

# COLLEGE/ HOSTEL RULES FOR THE TRAINEES

SUBJECT TO GENERAL CONTROL OF THE PRINCIPAL, HOSTEL SUPERINTENDENT, MATRON WILL BE THE OVERALL INCHARGE AS FAR AS HOSTEL AND MESS AFFAIRS ARE CONCERNED.

1. Daily attendance will be recorded in the hostel at 7 p.m. Late arrival or overnight stay outside the hostel without prior permission of the hostel superintendent / Matron will be liable for disciplinary action against the student.
2. The boarders must keep their beds, clothing, utensils, clean and arrange properly. The boarders bed should be kept separated from each other. The rooms and surrounding areas need to be kept neat and clear and it should be a joint responsibility at all times. Cost of any damage of the college furniture, if any, will be reimbursed by the student involved.
3. Student must wear appropriate dress when they stay in the hostel and discipline, decency must be maintained in the hostel. No complaint will be entertained.
4. No outsider or guest will be permitted in the hostel without the permission of hostel superintendent./ Matron, no male guest is allowed to enter in the hostel. No male staff are allowed to enter The Girls Hostel without specific reason and prior permission from Matron.
5. Guest (Women) will not allow to stay after 6.30 P.M. (on visiting day).
6. Student must sign hostel Register before leaving the campus, they must report to the hostel superintendent/matron and also sign the same after return, by mentioning the date and time.
7. Any inconvenience, dispute or difficulties whatsoever should be reported to the hostel superintendent/matron immediately.
8. Study time-up to 10.30 P.M. (Everyday.)
9. Gate closing timing in summer is 6.30 P.M. and in winter is 5.30 P.M.
10. Student will not be allowed to move outside the hostel after 6.30 p.m. and should follow all the instructions of the Matron for smooth running of the hostel.
11. Boarders are not allowed to keep drugs, inflammable materials, heater and electric devices, fire arms, weapons in their rooms. They will be sole responsible if these are found in their room.
12. Students are not permitted to visit the Principal/ Teachers/ Non-teaching staff, residence except in emergency

# DISCIPLINARY COMMITTEE

The college Disciplinary committee should maintain a strict round the clock vigilance of student activity within the college campus to ensure disciplined codes of conduct stipulated by the college administration.

## MESS RULES

1. Mess for the hostel boarder shall be managed by a committee, selected from the boarder and will be directly controlled by the hostel superintendent/matron.
2. Mess dues to be paid to the Hostel Superintendent monthly on or before 10<sup>th</sup> of each month. Boarders will be charged Rs. 5/- per day as late fee for the same.
3. An amount of Rs. 40/- per meal will be charged as guest meal.
4. Boarders should not waste the food material and should clean the dinning hall with sufficient water once in a week.
5. Boarders should maintain Mess decorum. Complaints regarding the quality or service of food should be brought to the notice of the Hostel superintendent/Matron.
6. Timing for Meal-  
Breakfast-8:45 A.M.  
Lunch- 11:30 A.M.  
Dinner-8:30 P.M to 9:30 P.M.

## LEAVE RULES

1. All application for the leave should be submitted to the Hostel superintendent/Matron and get it sanctioned by them. Leave more than 3 days will be sanctioned by the principal on special ground. Otherwise leave will be sanctioned by the Hostel superintendent/ Matron up to 3 days.
2. Trainees may be permitted to leave the Hostel on the 1<sup>st</sup> & 3<sup>rd</sup> Saturday of each month after theory class and have to come back to the hostel Sunday evening before 6.30 p.m. in summer and before 5.30 p.m. in winter.

No leave will be granted prefix and suffix the vacation. Violation of any Rules subject to "STRICT DISCIPLINARY ACTION" against any or all the trainees.