

Rules and Regulations For Hostel Administration



Session: 2021-2022

**GOVERNMENT AUTONOMOUS COLLEGE
ROURKELA, ODISHA**

COLLEGE ADMINISTRATOR

Dr. BIJAYA KUMAR BEHERA
PRINCIPAL (9437683504)

Administrative Bursar	:	Mr. Ranjeet Dasgupta	9348595748
Accounts Bursar	:	Mr. Dhiren Kumar Mahanta	8917217127
Academic Bursar	:	Dr. Deepak Kumar Singh	9437697473
Examination Controller	:	Mrs. Basanti Kujur	9437222604
IQAC Co-ordinator	:	Mr. C. P. Ranjan	8328824674
Warden	:	Mr. S. S. Prusty	9467912672

Hostel Superintendent & Assistant Superintendent Contact numbers

BOYS HOSTEL-1

Mr. Ajaya Kumar Behera (Superintendent) Contact no. 9438471450

Mr. Subhnath Sa (Assistant Superintendent) Contact no. 9938333892

BOYS HOSTEL-2

Mr. Sanniram Kerketa (Superintendent) Contact no. 9348541593

LADIES HOSTEL-1

Mrs. Chunahati Tirkey (Superintendent) Contact no. 9938628997

Mr. Abhas Kumar Hota (Assistant Superintendent) Contact no. 7978567536

LADIES HOSTEL-2

Mrs. Mamata Baxla (Superintendent) Contact no. 9778728583

Mrs. Lily Prema Minz (Assistant Superintendent) Contact no. 9937499025

LADIES HOSTEL-3

Mr. Pradeep Xess (Superintendent) Contact no. 8895862082

Ms. P. Sonali Mousami (Assistant Superintendent) Contact no. 8280091599

GOVERNMENT AUTONOMOUS COLLEGE ROURKELA, ODISHA

Rules and Regulations for Hostel Administration

Introduction

Govt. Autonomous College, Rourkela was established in 1961 to spread the light of knowledge in Odisha it is situated in the heart of Rourkela city. The college campus is spread in an area of 35 acres, providing infrastructure facilities such as administrative block, central library, academic building, student facility Centre, seminar hall, virtual classroom, quarters for faculties and non-teaching staff, hostels for students, guest house, stadium, open air Auditorium etc. inside the campus.

Preface

Govt. Autonomous College, Rourkela is a premier institute of national importance. The college is successfully running various courses in its own campus. There are 20 bachelor degree courses and 17 master degree courses.

More than 600 students may be resided in college hostels at a time. General rules and regulations governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related to the hostels. In this sense, this booklet will serve as a basic framework for administration of the hostel. In case of difficulty in interpretation of any rule and regulation, clarity may be sought from Warden, who will resolve such issues in consultation with different committees. The Principal reserves the right for changes and additions in the rules and regulation as and when required.

General

A student pursuing his/her studies at Govt. Autonomous College, Rourkela, may reside in hostel, owned and maintained by College during the studentship of the academic programme.. The information regarding hostels is being provided on the College website as well as in the college prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. **The Principal reserves the right to amend any of the provisions at any time without assigning any reason.**

1. HOSTEL ADMINISTRATION

1.1. The following officers shall constitute the Hostel administration:

- a) Chief Warden (Principal)
- b) Warden
- c) Superintendent and Assistant Superintendent.

Other staff associated with the hostel administration.

- a) Office Assistant
- b) Ward boy
- c) Hostel Attendant
- d) Supervisor, Electrician, Plumber.
- e) Sweepers
- f) Orderly boy

2. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the various position holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time with the approval of the Principal.

2.1. Chief Warden

2.1.1. To ensure overall administration of all the hostels and office of the Warden.

2.1.2 Warden

2.1.2. To establish coordination with Superintendent and Assistant Superintendent of various hostels for smooth running of day to day routine work of hostel.

2.1.3. To act as Chairman of all Committees as called by him or by any Superintendent and Assistant Superintendent and to ensure the resolution taken are in the betterment of the students and in the interest of the College in absence of Chief Warden.

2.1.4. To maintain data base of students through the office of the Warden.

2.1.5. To make the policy for allotment of hostels to students and deposition of hostel fee.

2.1.6. To ensure discipline in the hostels.

2.1.7. To implement the decisions taken by the College authorities and Various Committees of College.

2.1.8. To check the various registers and ledgers maintained by the Superintendent and Assistant Superintendent Wardens from time to time.

2.2. Superintendent

2.2.1. To allot the rooms to the students as per the guidelines issued by the office of Warden and the principal

2.2.2. To supervise the sports and cultural activities of students in the hostel.

- 2.2.3. Regular visit to hostel for better interaction with the students.
- 2.2.4. Nominate the students for constituting various committees like mess committee, discipline committee, sports committee etc.
- 2.2.5. To supervise the employees of Hostels (working of ward boys, hostel attendant, sweepers and other hostel staffs.)
- 2.2.6. To solve the day to day problems of the Boarders.
- 2.2.7. To deal with the acts of indiscipline of the Boarders.
- 2.2.8. Reporting the cases of serious indiscipline/ragging to the Residential Committee (Warden) for further action at the College level.
- 2.2.9. To ensure the quality of food in the mess.
- 2.2.10. To maintain the various registers and ledgers necessary for smooth functioning of the hostel from time to time.
- 2.2.11. Communicate with the parents/guardians of the inmates regarding indiscipline activity or misbehavior of the student in the hostel premises.
- 2.2.12. To maintain overall ambiance of the hostel premises.
- 2.2.13. To ensure proper maintenance of the rooms and hostel premises.
- 2.2.14. To send advance information to the Warden about the monthly estimated bulk requirements for maintenance of the hostel.
- 2.2.15. To cater to the immediate minor requirements in the hostel through the use of monthly imprest money.
- 2.2.16. To sign the cheques to make payment to the Hostel employees and other establishment related work.
- 2.2.17. To bring to the notice of Warden & principal relatives to critical health condition of any boarders after tackling the situation within his/her reach.

2.3. Assistant Superintendent

2.3.1. To assist Superintendent in maintaining hostel discipline and all other works mentioned above.

2.3.2. To advise and guide in smooth running of the Mess i.e. display of the menu and maintaining the quality of the food and payment to the mess contractor or in charge.

2.3.3. To check the account of the mess regularly and countersign the entries in various registers maintained by the mess in charge and payment to mess in-charge or mess contractor.

2.3.4. To maintain the leave record of the students and to keep a watch on the In and Out register.

2.3.5. Regular visit to the hostel to solve the day to day problems of the students.

2.3.6. Functions the role of superintendent in his absence.

2.4. Ward boy/Hostel attendant/ Lady Attendant.

2.4.1. Ward boy/Hostel attendant who will be available in the hostel in the normal working hours and as per time schedule decided by Superintendent and Assistant Superintendent. The time duration of working of a ward boy/hostel attendant shall be eight hours. Provided that in the interest of the hostel it may be extended.

2.4.2. Occupancy/vacation of rooms to/by the students.

2.4.3. To ensure proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises.

2.4.4. To ensure proper water supply and drinking water arrangement in the hostel.

2.4.5. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the Superintendent.

2.4.6. Maintaining the record of the Guests/visitors.

2.4.7. Daily report to the Superintendent and Assistant Superintendent about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.

2.4.8. Supervise the work of helper, gardener, sweeper and security guards.

2.4.9. To perform all other hostel related work as ordered by Superintendent and Assistant Superintendent.

2.5. SUPERVISOR, ELECTRICIAN, PLUMBER AND DRIVER

2.5.1. The supervisor, electrician, plumber, carpenter and welder shall be engaged by the College with the assistance of Warden and in consultation with the Superintendent and Assistant Superintendent duly approved by the principal.

2.5.2. The work of the supervisor to supervise the job of all wards boys/hostel attendants working in all hostels.

2.5.3. The electrician, plumber, carpenter and welder shall have duty to repair the small damages in all hostels and discharge duties as entrusted by the Warden according to their skill and knowledge.

2.5.4. The abovementioned person shall have practical skill in the field concerned. At any time if he fails to accomplish any job, he may be terminated by the principal on the recommendation of the Warden. The Warden shall consult Superintendent and Assistant Superintendent while doing so

2.6. SWEEPER

2.6.1. The sweeper shall be engaged by the College Administration in consultation with the Superintendent and Assistant Superintendent.

2.6.2. The work of sweeper shall be cleaning of the whole hostel premises including the latrines and bathrooms.

3. ACCOMMODATION

3.1. Hostel accommodation is available to a student, who is registered in the college as a regular student either in undergraduate or post graduate programme. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of college will automatically cease to be a member of the hostel.

3.2. The student enrolled in the college shall not claim hostel facility as a matter of right. The college reserves the right not to provide hostel facility to any student.

3.3. No student will have a right to occupy/stay in a room during long vacation/holiday (like Dushera, summer vacation etc.). **For the said vacations all hostels shall necessarily remain closed.** The duration of long vacation/holiday may be extended on the recommendation of the Warden by the principal which will only be applicable on hostels. Provided the hostel may be opened during the long vacation/holiday for student on the recommendation of the Warden subject to the approval of the principal.

3.4. The student of any programme (specially of Science) if he/she is required to go for internship which is the part of his/her course curriculum in or any semester is required to submit an application with the Superintendent and Assistant Superintendent after getting signed by his/her Head of the Department or appropriate authority.

3.5. The Principal reserves the right to ask the students / boarders to vacate the hostel in case of any unforeseen circumstances.

4. ALLOTMENT OF ROOMS

4.1. At the time of admission of a student into the hostel and at the beginning of every academic year, each resident is required to submit a duly completed **Hostel Admission Form** containing local guardians' address and phone number etc. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.

4.2. The Hostel administration will generally provide for each occupant one bed, reading table, chair, almirah, fan, tube light. However damage in any of the thing mentioned above except tube light could be repaired/ replaced. On arrival, student will report to the ward boy/hostel attendant and will take possession of the room.

4.3. Room once allotted to a student for an academic year will not be changed, except in special situations with the permission of Superintendent and Assistant Superintendent.

4.4. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Superintendent and Assistant Superintendent immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Superintendent and Assistant Superintendent, disciplinary action will be taken against such illegal occupants.

4.5. Before vacating the rooms, the electrical installations including fan should be handed over intact, in addition to the furniture to the ward boy/hostel attendant. The student should fill up the **Room Vacating Slip** in duplicate and take no dues on one slip from the office assistant.

5. CODE OF CONDUCT

5.1. All residents are required to maintain standards of behavior expected from the students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the college campus.

5.2. All residents are required to always carry their valid college Identity Card and Hostel Identity Card issued to them by the college and hostel administration respectively.

5.3. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

5.4. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment. If anything is found is damaged the student along with his/her partner shall be solely responsible.

5.5. Students should bring to the notice of the ward boy/hostel attendant any pending maintenance work (civil, carpentry, electrical, sanitation etc.) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

5.6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for the purpose mentioned above. On such occasions, the Hostel administration will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.

5.7. The students should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.

5.8. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

5.9. In case of damage to or loss of hostel property **the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as** decided by the Superintendent and Assistant Superintendent on the report of ward boy/hostel attendant.

5.10. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall handover them to the ward boy/hostel attendant, failing which he/she will be charged a penal rent as decided by the hostel authority.

5.11. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room

5.12. Ragging in any kind is severely punishable as per the Supreme Court directives leading to expulsion from the hostel as well as from the college. Any violation of this rule by any student will be dealt with very severely as per the Supreme Court guidelines and govt. of Guideline norms issued from time to time by the competent authorities.

5.13. Fresher should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

5.14. When the students committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

5.15. All students either hostellers or day scholars, are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and submit to office of Warden/Assistant Warden.

5.16. In the hostel premises, following are **strictly prohibited** –

- **Smoking**
- **Consumption of alcoholic drinks/drugs**
- **Gambling**
- **Intimidation or violence**
- **Willful damage to property**
- **Entering the hostel premises in intoxicated state**
- **Moving in the colony sector or near the Girls hostel premises after 06:00pm.**
- **Shouting and using abusive language in their own hostel or in other hostel premises and campus.**
- **Employing unauthorized persons for personal work such as washing clothes, etc.**
- **Cooking in room**
- **Using immersion rods, electric kettle, electric iron, heater, induction cooker, cooking gas etc.**
- **Creating noise through loudspeakers.**

5.17. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Superintendent and Assistant Superintendent.

5.18. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

5.19. The use of electrical appliances such as immersion rods, electric stove /heaters, iron, electric kettle etc. and such other items which are prohibited by the Proctorial Board from time to time are not allowed in the rooms. Such appliances, if found will be confiscated and a fine of Rs. 1000.00/- will also be imposed.

5.20. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not keep objectionable videos.

No student is allowed to keep two wheeler/four wheeler in the hostel campus. However the student may keep bicycle for local transport.

5.21. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep the room locked. The student shall be held responsible for any damage in his/her room. Violations will attract suitable penalty and punishment as decided by authorities.

5.22. Students are not to follow violation as protest against any favorable demand in their favor. The authorities to decide the right thing for right time. If any student found indulged, he/she may be removed/ rusticated from the hostel.

5.23. In case any student has to stay out of hostel for a day or more for any reason, he has to inform the Superintendent and Assistant Superintendent and take his/her permission.

5.24. All inmates of the hostels must make entry in the In Out register available with security guard and hostel entry gate (for girls) whenever they go outside and come inside. They are also required to make entry in mess register in morning and evening.

5.25. The last time for in and out of the inmates would be decided by the respective Superintendent and Assistant Superintendent of the hostel in consultation with the Warden.

6. GUESTS AND VISITORS

6.1. No overnight guests are allowed in a students' room without permission of the Superintendent and Assistant Superintendent.

6.2. However in boys' hostels, the **parents (only father)/guardian of students may be allowed only in respective hostel's guest room.** The parent/guardian will be allowed only for a maximum period of one nights and one day. This will be permitted twice in a year. Provided the Chief Warden may permit for more than the period specified.

6.3. Male students/visitors/parents/guardians are strictly prohibited inside the girls' hostel. However mother may be allowed to stay inside of the inmate for limited hours of time depending upon the discretion of Superintendent and Assistant Superintendent.

6.4. Female students/visitors are strictly prohibited inside the boys' hostels.

6.5. Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

6.6. Female hawkers / vendors / sellers are not allowed in boys hostel and similarly male vendors/ sellers in Girls hostel in any circumstances.

7. REFUND OF FEE

- 7.1. There shall be **no claim of refund of fee** by any student who is or has been the resident of hostel.
- 7.2. Only hostel caution money will refunded after completion of the course by the student.
- 7.3. The students getting late admission in the hostel. The mess fee for the period for which mess facility remain suspended either due to closure of the hostel for long holiday which is mentioned in paragraph 3.4 or mess is not operated by unavoidable reasons may be refunded subject to the approval of Warden
- 7.4. In case mess is not operated due to misbehavior of students or impliedly mess manager is forced to leave the mess by the student, the mess fee shall never in any case be refunded for the period for which mess is not operated.
- 7.5. The mess fee shall be refunded on the beginning of new session for first & second and third year students of any course. However for third year students, the same shall be refunded at the end of the same session.
- 7.6. The students punished under para 8 with expulsion from the hostel shall have no right to claim refund of mess fee and they shall never be refunded the mess fee.
- 7.7. Inmates staying in hostel not supposed to take food form hostels mess
- 7.8. The provision mentioned in this paragraph will have prospective effect from the session 2021-2022.**

8. DISCIPLINARY MEASURES

- 8.1. Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:
- (a) Expulsion from the hostel.
 - (b) A record of his / her misconduct shall be made in his personal file.
 - (c) The cost of damage shall be fully recovered from him/her together with penalty.
 - (d) He/she shall also be fined commensurate with the offence committed.
 - (e) No recommendations shall be given to him/her for studies abroad.
 - (f) Rustication from the College.
- 8.2. Any student found hosting/harboring an offender will also be liable to the punishments mentioned in rule 8.1.
- 8.3. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that

will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

8.4. All punishment mentioned in para 8.1 shall exclusively be decided by the Superintendent, Hostel concerned in consultation with the Warden which depends upon the nature and extent of the act performed by the victim. The Warden may also form an investigation committee of all Superintend & Asst. Superintend whose recommendations shall be considered for awarding punishment by Warden.

8.5. Once the decision is taken shall be **final and irrevocable**.

The following interim punishment may be awarded to any student if he/she is found indulging themselves in any activity of indiscipline nature by Superintendent and Assistant Superintendent:

1. He/she shall be charged with a fine of **Rs. 500/-** or **suspension of hostel facility for a week*** or with both.

* There shall be no claim of refund of mess money during the suspension period.

2. He/she is supposed to vacate the room (in case of suspension of hostel facility) within 24 hours from the order of suspension and seven days of punishment shall be counted after vacating the room.

3. He/she is supposed to deposit Rs. 500 (in case of fine) in the Account of hostel concerned within two days from the date of order. If the second day is the holiday/Sunday, the third day shall be taken into consideration for the last date of submission of fine.

4. If the abovementioned time period comes under the duration of long holiday, say, Dusshera, Summer Vacation etc., this shall be the discretionary power of the Warden to provide the time period.

5. If he/she fails to vacate the room or deposit the fine (as the case may be) within the requisite time, **Rs. 200/-** shall be charged extra for non-compliance of order and same shall be deposited in the Warden Account of the hostel concerned within the time given by Superintendent.

6. He/she shall give an affidavit/oath for not repeating such indiscipline activities in future on Indian non-judicial paper of Rs. 10/-.

7. If any electricity board, tube light frames, bulb holders etc. are found damaged of any corridor, all inmates of that corridor shall be liable for punishment. The punishment will be that they have to pay the cost of repairing of such damaged electricity board, tube light frames, bulb holders etc.

8. All correspondence shall be made with the parent/guardian of the inmates simultaneously.
9. In case of non-compliance of any final order by any inmate, he shall be permanently ceased to avail the hostel facility. The decision shall be final and irrevocable.
10. If any inmate accommodates or tries to accommodate any such inmate who is awarded by any punishment shall be liable to the punishment given in point 1.
11. The fine is required is to be deposited in **Superintendent, Hostel concerned account.**

(Principal)
Govt. Auto College
Rourkela