



POLICY ON DARRANG COLLEGE HOSTEL



D.C. BOYS HOSTEL
D.C. GIRLS HOSTEL

www.darrangcollege.ac.in

Darrang College Hostel (Boys & Girls)

Policy and General Rules

ADMISSION:

1. Admission to Darrang College Boys & Girls hostel will be completely on merit. Hostel admission will be after the completion of admission to H.S. and U.G programmes. All applications for admission to the hostel must be made in the prescribed form with relevant documents and submitted offline or online within the timeline according to the notification made by the college authority in this regard. The college authority will have the right to reject incomplete application forms. The hostel admission committee will verify the applications and prepare the merit and waiting list. The general reservation policy of Govt. of Assam and UGC regulations will be followed for selection of students. The college authority will also reserve seats stream wise for both H.S and U.G. classes.
2. No student will be admitted to the hostel unless he/she has been admitted to the college. Admission fees must be paid by the student at the time of admission.
3. Students admitted to the hostel must report within 15 days of opening of hostel. If any student did not report within 15 days, his/her seat will be forfeited.
4. Vacancy due to withdrawal of seats will be filled up from the waiting list.

WITHDRAWAL:

Withdrawal is allowed according to the existing college rules. All withdrawal application will have to be countersigned by the parents or legal guardian of the boarder. If any boarder withdraws his/her hostel seat within 30 days of hostel admission, he/she is entitled to claim refund. There will be no refund of admission fees after 30 days from the date of admission. If any boarder withdraws his/her seat, complete mess dues of the semester/session have to be paid.

MESS MANAGEMENT:

1. The messing arrangement shall be run by a committee of at least 5 members with representatives from all classes/semester together with the monitor and the auditor. The mess secretary (preferably a non-examinee) will be elected among the members of the

committee. This committee shall be termed as mess committee. The superintendent will be the ex-officio president of the mess committee all decisions of the mess committee must be approved by the superintendent before they are enforced. The mess committee will appoint a manager to run the mess and fix the messing charges subject to the approval of the superintendent. Ordinarily the non-examinees will be required to act as marketing officer on dates fixed by the manager, but, if necessary, arises, every boarder will be liable for this duty.

2. The mess committee shall prepare a rough estimate of expenditure for each month and the estimate shall not exceed the total collection of mess dues for the month and the manager shall manage things within the limits of the estimate.

3. The manager shall keep the daily accounts with vouchers. All accounts will have to be entered in the hostel account book. The mess committee will also check the hostel accounts from time to time. The mess committee will be responsible for all deficits. Any boarder found to misuse or misappropriate mess money will be personally liable to repay besides being liable to be expelled from the hostel and the college.

4. Boarders must take their meals in the dining hall. Only sick diets shall be served in the room. Any extra money if required for the management of the sick diet will have to be paid in advance by the boarder falling sick. This amount may be verified by the mess committee with the approval of the superintendent.

5. Entertainment of the guest is not allowed in hostel. No guest is allowed to stay overnight.

6. The boarders will preserve carefully the mess dues receipts and show them to the mess manager or mess secretary or monitor on demand.

7. There will be sick monitor appointed by the superintendent and his/her duties will be arranged by the mess committee.

8. The mess secretary will record the names of the boarders in the “mess dues collection book” and show therein the amount of mess dues and other messing service. The mess secretary will also maintain a “mess committee proceeding book”.

9. Refunds of mess dues are subject to the decision of the mess committee.

10. Mess dues for every month must be paid on or before 15th month after which a fine of Rs 25 per day will be charged till the 20th day. On 15th day of each month a defaulters list will be issued by the mess secretary. The defaulters will not be allowed to take meals in the hostel mess after the 20th day. Even then if the hostel dues are not cleared within the 25th day of the month, the names of the defaulters will be communicated to the principal for necessary action. This may lead to the expulsion of the boarders from the hostel on the last day of the month. Boarders may however re-admitted to the hostel on payment of all arrear dues including fine together with a fresh admission fees.

LEAVE:

Leave of absence from the hostel must be obtained from the superintendent and it will be granted only on the application of the parents or the legal guardian or the local guardian or the boarder. Except in special circumstances, leaves before 5am or at night after 10 P.M. shall not be granted. Leave after evening roll-call will have to be obtained by application before noon of the day.

DISCIPLINE:

1. Ragging is strictly prohibited in the hostel. Any complain made against any boarder regarding this may lead to his/her expulsion from the hostel and college and legal actions, if found guilty.
2. There will be a monitor appointed by the superintendent for each block in the beginning of the session. The monitor, who will be senior student of the college, will render all possible help to the superintendent in general administration of the hostel.
3. The monitor shall maintain an attendance, register and call the rolls of the boarders at fixed hours every day once in the morning and then again at night.
4. The monitor shall call the rolls at least twice a week at one unstated hour after 9 P.M. the monitor shall report to the superintendent if he finds any boarder misbehaving inside or outside the hostel on in any way infringing the hostel rules and regulation.
5. Use of heaters in room is strictly prohibited. No boarders are allowed to handle the water pump sets of the hostel. Fans and other electrical appliances should be handled carefully and should not be tampered with. Infringement of this rule will entail a fine, replacement

of the appliances at the boarder's cost and other necessary action the college authorities deem fit.

6. Chewing paan, paan masala, gutka or any other tobacco products, smoking or consumption of any other intoxicating products is strictly prohibited. Any violation of the same will lead to severe disciplinary action including expulsion from hostel.

7. No birthday party or other celebration will be allowed without permission from superintendent. No such party can be arranged after 10pm.

8. Loitering outside hostel campus after 10pm is strictly prohibited.

9. Entry-exit time will be notified by the college authorities. Students must strictly adhere to the same.

10. Boarders must strictly obey the college code of conduct.

11. Ordinarily the time from 6 to 9 in the morning and 7 to 11 in the evening (with half an hour interval for meals) will be treated as study hours and the boarders must observe strict discipline during these hours.

12. A conduct register will be maintained by the superintendent according to the university regulation, in which the names of the boarders shall be entered in all cases of serious misconduct. An entry once made cannot be altered or cancelled. Misconduct on the part of the boarders will generally include-

- a) Absence without permission
- b) Assaulting or abusing the menials.
- c) Neglect of study
- d) Disobedience of orders and infringement of hostel rules.
- e) Insubordination of orders and infringement of hostel rules
- f) Playing on musical instrument in the study hours or indulgence in noise calculated to disturb other boarders.
- g) Spoiling the rooms or verandah by spitting or such other acts.
- h) Any willful damage to the hostel or to the properties therein.
- i) Quarrel or hot altercation with fellow boarders or other persons in the hostel compound.

- j) Any action which in the opinion of the superintendent detrimental to the corporate life in the hostel.
- k) Disfiguring the hostel by writing on the walls, doors, window panels etc.
- l) Damage to the water pump set and the water pipe lines.
- m) The use of intoxicants and narcotics.
- n) Holding any meeting in the hostel or hostel compound without permission from the superintendent.
- o) Introduction of any unauthorized person in the hostel.
- p) Moral delinquency

13. The above stated offences (Point 12) will be dealt by the principal immediately on the report of the hostel superintendent, moral delinquency, theft, untruthfulness, habitual indolence or disobedience, unseemly behaviors with the public etc. will be regarded as serious offences.

14. Allotment of rooms is entirely at the discretion of the superintendent.

15. Bed, table, chairs etc. supplied to its boarder must not be removed from one room to another without permission. Each room is fitted with a fan and its regulator. Boarders of a room are collectively and also individually responsible for safe keeping of the articles of the room. Damages done to the furniture's, fans or any other hostel property must be paid by the boarder (s) responsible and he/she may also face necessary actions from the college authorities.

16. Visitors are allowed in the hostel between 4 and 6 P.M. Guardians and relatives may, however, meet their wards at other hours in the common room of the hostel. Traders and hawkers will be allowed inside the hostel only at such hours as fixed by the superintendent.

17. Expulsion from the hostel or quitting the hostel without leaves involves expulsion from the college (**vide para 11 chapter XXV of the university regulations**) and expulsion from the college implies expulsion from the hostel.

18. A boarder applying transfer from the college must produce a certificate from the hostel superintendent, testifying to his good conduct and to the payment of all his hostel dues.

19. The superintendent shall pay occasional surprise visits at night. In case if he finds the boarders infringing the hostel rules, he will at once refer the matter to the principal for action.

20. The hostel is closed during the summer/winter and the puja vacation and the boarders will be required to vacate the premises during these periods. Establishment and other charges for the periods during which the hostel remains closed will be realized before the commencement of the vacation.

21. The motto of the hostel is “**BE A JEWEL AMONG MEN**” any every boarder is regarded as gentlemen. He respects the rights of others, keeps his room tidy, takes a general interest in the welfare of the student community, tries to maintain a high standard of scholarship and shows keep enthusiasm for and actively participates in all college activities.

22. Every boarder will be required to produce, at the time of admission, a letter from the parents/guardian assuming responsibility for the payment of his/her outstanding hostel dues

PRIVILEGE OF THE MONITOR:

- a) He/She is entitled to a choice of room.
- b) He/She is excused from the payment of hostel seat rent and establishment charges.
- c) He/She can claim for a special certificate when he/she leaves the hostel.

Principal
Darrang College
Tezpur, Assam