

RULES FOR THE HOSTEL RESIDENT STUDENTS

A. General Rules:

1. All rights of admission to the college hostel are reserved with the Principal of the college.
2. Students belonging to the SC/ST category shall be given preference in admission to the hostel; however the students belonging to the general category will be admitted only if the rooms are left uninhabited.
3. Students will be admitted to the hostel on the basis of merit only.
4. Admission to the hostel shall be sought afresh in every academic session and will be confirmed subject to the following conditions:
 - (i). Parents of the students will sign an under taking supplied along with the admission form.
 - (ii) Satisfaction of the Principal/Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-students.
 - (iii) A student will be allowed to stay in the hostel for a **maximum of three years provided he qualifies for the admission to the next higher class.**
5. Residents shall see the warden for official business in the office during fixed hours, however in case of emergency, the chowkidar on duty should be sent to the warden's residence.
6. Residents shall not keep cash or jewelry or any other valuables in their rooms. The liability for the safety of their belongings will lie entirely on the residents.
7. Smoking is strictly prohibited within the hostel premises.
8. Residents permitting or abetting unauthorized occupation of the rooms/seats shall be liable to:
 - (a) Expulsion from the hostel;
 - (b) Forfeiture of the hostel and mess securities;
 - (c) Imposition of fine by the principal on the recommendation of the warden.
9. In case of non-payment of hostel / mess dues, the warden may get his room locked.
10. Every resident will be responsible for the safety of the furniture given to him. Damage to the hostel property is a serious offence. Any boarder found guilty of damaging hostel property will be liable for disciplinary action including expulsion / fine or both as the warden deems it fit.
11. Gambling / drinking / use of any other intoxicants / keeping of arms anywhere within the hostel premises is a serious offence and may invite heavy penalty to the boarders including expulsion from the hostel as per law.
12. All rooms (including almirahs and belongings) will be opened for inspection by the Principal / Warden any time round the clock in view of maintaining order in the hostel.
13. An undertaking on a prescribed Performa from the student and his parents will be obtained at the time of admission in the hostel to the effect that he will not participate in

any political and indisciplinary activities which may vitiate the social, academic and congenial environment of the hostel.

14. Guests are not permitted to stay overnight in the hostel. However, in exceptional cases, they may be put in the room / guest room, if available, on payment of prescribed charges, but in no case for more than one night with the permission of the warden.
15. Junior students shall be put up in the old block of the hostel.
16. No student shall be allowed to accommodate any other student in his room. On found guilty his admission in the hostel may be cancelled and securities forfeited.
17. A student cannot shift from his allotted room within the hostel to another room without the permission of the warden.
18. The residents shall keep the hostel identity cards obtained from the warden with them and present it to the authorities on demand.
19. Unauthorized occupation of rooms in the hostel shall not be allowed.

B. PREFECTS OF THE HOSTEL

20. One prefect and one vice-prefect of the hostel shall be appointed by the Hostel Committee from amongst the senior students of good standing having excellent academic record and previous good conduct with co residents and other hostel staff to assist him in the administration of the hostel.
 - (i) Prefect of the hostel will take the roll call of students of their block at 9.30 PM daily and submit the report of willful absentees to the warden. He will keep a record of the leave applications up to date;
21. A prefect shall assist the warden in checking of the block and the rooms for ensuring that:
 - (ii) There are no prohibited articles in the rooms;
 - (iii) Electric fittings are not tampered with;
 - (iv) Guests are not kept in the rooms during night;
 - (v) There is no disturbance at night during study hours;
 - (vi) Walls of the hostel are not defaced and any other hostel property is not damaged.
 - (vii) General cleanliness of the block is well maintained;
 - (viii) All complaints and problems of the block are forwarded to the warden of the hostel.

C. ATTENDANCE AND LEAVE

22. The gates of the hostel will be closed at 9.30 PM and opened at 6.00AM.
23. A resident shall under all circumstances, inform and obtain prior permission from the warden to go outside the hostel for a maximum of 7 days. For any such willful absence from the hostel, a resident will be charged a fine @ Rs. 50/- per day for a maximum of 7 days and thereafter their names may be struck-off from the hostel rolls and possession of their rooms be taken by the warden. Leave from the hostel for more than 7 days will be obtained from the principal of the college

D. HOSTEL MESS:

24. The hostel shall have facilities for breakfast, lunch and dinner services. A resident shall have his meals in the hostel mess only. Residents will not go inside the cooking areas.
25. Residents will not take their food outside the hall of the hostel mess failing which a fine of Rs 50 may be imposed each time, it is noticed.
26. All complaints requiring immediate action from the warden should be made in writing through the convener of the mess / canteen committee.
27. Guests if allowed may be charged @ per diet as per the agreement reached upon between the contractor and the residents under the guidance of the warden.
28. Mess charges will be payable latest by 7th of each month failing which a fine @ Rs. 5/- per day will be charged till 24th of the month after which the resident will be expelled from the hostel.
29. Cooking in the rooms is strictly prohibited.
30. Meals will not be served before / after the fixed hours in the mess.
31. No meals will be taken to the rooms except in cases of illness and that too with the prior permission of the warden only. The residents as well as mess contractor / servants will be fined heavily for violating this rule. The residents will have to maintain strict cleanliness inside and the balcony of their rooms.

E. COMMITTEES:

- 33 For the proper and democratic functioning of the hostel, various committees such as common room committee, mess committee, discipline committee or any other committee in consultation with the residents shall be formed. These committees will be concerned with the making of new suggestions to the administration for further improvement and to ensure proper discipline and decorum in the hostel.

F. CONDUCT AND DISCIPLINE:

- 34 . A hostel resident may be fined or expelled from the hostel by the Principal / Warden for the following reasons:
 - (a) Misbehavior of any kind. which may include disrespectful conduct towards the Principal / Warden / Teacher or any other Employee of the hostel / college.
 - (b) Teasing or otherwise harassing other students or the use of violence.
 - (c) Stealing or pilfering property of the hostel / other inmates of the hostel.
 - (d) Unruly conduct or rowdism.
 - (e) Writing on the walls, sticking of posters and distribution of unauthorized handbills or notices.
35. No hostel resident will keep gold or costly jewelry in his room.
36. While visiting common room / dining hall, the hostel residents are advised to be in proper dress.
37. For any willful disobedience or defiance or tampering with the hostel property / insolvent behavior, the student may be asked to vacate the hostel immediately by the warden in anticipation of the approval of the principal.
38. Hostel residents shall use or handle with care all property belonging to the hostel. Any resident found guilty of want on damage / defacing of hostel property, the Principal /

Warden may recover the cost of repair or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances.

39. All rooms in the hostel shall be opened for inspection by the Principal / Warden at any time during day and night.
40. Hostel residents shall not abuse, maltreat or assault any college / hostel employee.
41. The dealing of the boarders with fellow residents should be courteous. Quarrels or disputes with fellow boarders should be avoided. Residents shall not under any circumstances, take the law in their own hands.
42. In order to solve the problems of the resident students from time to time and to effectively implement the hostel rules as provided in this handbook of information, there will be the disciplinary / hostel committee consisting of various senior teachers of the college with the principal as convener and warden as its member secretary.

Total fee / funds at the time of admission to the Hostel:

Annual Charges	Rs.	Monthly Charges	Rs.
Admission Fee	75/-	Electricity	150/-
Utensil Fund	30/-	Water Charges	35/-
Furniture Charges (non-refundable)	100/-	Sweeper Charges	25/-
Hostel Security (Refundable) (New Admissions only)	1500/-	Common Room	10/-
Mess Security (Refundable) (New Admissions only)	1800/-	Attendant Fee	30/-
Identity Card	10/-	Room Rent per seat	30/-
Misc. Charges	50/-	Clerical Assistance Fee	10/-
First Aid	10/-	Hostel Rent and other monthly charges for June 2014 (Old Students Only)	250/-
Maintenance Charges (Old Admissions only)	800		

1. Fresh Admission (1st Instalment).....= 5315/-
2. Old Admission (1st Instalment).....= 3065/-

43. Ragging is strictly prohibited and any student involved will be liable for punishment under **“THE HIMACHAL PRADESH EDUCATION INSTITUTIONS (PROHIBITION OF RAGGING ACT) ACT 2009”**, which reads as



No student shall indulge in ragging in any form within or outside the campus of an educational institution.



Any person if on prima facie evidence is found guilty will be suspended/ expelled from the educational institution.



On Conviction by the court he may be punished with imprisonment for term which may extend to 3 years or with fine which may extend to Rs. Fifty Thousands or with both.



Expelled student will not be admitted to any other institution for a period of three years from the date of order of such expulsion by the court.

ADMISSION FORM FOR THE HOSTEL

Room No.....(To be allotted by the warden)

1. Name of the applicant (in block letters).....

2. Father's Name.....

3. Mother's Name.....

4. Class..... 5. Roll No.....

6. +2 Exam result: Year Marks Obt. Total Marks % of Marks

(For 1st year students only, attach 10th & +2 result photocopies)

7. Student Mob. No.....

8. Date of Birth (in figure).....

(in words).....

9. Father's / Mother's Landline / Mob. No.....

10. Date of admission in the college (current session).....(attach copy of fee receipt)

11. Blood Group..... 12. Whether SC / ST.....(if yes, attach photocopy)

13. HPU Registration No.....(for 2nd year & 3rd year students only)

14. Local Guardian's Name and Address (if any).....

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..... Mob. No.....

15. Permanent Home Address:.....

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16. Have you ever been a resident of the hostel of this college? Yes / No.....

If yes, then number of years of stay in this hostel.....

Session..... Class..... Roll No..... Block & Room No.....

Session..... Class..... Roll No..... Block & Room No.....

Signatures of Father / Mother

Signature of the Applicant

Affix a Passport size
photo

17. UNDERTAKING BY THE STUDENT

I hereby submit that

- i) I shall abide by the rules and regulations framed by the authorities contained in the 4-page brochure supplied to me during my stay in the hostel.
- ii) I shall not create any kind of indiscipline in the hostel.
- iii) I shall not use any kind of intoxicants in any form whatsoever in the hostel and college premises.
- iv) I shall consider the hostel as my own house and will not damage or deface the walls and other parts of the hostel.
- v) I shall pay my hostel dues in time as notified by the hostel and the college administration.
- vi) I shall not allow any guest to stay with me in the hostel.
- vii) I shall not involve myself in any kind of political or any other such activities which may vitiate the social, academic and congenial environment of the hostel during my stay in the hostel.
- viii) I shall take part in academic, cultural, sports and other social activities as per schedule notified and organized by the hostel from time to time.
- ix) I shall abstain from any kind of **RAGGING** direct or indirect in whatsoever form in the hostel and the college as specified in the college prospectus. I do understand that **RAGGING** is an offence punishable under law and I may be fined, punished expelled and legal proceeding be initiated against me if found otherwise indulged in such activity.

Date:.....

Signature of the Applicant

Class.....Roll No.....

UNDERTAKING BY THE PARENTS

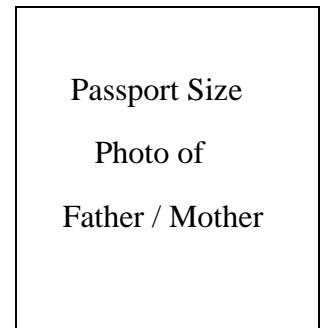
I.....Father / Mother ofdo hereby undertake and ensure the hostel / college authorities that my ward if found in any form of indiscipline which may include **RAGGING** , damaging and defacing the hostel /college property, may be fined, punished expelled and legal proceeding be initiated against him. I, also do hereby undertake and ensure the hostel / college authorities that my ward will pay the hostel / college dues in time and I shall have no objection if the authorities take any suitable action as per the guidelines contained in the brochure page 1-4 supplied to me.

Signature of Father / Mother

Date:.....

Name.....

Contact No.....



NOTICE

All the students (boys) of the college are hereby directed to collect admission forms to the hostel from Sh. Lajpat Rai on June 26 & 27th, 2014 and submit the same completed in all respects latest by 28th June 2014. Admission to the hostel will be made as per the schedule mentioned below:

1. Display of the list of Applicants (Old Residents)29 / 06 / 2014 at 10 AM
2. Admission of all old hostel residents.....30th June, 2014.
3. Display of the list of fresh applicants on Merit Basis.....01 / 07 / 2014 at 10 AM
4. Admission to the hostel of fresh entrants..... Ist , 2nd & 3rd July 2014.

The admission to the hostel will be made to the students belonging to the SC / ST category purely on merit basis. However, the students from general category may be considered only if the seats are left vacant. All the applicants along with their documents will have to bring their parents (Father or Mother or both) at the time of admission to the hostel, failing which their admission to the hostel will be rejected outright.

Warden

Convener
(Hostel Committee)

Principal