

**RULES AND REGULATIONS OF PANDIT DEENDAYAL UPADHYAYA ADARSHA MAHAVIDYALAYA,
DALAGAON HOSTELS**

A. HOSTEL ADMISSION RULES

1. Students will be admitted for one academic year only, strictly in order of merit, subject to the availability of seats. For reserved category students, reservation of hostel seats will be as per Government of Assam norms.
2. Application for admission to hostel shall be submitted to the Hostel Committee in the prescribed application form, duly filled in and signed by the student and countersigned by his/her local guardian and parent/guardian. A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his/her guardian to the effect that the student shall abide by the College rules, hostel rules and code of conduct.
3. On the day of hostel admission, the parent/local guardian/legal guardian as the case may be must be present to complete the necessary formalities.
4. Hostel accommodation will not be available to the students of part time programmes, such as distance education programmes etc ; there is also no provision for family accommodation in the hostels.
5. Students who have been admitted to a hostel, have to occupy their seats as per allotment made by the Superintendent/Warden concerned.
6. No mutual exchange of rooms will be allowed within the hostel.
7. Students will be allowed to stay in the hostel only for the prescribed period for a degree/diploma or any other course. They will have to vacate the hostel after the examinations are over.
8. A student shall occupy the seat in the hostel after depositing the prescribed fees within 7 days from the date of allotment or within the date mentioned in the admission prospectus failing which the allotment shall stand cancelled. Provided that the allottee may request for extension of time stating reasons which the Superintendent/Warden, if satisfied, may consider and grant extension for not more than one month.
9. Any changes of address of parent/guardian/local guardian/legal guardian must be intimated immediately to the Superintendent/Warden of the hostels.
10. Mess dues must be paid before 10th of each month. A fine of Rs. 50/- will be imposed for late payment of mess dues after 15th of the month. For failing to pay within the month the fine will be Rs. 150/-. A boarder failing to pay mess dues for two consecutive months will forfeit his/her seat.
- 11. Prescribed fees for hostel admission (for each academic year, i.e. two semester) to be notified separately.**
12. A security deposit has to be paid at the time of admission.

** Subject to revisions by Hostel Committee from time to time. Please also note that the **mess dues** for the first month, will be added to the above.*

13. Withdrawal of hostel seats

Students who want to withdraw his/her hostel seat may do so subject to the following conditions:

- i. Application for withdrawal from the hostel shall be countersigned by the father/mother/guardian and submitted to the hostel Superintendent/Warden. Such application shall be submitted after all hostel dues have been cleared.
 - ii. Security deposit will be refunded after deducting any outstanding dues and charges for damage of any hostel property by the boarder concerned during his/her stay.
 - iii. Withdrawal of hostel seat within first three months of admission is not permissible; any withdrawal within that period will lead to forfeiture of the security amount.
15. Students will be re-admitted at the beginning of the next academic year subject to the following conditions:
- i. The boarder continues to be a regular college student.
 - ii. The boarder maintains good conduct and discipline.
 - iii. The boarder is regular in respect of College Hostel and Mess dues.
 - iv. At the time of renewal of admission in the hostel, parent/local guardian/legal guardian must be present with the candidate to sign the renewal form as well as the prescribed undertakings form

B. HOSTEL TIMINGS

Boarder should strictly adhere to the following hostel timings.

Boarders should be back by the following times.

March to October - 6.00 PM

November to February - 5.00 PM

C. MEDICAL CASES

- I. In case of illness of a boarder, the Monitor shall immediately inform the Superintendent/Warden, who shall inform the local/legal guardian and parents.
- II. It shall be the duty of local guardian/parent/guardian to take care of their boarders, and bear all medical expenses.

D. HOSTEL LEAVE RULES

- I. For seeking leave from the hostel, the boarders must give an application letter. A boarder must obtain prior written permission from the superintendent/warden before proceeding on leave. Boarders are required to obtain the signature of the local guardian/parents on the leave return form and submit the same to the Superintendent/Warden after their return.

- II. Absence from the hostel without prior permission from the Superintendent/Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.
- III. Hostels shall remain closed during the period of semester break/vacation or at any time as notified by the College authority. During such break/vacation, boarders are to vacate the rooms of the hostel. The room key and the keys of the drawer and table should be deposited by the boarders to the Monitor who in turn shall deposit the same with the Superintendent/Warden.

E. VISITORS

- i. Female visitor(s) is/are strictly to visit boys' hostel rooms or vice-versa. Only local guardian/parents can visit.
- ii. Any visitor entering the hostel gate should put his/her signature and enter relevant particulars in the columns in the Visitors' Register kept for the purpose maintained by the monitor of the hostel.
- iii. The time for the visit is from 6.00 AM to 6.00 PM

F. HOSTEL DISCIPLINE AND RULES

- I. Boarders are expected to maintain discipline and proper atmosphere of study in the hostels. Disciplinary action shall be taken against a boarder if he/she is found to violate the rules and regulations of the college. Every boarder must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- II. All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.
- III. Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.
- IV. Except laptops, boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms.
- V. Boarders on leaving their rooms shall always switch off the lights and fans. Boarders shall not leave water flowing from taps.
- VI. In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed/issued by the competent authority from time to time.
- VII. The following acts of indiscipline are strictly prohibited:
 - a) Ragging in any form in hostels or in the College campus.
 - b) Drinking alcoholic beverages or using any other narcotic drugs and intoxicant of any kind inside as well as outside the College campus; spitting in the building walls etc,
 - c) Committing insubordination or showing disrespect to the authority.
 - d) Absence from hostel and classes without permission from the Superintendent/Warden and Head of the Department.
 - e) Playing of audio and visual systems and other musical instruments/systems inside the room or in the hostel premises causing disturbance to other boarders and neighbors.
 - f) Picking up quarrel or altercation with fellow boarders and employees of the hostel.

- g) Use of foul language or indulging in any unruly or indecent behavior or smoking in the College campus,
- h) Participating in or promoting any disruptive activity in the campus.
- i) Making false official statement to any college official, faculty or staff and altering College records.
- j) Tampering with existing electrical fittings/systems in the hostel.
- k) Unauthorized possession of any property belonging to the College, hostel or any other individual.
- l) Fraudulent use of Student identity Card.
- m) Organizing any meeting, function etc. in the hostel without prior permission from the Superintendent/ Warden.
- n) Any other acts which in the opinion of the Monitor and Superintendent/Warden are detrimental to the interest of other boarders as well as to the College.
- o) All kinds of shouting, hooting, violent knocking or, any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.
- p) Maltreating or abusing the hostel employees/staffs and others including outsiders, students; teachers and other College employees.
- q) Cooking inside the room, use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.
- r) Any form of gambling inside or outside the campus.
- s) Keeping fire arms, weapons, two wheelers, four wheelers etc. in the hostel premises.
- t) Damaging and/or misusing any properties and/or stealing others' belongings.
- u) Entry and hosting of outsiders in the hostel without permission of the Superintendent/Warden.

G. THE HOSTEL MESS

- i. The mess of the hostel shall be maintained by the Mess Committee. The Superintendent/ Warden shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable determined by the Mess Committee. A Mess Secretary shall be appointed by the Superintendent/Warden for one academic year.
- ii. Electric bulbs/ fluorescent tubes for all boarders shall be supplied by the College only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
- iii. All boarders of the hostel shall automatically be members of the respective hostel mess.
- iv. In case of gross violation of rules and mismanagement of funds by the Mess Secretary punishment in the form of fine may be imposed by the Mess Committee. The Superintendent/Warden may also place the matter before the Hostel Coordination & Monitoring Committee.
- v. The term of office of the Mess Committee shall be for one academic year.
- vi. Guests of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours earlier.
- vii. Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Superintendent/Warden.