

Hostel Rules adopted from Himachal Pradesh University Girls Hostel Swami Vivekanand Govt College Ghumarwin, Bilaspur.HP

- All hostels will formally close on the day of the last regular examination. Each border will have to vacate his/her room within 72 hours of the termination of his/her regular examination. Fine per day or any disciplinary action, if required, will be taken for overstay.
- Residents should not keep cash or jewellery or other valuables in their rooms. The responsibility for safety of their belongings will be entirely that of the residents.
- Every resident shall be responsible for the safety of the furniture given to them. Furniture is not to be removed from one room to another. Damage to hostel property is a serious offense. Any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/College.
- An undertaking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that she will not participate in any political and indisciplinary activities which harms the social, academic and congenial environment of the Hostel/College.
- Before leaving the hostel every resident shall obtain clearance from Warden and personally hand over the charge of the room and hostel property, repair charges for any damage to the furniture will have to be paid by the residents.
- No student shall be allowed to accommodate any other student in her room. If it is found at any stage that a student other than the boarder is staying in her room, the hostel admission shall be canceled.
- A student cannot shift the allotted room without the written permission of the Warden, that too at the end of academic session.
- The residents will not move to other rooms for sleeping without the permission of the Warden.
- A resident shall under all circumstances, inform the Warden about her absence from the hostel. She shall sign the register maintained for the purpose at the hostel gate. The names of the residents absenting themselves without permission for a fortnight or more may be struck off the rolls and possession of their rooms taken by the Warden/Hostel Advisory Committee.

S.P.

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28.5 CONDUCT AND DISCIPLINES

- Students shall maintain discipline and peaceful atmosphere in hostel
- A student may be fined or expelled from the hostel by the Chief Warden/ Warden/ Hostel Advisory Committee for the following reasons:
 - a) Misbehaviour of any kind, which will include disrespectful conduct towards the Warden/ Hostel Advisory Committee or other teacher, employees of the hostel, Mess and other residents.
 - b) Teasing or otherwise harassing other students and/ or the use of violence
 - c) Stealing Hostel/ College property or the property of other students
 - d) Writing on walls, sticking of posters, distribution of unauthorized handbills or notices
 - e) Making noise and/ or creating other disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders
 - f) Convening, organizing, attending unauthorized meetings within the hostel premises; and
 - g) Breach of any of the hostel rules.
- While visiting common room/dining hall, the student should be in proper dress
- For any willful disobedience or defiance or willful tampering with hostel property or insolvent behavior, the student may asked by the Warden/ Hostel Advisory Committee to leave the hostel immediately in anticipation of the approval of the Principal.
- Students shall use or handle with care all property belonging to the hostel. When a student found guilty of want on damage of hostel property, the warden/ Hostel Advisory Committee may recover the cost of repair or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances
- In case of any unauthorized guest/ person is found in the rooms of the boarders, her room as well as the admission from the concerned department will liable to be cancelled forthwith.
- All rooms in the hostel shall be opened for inspection by Chief Warden/ Hostel Advisory Committee/ Warden/Attendent at any time during day and night
- The dealing of the students with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any



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circumstances, In order to solve the problems of students from time to time, there will be a Disciplinary Committee constituted at college level.

28.6 SPECIAL RULES (FOR GIRLS HOSTEL)

- Regular roll call will be taken by the prefects of the Girls Hostel. The roll call time would usually be as under, which can be changed by the Warden from time to time, through notification.

Summer (May -September)7 pm

Winter (October - April) 6 pm

- No girl student would stay out of the Hostel after the prescribed time
- On Wednesday and Saturday, the girls can go to the city for shopping, they need to take written permission if they want to go out of Ghumarwin.
- The girls who are going to local guardians or to their homes must write on the register kept for the purpose, the following details:-
 - a) The address where they are going
 - b) Time and date of their departure and arrival
 - c) The relation.

The written request for the same must be communicated by the parents of residents with the above details in advance for confirmation.

- The guardians of the girls can meet their wards on every Monday and Friday between 1.00 pm to 3.00 pm. No one can meet the boarders in the hostel on other days except in case of emergency, with the prior permission of the Warden, in case they are coming from outside Bilaspur. The guardians need to show their identity card if demanded by the security guard or warden.
- No female guest can stay in any room without prior permission of the Warden
- No Male visitor is allowed in the rooms of the Girls Hostels
- The girl residents are not allowed to stay overnight out of the hostel. In case there is such need, the Wardens prior permission in writing, must be obtained the address where one wants to stay and the purpose of stay must be given.
- Mutual shifting of girls boarders from one room to another room may be allowed only for one time at the end of the academic session with the permission of Warden.
- Students must use the washrooms properly (use incinerators /dustbins for proper disposal of sanitary pads, soap/shampoo covers, hair, hair-pins, etc..).
- Students are not allowed to use mobile phones between 9 pm and 7am. (Except for study purposes. (engaging in phones and video calls in prescribed timing irrespective of study matter is strictly prohibited)

- Residents must observe pin drop silence between above timing.
- Use of electrical appliances like hotplates, stoves, heaters, cattels etc, in the hostel rooms is restricted, all fans, light and electrical appliances must be switched off when not in use.
- Students should bring to the notice of the warden any pending maintenance work (civil, carpentry, electrical, sanitation etc.) to be carried out in rooms, corridors, toilets or other areas in hostel premises in writing.
- Cooking , using rod for heating water in the room is strictly prohibited
- Students will have to stay for a minimum period of 20 days in a month in Hostel. Students will not be permitted to go on leave not more than once in a month in general, in special circumstances, she may be allowed on the parents' written request and with the approval of the Principal. Further they need to get leave sanctioned before going on leave, the advance request for the same must be sent on parents whatsapp group by their parents for confirmation by the Warden prior to sanctioning of leave. Hostel administration and College will not be responsible for any consequences with borders outside the Hostel and College Premises.
- No day trip is allowed from Hostel except for Department trips provided with the request from HOD duly signed by the Principal.

28.8 HOSTEL MESS


- The hostel shall have a Mess facility. A resident shall have meals in the hostel only. Students should sign the mess joining register kept in the mess at the time of joining the mess. The Joining register must be maintained by the mess contractor in dining hall otherwise the college administration shall not be responsible for any payment related disputes arising out of the students denying of making mess payment.
- Residents will not go to the cooking areas. Except the Mess Incharge, other hostlars are forbidden to enter the kitchen. No border other than Mess Incharge should interfere in the Mess affair. If he /she has any grievance or suggestion, he/she should report to the Warden. They should treat all the Mess workers with courtesy. Quarreling or using abusive language against them will end in the expulsion of the student from the hostel immediately after due enquiry.
- All complaints requiring immediate action of the Warden/College administration should be made in writing through a member of the mess canteen committee.
- The monthly charges will be calculated on the following basis :

For less than 15 days = half amount of the total mess amount of the month.*

For more than 15 days = Full charges for the mess amount.

* provided the candidate intimate the same to the mess contractor in writing prior to proceeding on leave.

- Mess charges will be collected on every 5th and 6th of every month. For late payment, a fine per day for every mess bill separately will be imposed. After 25th a notice to pay the dues, will be served on the defaulter by the Hostel Welfare Officer/Warden. After 30th the room will be vacated with the order of the Principal.
- Every resident must pay mess charges before going on summer or winter vacations.
- There shall not be any Diet off/ Meal off option in general but under specific circumstances such as if a student is on medical leave (a certificate of the same must be produced duly certified from Govt. Medical officer); having an approved academic leave from the College; on study tour equal to or more than five days approved through respective HoD and Principal, provided the prior notice is given. Applications for diet off/Meal Off under these clauses shall be submitted through proper channels through warden and Principal.
- Every off and on, Feedback shall be collected from the inmates by the Warden, Hostel Advisory Committee/ Principal to monitor the quality & service of the Mess by the vendor.
- Any violation of regulation by both mess vendors & Inmates(students) may bring disciplinary/legal action. The Hostel Advisory Committee is authorized to take disciplinary/Legal action on both Mess Vendor & students in consultation with the Principal. .
- Hygiene of Cooked food, Dining area, Store Room shall not be compromised at any cost. If any one found guilty/responsible for an unhygienic situation prevailing in the mess area (Mess vendor, Student) serious financial penalty shall be imposed on them by the college management, subjected to the recommendation by the Hostel advisory committee.
- Cleanliness & Hygiene of Kitchen, dining area is the responsibility of Mess Vendor.
- Meals will not be served before/ after the fixed hours in the rooms, except in cases of illness, and that too only with the permission of the Warden/ Principal.



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- Service in the mess shall be between scheduled hours only. The residents as well as the mess servants will be fined heavily for violating this rule

Mess Timings

1.	Breakfast	8AM-9AM
2.	Lunch	12:30PM-4PM
3.	Snacks /tea	5PM-6PM
4.	Dinner	8PM-9PM

- Mess servants will be entirely under the control of the Hostel Advisory Committee who can recommend their dismissal or impose any penalty on them after the consultation with the Principal.. Residents cannot punish the servants. They can, however, report them to the Warden/ Hostel Advisory Committee Hostel
- The mess will remain closed during the vacation. The dates for closure will be notified by the Chief Warden/Warden/Principal.
- Carrying mess food from dining halls to their respective hostel rooms is strictly prohibited. However, sick diet may be served in room after taking permission from Warden.
- The Mess incharge will report to the warden about the quality of food & on the general cleanliness in and around the mess. The Mess incharge shall also bring to the notice about the quality of service given by the mess staff.
- No resident will indulge in any sort of conversation with the mess person which creates noise and indiscipline in the mess. The same will apply with the mess contractor and his helpers.
- No resident will waste food otherwise she will be fined or punished as per rule.

28.9 ELECTRICITY :

- Residents must switch off the lights while going out of the rooms or to sleep
- Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents.



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828.13 RESPONSIBILITIES OF THE RESIDENTS

- Living in the hostels pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility on the part of the resident to
- Make every effort for peaceful co-existence and maintaining the ultimate decorum.
- To observe all hostel rules meticulously in letter and spirit. All violations of rules and directions will be subject to strict disciplinary action which in extreme cases, may lead to expulsion, forfeiture of securities and the right for future admission.
- To run the hostel work smoothly committees for different tasks are made by the warden, it is the duty of incharges of these committees to facilitate warden. If any incharge is found not to do her duty well, she may be replaced with the other resident incharge. The incharges may be awarded subject to satisfactory performance. No incharge can claim for award/prize, if her work as an incharge is not found up to the mark.

UNDERTAKING BY STUDENTS

- I _____ D/O(FathersName) _____
(Mothers name) _____, have taken admission/am
presently studying in , (Program) _____, enrolled
in the academic year 2024-25, hereby affirm that I have read and
understand the rules and regulations of hostel prior to admission. I, hereby,
promise to abide by them in great spirit, my admission may be canceled if I
am found violating them at any point of time.
- I also declare that I am not suffering from any serious/contagious ailment
and/or any psychiatric / psychological disorder.
- I further declare that my admission may be canceled, at any stage, if I am
found ineligible and/or the information provided by me is found to be
incorrect.

Students Signature : _____ Date _____


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ACKNOWLEDGEMENT

I, _____, father/ mother/ guardian of _____, have read the terms of above undertaking and understand that the above rules are for the my ward's benefit and improvement. I also understand that if he/she fail to comply with these terms, he/she will be liable for suitable action as per Institute rules and law. I undertake that she will strictly follow the above terms and conditions.

Parent's/Guardian's Signature : _____

Name of the Parent/Guardian : _____

Address for Correspondence : _____

Contact No. _____

Date _____