

HOSTEL RULES AND REGULATIONS OF SIKKIM GOVT. COLLEGE, NAMCHI

A. General

1. Every resident of hostel is expected to act in a manner conducive to a healthy environment in the hostel.
2. Residents are required to read all notices that are put up on the Notice Boards from time to time.
3. The hostel Warden or relevant authorities of the University have full authority to check any room in the hostel at any time.
4. Every student shall stay in the room allotted to him/her. Exchange of rooms after final allotment is not allowed. However, the Warden may allow, as a special case, on valid and reasonable grounds in change of rooms.
5. Hostel inmates must abide by the decisions of the Wardens with respect to enforcement of the hostel rules, failing which strict disciplinary action may be taken. No inmate shall leave the hostel without permission of the warden. He/she shall have to apply in advance to the Warden stating the reason for leaving and address of destination in the prescribed form. Those students who leave hostel without permission shall be deemed to be missing and Parent/ Guardian/ Police will be intimated in consultation with higher authorities.
6. The hostel Superintendent/ Warden has the discretion to inspect any room at any time.
7. Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
8. Students shall take prior written permission of the Principal or Hostel Management Committee before giving any information or interview regarding Hostel.
9. Vacation: During the vacation, belonging should be kept in the cupboard under lock and when the students has completed an academic year and is to vacate the hostel, students must take along all of her/his belongings. Students are not allowed to stay during vacation and puja holidays.
10. Dress Code: The students should be decently dressed when they are out of rooms. The decisions as to what constitutes a decent dress remains vested with the hostel authority.
11. Hostel inmates desiring to go out of station or return late must obtain permission from the Warden concerned before going out.

12. Once admitted he/she has to pay the room rent for the full academic session. The amount will be forfeited if the inmate decides to leave the hostel in midsession.
13. Daily attendance of all the hostel inmates by the Prefect shall be mandatory. The students must make entry in the “In/Out Register”.
14. Allotment of room furniture etc will be entirely at the discretion of the Warden.
15. Fixture: Students shall not bring any extra furniture's or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared properly. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have damaged on account of misuse or unfair wear and tear.
16. Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/ fixture from one point/location in the hostel to another. Besides a penalty recovery, students involved in such activities will be expelled from the hostel.
17. Hostel accommodation can be changed or cancelled by the management, if found necessary, at any point of time.

B. Ragging

Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the College as well. Administrative shall also report incidents of ragging to the Police for taking appropriate action under the law.

C. Guest & Unauthorized Persons

1. Unauthorized person or outsiders in the hostel rooms are strictly prohibited. Any student keeping unauthorized person in his/her room will be liable to disciplinary action amounting to expulsion from the hostel. Guest may be allowed on prior written permission of the Warden.
2. Guests are not permitted to stay overnight in the room of the students.
3. All visitors to the hostel including parents/ guardians will have to make necessary entries in the Visitors' book available at the entrance.

D. Do's & Don't for Hostel Inmates:

1. Consumption of alcoholic drinks, cigarettes, tobacco, drugs or any other intoxicants is strictly prohibited in the hostels. Anyone found consuming such things or found in a drunken state will be expelled from the hostel immediately.
2. No student shall keep any fire-arm, lethal weapon, poisonous thing or intoxicants of any kind in the Hostel. No student should take law into his/her own hand, but must report all disputes to the hostel Warden. All kinds of shouting, fighting, gambling, stealing, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to the Police immediately and expelled from the hostel.
3. Cooking food in the hostel room is strictly prohibited. In order to avoid fire hazards, no fire producing equipment in the room is permitted.
4. In their own interest, students are advised not to keep excess cash or valuables in their hostel rooms. Extra money must be deposited in their bank accounts. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room, even for a short period or when they are sleeping. Each student will be responsible for his/her belonging. Hostel authority shall not be responsible for the loss or theft due to his/her negligence. However, in the case of theft, the matter shall be immediately reported to the concerned Warden.
5. While leaving the rooms, it must be ensured that the light and fans are switched off, failing which he/she will be liable for imposition of fines.
6. Tampering with and alteration of electrical fittings are strictly prohibited and such action is liable for punishment.
7. All inmates of hostel must keep their rooms, washrooms etc neat and clean.
8. No inmate will be allowed to have more furniture than entitled to as per college rules of allotment.
9. All inmates shall treat their fellow inmates, hostel staff and mess staff with dignity and decorum.
10. No notice shall be put in the hostel by any student directly unless such permission has been granted by the Warden.
11. No inmate shall raise or assist others to raise any subscription in the hostel on any account without prior permission of the warden.

12. No one shall use the belongings of other inmates without their consent.
13. Employment of personal servant or attendant or keeping a pet animal etc in a hostel is not allowed.
14. An Inmate shall not enter the room(s) of other(s) who are not in their rooms.
15. A student shall not hand over the keys of his/her room to any other student/person except the Warden or person authorized by him/her.
16. One key of each room will be submitted to the warden's office. The change of lock must be intimated to the warden and a copy of new key submitted to her, which may be required for any emergency.
17. Any inmate going out of station shall be required to submit the room key to warden.
18. It is mandatory for all hostel inmates to take food from the hostel mess. This condition is exempted only on medical grounds duly certified by the doctor. Every inmate shall pay the mess bill and other charges as per the schedule failing which fine, as decided by the college, shall be imposed.
19. Girls are not allowed to enter the Boys' hostel and Boys are not allowed to enter Girls' hostel, except the place earmarked for guest meeting.
20. Closing time of hostel gate is 8:00 PM in summer (April to September) and 7:00 PM in winter (October to March). Opening time of Hostel gate is 5:00 AM in summer (April to September) 6:00 AM in winter (October to March).
21. Water should be used properly and water taps must be closed when not in use.
22. In case of any kind of emergency, Warden must be informed.
23. Visitors and parents are allowed to visit a student only in the visitor's lobby and visitors room on the service floor between 9:00 AM to 11:00 AM and 6:00 PM to 8:00 PM on working days and between 11:00 AM to 5:00 PM on Sundays and public holidays. No students shall keep talking with visitors in compound, either in or outside the gate/lane. No students shall take any visitor including his/her parents to the room. Personal servants/ domestic helpers are not allowed inside the rooms, The parents should give an undertaking to cooperate with the authority and should be available on call.
24. No inmate of hostel is permitted to invite any outside person to address any meeting in the hostel without written permission of concerned authority. No function or celebration shall be organised in the hostel premises except with the permission of the Warden.
25. Students are prohibited from screening/ keeping obscene literature/ video films in their possession. Any violation in this regard will invite disciplinary action.
26. No student shall use the services of a hostel housekeeping person for personal work.
27. Garbage & wastage to be put at garbage box available in the hostel premises.
28. Playing music/record player etc. loudly to cause disturbance to his/her neighbour (s) is prohibited. Defaulters will be punished/fined. Repeat act will render cancellation of allotment of Hostel room.

29. The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.

E. Penalties:

1. Damage to hostel property such as doors, windows, electrical fittings, toilet fittings, tabs etc. may lead to fine, disciplinary action, and even expulsion from the hostel. A general deduction from the hostel security deposit will be made at the end of the course, towards the breakage other than those charged against the individuals.
2. Room furniture and electric fittings are required to be maintained by the inmates in a good condition. At the time of allotment of room and leaving the hostel for vacation, every student must take-over and hand-over respectively the hostel property carefully. Any loss or damage will be borne by the concerned inmate(s).
3. Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offence/ violation of rules/ act of indiscipline.

F. Fees:

1. Students staying at hostel will have to take permission and no dues Certificate from the Hostel Superintendent/ Warden when he finally leaves the hostel. The caution money amount will be refunded only when no dues certificate has been submitted.

G. Copies of the following documents should be submitted along with the hostel application form.

1. COI (parents and nearest local guardian both)
2. Aadhar Card
3. Marksheet
4. Medical Certificate from a registered medical practitioner.
5. College ID Card
6. BPL Certificate.

H. Hostel Administration:

The following officers/ Staff constitute the hostel management committee (HMC)

1. Principal-Chairperson
2. Dean of Students' Affairs: Member Secretary
3. Hostel Superintendent of Boys Hostel
4. Hostel Superintendent of Girls Hostel
5. Dean of Student affairs
6. Administrative Officer/DDO
7. Two teachers nominated by principal (Two female & Two male)

HMC shall look overall administration of the hostels for smooth running of day-to-day work of hostel and mess.

I. Duties and responsibilities of Superintendent / Hostel Warden.

1. Allotment of rooms to the students as per the admission.
2. To supervise the sports and cultural activities of students in the hostel.
3. Regular visit to hostel for better interaction with the students.
4. Nominate the students for the Head boy/ Girl, Assistant Head boy/girl, Hostel representative for SRC, Mess Committee, Hostel maintenance committee, common room committee, cleanliness committee, games and sports committee, library committee and other such committees.
5. To supervise the working of hostel staff.
6. To solve the day-to-day problems of the students.
7. To deal with the acts of indiscipline of the students.
8. Reporting the cases serious indiscipline / ragging to the IIMC for further action at the institutional level.
9. To ensure the quality of food in the mess.
10. To check the various registers and ledgers maintained by the staff from time to time.
11. Communicate with the parents/guardians of the inmates.
12. To maintain overall ambience of the hostel premises.
13. To ensure proper maintenance of room and hostel premises.
14. To cater to the immediate minor requirements in the hostel through the use of permanent advance.
15. To check the account of the mess regularly and countersign the entries in various registers maintained by the mess supervisor.
16. To maintain the record of vouchers, stock ledger, mess joining and leaving register and cash book.
17. To collect fees and deposits in as per account head.
18. To prepare estimate of the monthly requirements of items for purchase.
19. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fitting furnishings and requirements.

J. Hostel and Mess fee

At the time admission at fee section of college

1. Hostel admission fee- 2000
2. Caution deposit- 1000 (refundable) after completion of courses.
3. Games and sports fee- will be notified in due course of time
4. Health and emergency- 200/-
5. Room rent (2 bedded, 3 bedded)- 450/- per person
6. Mess fee- 2000/- depend upon on the inflation

K. Mess timing:

1. Morning Tea-7 am
2. Morning meal- 8:30 am to 9:30 am
3. Evening tea- 3:30 pm to 4 pm
4. Dinner- 7:30 pm to 8:30 pm
 - a. Egg once a week (Tuesday)
 - b. Chicken/ Paneer once a week (Sunday) timing shall be strictly followed.