Residents are required to keep the volume of TV as low as possible so as not to disturb others in the academic activities.
  31. Guest and outsiders are not allowed inside the hostel rooms.
  32. The Principal shall take any decision in any emergency situation.

#### **Mess Rules :**

1. The Mess service is offered on contract basis under the general supervision of the Mess Warden. The hostel residents may take part in the running of their mess. Mess duties for the residents may be compulsory and will be decided by the concerned hostel Wardens.
2. Food will neither be served outside the Dining Hall nor taken outside from the Dining Hall without prior permission.
3. In case of sickness, a resident may have her/his meal in her/his room in her/his own utensils with the prior permission of the Care taker/ Mess Warden.
4. Residents found carrying or in possession of any utensils outside the mess area, would be liable to be fined Rs. 50/- per utensil. Residents are advised to avoid having utensils resembling those of the mess for their personal use. In case personal steel utensils resembling those of the hostel, are found being brought to the Mess these are liable to be confiscated.



5. Meal Timings (Subject to Change) in Mess will be  
Lunch- 10.00a.m to 12.30 pm  
Dinner- 7:30 pm to 9:30 pm
6. Mess is compulsory for all the hostlers. They shall not be allowed to have food from outside the Mega Mess or cooking food inside the hostel rooms.
7. To become a member of the mess, one has to deposit caution money amounting one month's mess charge with Mess which will serve as security deposit and be refunded or adjusted at the end of academic session/ semester.
8. Students must have to deposit their Mess fee latest by the 10th of each month. After that date late fine may be charged by Mess as prescribed as follows or their membership will stand cancelled and barred from taking food in the mess.  
11th- 15th - Rs 50/--  
16th- 20th - Rs 100/--  
21st- 30th- Rs 200/  
Note: Mess Fee may be deposited at one time for each semester or for at least three months at the time of admission/registration if required.
9. Students are not permitted to enter into the kitchen area. However, members of Mess Management Committee (MMC) with a co-opted student's representative may visit the kitchen area any time to check the quality and hygiene preparation of the food.
10. Residents are requested to have their dinner within the prescribed time so that the Mess staff could get enough time for cleaning the Mess before closing.
11. Students may get rebate on medical ground for maximum of three times for one week in a semester. For availing this facility, student will have to produce medical certificate certified by MO/CMO/CMS of a Govt. recognized hospital.
12. A resident may entertain his/her guest (non-resident) after buying a guest coupon, which will be available during dining hours in the hall. However, this will be subject availability of food.
13. For any grievance, residents may contact Mess Warden/Mess Committee Members. They may submit the grievances in the Complaint Box that will be examined and addressed weekly by the Mess Warden/Mess Committee.
14. The Mess Committee/ Mess Warden and Principal shall deal with any issue relating to students misbehaving with the mess staff.
15. Wastage of food is strictly prohibited. Action will be taken against their found guilty in this regard.
16. In case student fail to remit mess fee or way outstanding dues. No dues certificate will not be issued by the warden/ Mess warden.
17. Residents have to maintain proper hygiene and dignified conduct in the mess premises as well as in the hostel.
18. The Mess shall be thoroughly cleaned once every month. It will be the responsibility of the Mess service provider to ensure hygiene. The catering agency will be fined upto 1,000/- for each instance if found guilty.

**Ordinance Relating to Discipline :**

1. All powers relating to discipline and disciplinary action are vested with the Principal of the college.
2. The Principal may delegate any such powers as he/she deems proper to the any teacher of the college and to such other persons as he/she may specify on his behalf.
3. Without prejudice to the power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline.
  - (a) Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff or any Department and against any student within the college.
  - (b) Carrying of, use of, or threat of use of any weapons;
  - (c) Any violation of the provisions of the The Protection of Civil Rights Act (PCR Act),1955.
  - (d) Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - (e) Any practice-whether verbal or otherwise-derogatory of women;
  - (f) Any attempt of bribing or corruption in any manner;
  - (g) Willful destruction of institutional property;
  - (h) Creating ill-will or intolerance on religious or communal grounds;
  - (i) Causing disruption in any manner of the academic functioning of the college system;
  - (j) Ragging.

**PROHIBITORY ACTS FOR MINOR/MAJOR OFFENCE :**

| <b>PROHIBITORY ACTS FOR MINOR OFFENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>Acts of Indiscipline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Disciplinary Action</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"><li>1. All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance to others, not maintaining strict silence during study hours</li><li>2. Playing of audio and visual systems inside the room or in the Hostel premises causing annoyance to other boarders and neighbors of the Hostel</li><li>3. Boarder staying outside overnight and/or unauthorized absence from Hostel</li><li>4. Unauthorized staying in the Hostel during semester break</li><li>5. Unauthorized occupation of Hostel room other than the allotted room</li><li>6. Unauthorized hosting of guest in the Hostel</li><li>7. Any form of Public Display of Affection (PDA) inside or outside the University campus</li><li>8. Unauthorized collection of money.</li><li>9. Not keeping the rooms clean and tidy during the period of living and at the time of leaving. Keeping rubbish in places</li></ol> | <p>Action will be taken in following order either singularly or in combination</p> <ol style="list-style-type: none"><li>1. Notice/ Warning in written form,</li><li>2. Monetary fine upto Rs 1000/- as per gravity of indiscipline,</li><li>3. Suspension for a period of 15 days,</li></ol> <p>Note: If any of such offences are committed repeatedly by an individual student/boarder, it shall be considered as major offence.</p> |

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| <p>other than waste bins. Spitting in Hostel premises areas.</p> <p>10. Displacing common room articles, dining hall utensils, furniture and other articles of the Hostel from their designated places without prior written permission of the Hostel Warden.</p> <p>11. Use of incense sticks, candles, lamps for worship or for any other reasons in Hostel</p> <p>12. Switching on lights and fans when the respective boarders is/are not in the room</p> <p>13. Keeping two wheeler/four wheeler without registration certificate, helmet and driving license.</p> <p>14. Any other act of indiscipline of the kind and quantum not mentioned above.</p> |  |
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| <b>PROHIBITORY ACTS FOR MAJOR OFFENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Acts of Indiscipline</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Disciplinary Action</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ol style="list-style-type: none"> <li>1. Maltreating or physical assault, abusing and/or using foul language to residents/authorities of the hostel.</li> <li>2. Any meeting not related to Hostel affairs held in Hostel/Campus premises without permission.</li> <li>3. Possessing or keeping fire arms, weapons etc. in the Hostel</li> <li>4. Possessing and/or consuming alcohol, poison, drugs and intoxicants of any kind in the hostel premises.</li> <li>5. Damaging, misusing and stealing of Hostel property or property of other individual. This also includes writing and/or spitting on the walls, glass doors or on any other structure of the campus.</li> <li>6. Ragging in any form inside and outside the college campus</li> <li>7. Unauthorized staying in the Hostel after completion of the course</li> <li>8. Cooking inside the room, taking crockery or food outside the dining hall</li> <li>9. The use of electric heaters, electric stove and other similar electrical appliances in the room</li> </ol> | <p>Action will be taken in following order either singularly or in combination</p> <ol style="list-style-type: none"> <li>1. Rustication from Hostel for a period upto one month.</li> <li>2. Rustication from Hostel for a period upto one month with fine in ration of gravity of offence.</li> <li>3. Rustication for current semester.</li> <li>4. Expulsion from Hostel for the course.</li> <li>5. Expulsion from Hostel forever.</li> </ol> |



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| 10. Any form of gambling in hostel premises.                                   |  |
| 11. Any other act of indiscipline of the kind and quantum not mentioned above. |  |
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### **Prohibition of and Punishment for Ragging :**

1. Ragging in any form is strictly prohibited, in or outside the premises of college as well as on public transport.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging for the purpose of this Ordinance, ordinarily means any act conduct or practice by which dominant power or status of senior students is brought to bear on student freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which;
  - (a) Involve physical assault or threat or use of physical force;
  - (b) Violate the status, dignity and honour of women students;
  - (c) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes.
  - (d) Expose students to ridicule and contempt.
  - (e) Verbal abuse and aggression, indecent gesture and obscene behaviour.
4. The Principal or Hostel Authorities shall take immediate action on any information of the occurrence of ragging.

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