

S. C. DE SORCAR MEMORIAL GIRLS' HOSTEL
WOMEN'S COLLEGE, TINSUKIA

RULES & REGULATIONS

(A) GENERAL RULES:

01. The College Hostel is under the management of the Warden and the Hostel Management Board.
02. All the Registers, viz. Attendance Register, Visitors' Register and Students' Movement Register shall have to be maintained by the Hostel Matron, to be checked periodically by the Warden.
03. The closing and opening of the hostel will be as per orders of the Principal.
04. The boarders must submit a list of bonafide visitors to be approved by the legal guardian at the time of admission. The number of visitors should not exceed 5(five) including the legal and the local guardians.
05. Ragging in the Hostel premises is strictly prohibited and is a punishable offence.
06. Expulsion from the College implies automatic expulsion from the Hostel.
07. Any unruly behaviour or violation of Hostel rules will draw punitive measures like expulsion from the Hostel/ College.
08. Registered visitors shall be allowed to meet their wards only on Sundays under normal circumstance (between 10:00 a.m. to 3:00 p.m.). However, in the event of any emergency, necessary permission should be taken from the authorities to meet the ward.
09. Visitors must maintain the general rules and decorum of the hostel.
10. Visitors may take food served in the hostel on payment of the prescribed Guest Charge (Rs. 70/- per meal) with prior information to the mess manager.
11. Boarders must take Renewal Admission into the Hostel within 15 days from the date of issue of the Admission Notice.

(B) RULES FOR STUDENTS/ BOARDERS:

- 1) All the boarders of the hostel must attend evening prayer at 5:30 p.m., immediately after which attendance will be recorded by the Matron.
- 2) Each floor/wing of the Hostel shall have a Prefect, who will report to the Warden on matters related to the hostel. Prefects will be selected from among the seniors by the Warden.
- 3) The hostel boarders will have to bear their own medical expenditures. However, there will be periodic *free health check-ups* for boarders.
- 4) The Hostel Mess will be managed by Mess Managers – a team of 3 (three) boarders selected by the Warden every month. Boarders should deposit their mess dues at the college office by the first week of every month positively.



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DUTIES OF THE PREFECTS/ MESS MANAGERS

01. There shall be one "Prefect" for every floor of the Hostel. Primary duty of the "Prefect" shall be to help the Matron / Warden maintain discipline of the Hostel.
02. The Prefect shall take daily attendance of the boarder, at 6:30 p.m. every day. She shall submit the Attendance Register to the Matron immediately after it.
03. The Prefect should inform the Matron/ Warden immediately about any incident in her concerned floor, such as - (a) violation of rules by any boarder, (b) abnormal behaviour of any boarder, (c) sickness, (d) unusual activities, (e) problems faced by the boarders and (f) Ragging/ physical harassment of any sort.
04. The Prefect shall urge the boarders to deposit "Mess Dues" in time at the college office. The Mess Managers/ Prefects should keep a record of defaulters in this regard and report to the warden about such cases.
05. There shall be 3 (three) Mess Managers responsible for running the Mess. One of the mess managers shall be selected from junior students.
06. At the end of every month there shall be a Mess Meeting in which the Mess Managers shall submit all the expenditure statements, Prefects. Office staff in the management board will assist the Mess Managers in the same. Audited Expenditure Statements will have to be displayed in the Hostel Notice Board/ submitted to the office.
07. Prefects are authorised to monitor the maintenance of mobile timing strictly.
08. Concerned Prefects/ Boarders will be held responsible for keeping unauthorised mobile sets by the boarders.
09. Prefects are requested to inform all the boarders about the timing of the visitors which is from 10:30 a.m. to 3:00 p.m. (on SUNDAY). For other days special permission is to be obtained from the Warden.

By Order ,



Principal
Women's College, Tinsukia

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- 5) There shall be provision for Partial Mess dues as follows-
 - For day 1 to day 7 = minimum 10 days meal charge
 - For day 1 to day 14 = minimum 15 days meal charge
 - For stay of 15 or more days = Full month's meal charge
- 6) No boarder shall leave /quit hostel without proper permission of the Warden.
- 7) No outsider is allowed in Hostel premises without prior permission of the Competent Authorities.
- 8) Hostel boarders must attend classes and college regularly and must not stay back in the hostel avoiding classes. Any such case should be immediately reported by the Matron to the Warden and the Principal. The boarders are not allowed to loiter outside or talk with outsiders.
- 9) **Boarders must have 90% attendance in the Hostel during the session falling which her hostel seat will be forfeited.**
- 10) Boarders may leave Hostel to visit home only with permission of the Warden and they can do so only with their legal guardian or with authorised local guardian. No leave permission will be granted after 4:00 p.m.
- 11) No boarder shall leave the hostel/ remain absent in the hostel without genuine cause during an academic session. **Unauthorised absence in the hostel by a boarder shall warrant a fine of Rs. 50/- (fifty) per day as penalty.**
- 12) Sunday is a Visiting Day and boarders can go out with their legal/ local guardians or with a visitor authorised by the legal guardian. Outing time: 8:00 a.m. to 12:00 noon or, 1:30 p.m. to 4:00 p.m. Boarders must return to the Hostel from outing by 4:00 p.m.
- 13) No boarder should share her bed with other boarders and no boarder should be found in other rooms during study ours in the hostel. No boarders should indulge in any such activities, which might disturb other boarders or, which might in any way spoil the ambience of the hostel.
- 14) All the boarders should attend Yoga/ Martial Arts classes in the scheduled time excluding the Sundays.
- 15) Boards may watch T.V. during their leisure time.
- 16) **If any student does not want to continue in the Hostel after admission, she should submit an application to the Warden within one month from the time of admission. Otherwise seat rent will be forfeited.**
- 17) All the boarders will have to appear in the University/ Board Examinations staying in the Hostel only.
- 18) Use of mobile phone is permitted for a specific time period to be decided by the Warden.



Rules Regarding Hostel Guest House

1. The visitor need to be associated with Women's College, Tinsukia as an Ex Student/ Guardian of a student studying in our college/ Residing in the Villages adopted by our College.
2. The facility will be confined to females only.
3. The guest House is a dormitory and beds will be allotted subject to availability.
4. Use of any unwanted substances like alcohol, drugs and any other abusive/addictive substances are strictly prohibited.
5. The stay will be confined to the guest room only. No access will be available for any guest to the Hostel Building.
6. Lunch and Dinner will be available to the visitors but as per the Hostel Routine. Kitchen cannot be used for self-cooking.
7. The visitors need to pay a sum of Rs 100/ day of stay in the guest room (This includes two Meals).
8. Check out time will be 12 Noon.
9. Under any discrepancies, decisions of the College Authority/ Hostel Management authority will be final.
10. A valid id proof needs to be submitted in the college before occupying any bed in the guest room.



Principal

Women's College, Tinsukia



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