



PITHORAGARH GROUP OF INSTITUTIONS

HOSTEL COMMITTEE

MEMEBERS OF THE COMMITTEE:

- ✓ Ms. Sapna Tiwari
- ✓ Ms. Chhaya Chand
- ✓ Mr. Pooran singh
- ✓ Mr. Shubham

HOSTEL RULES

These rules are applicable to both Boys & Girls Hostels.

1. ADMISSIONS:

1. The allotment of rooms will be made by the Warden based on the application submitted by the candidate.
2. Admission and continued stay in the hostel depend upon the academic performance, good behaviour and conduct of the student.
3. The student should stay in the allotted room for one complete semester. Change of rooms in mid-semester is not possible.
4. The hostellers with chronic medical problems will be asked to proceed immediately as personal medical care by parent / guardian will be necessary.
5. If a student is expelled from the Institute for any reason he/she should immediately vacate the hostel on the day of expulsion from the Institute. His / her continuance in the hostel will be treated as unauthorised occupation.
6. The hostellers themselves are **personally responsible to safeguard their belongings**; they are not to keep large amounts of cash or valuables like gold, costly wristwatch etc. in their rooms. They should also take care of their purse, calculators, cell phones, computers and books. In case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc. securely locked with good quality locks.
7. Continuation of stay of a student in the hostel is subject to the discretion of the administration.
8. Hostel fee should be submitted on time.

2. HOSTEL RULES & REGULATIONS:

All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed.

Hostel ID: Student should contact the hostel office regarding the hostel ID. In case of lost ID cards, the student should register her case at the office of the Students Welfare and then the duplicate card will be issued after payment of Rs.200/-

ATTENDANCE:

1. The attendance timing is 8:30 pm to 9:00 pm for girl's hostel.
2. In case of boys hostel all hostellers have to present in their respective rooms and keep open the rooms between 9:00 pm & 10:00 pm every day to enable the Wardens to take the attendance.
3. The hostellers will be permitted to change their rooms only after Warden's approval.
4. The hostel rooms are subject to inspection by the Institute / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc. are kept in the room. Possession of any lethal weapons or any instrument/contrivance, which is likely to cause physical harm to others, is strictly prohibited.
5. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel should have the civic responsibility that he or she should not be a cause inconvenience, annoyance or disturbance to others.
6. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff .If anyone has any complaint against any employee of the hostel; a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will be taken action seriously.
7. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regards, the decision of the Warden is final and binding on the individual's concerned.
8. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, and use of drugs, narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the institute.
9. Day scholars are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
10. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
11. Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
12. Students are not allowed to play outdoor games inside the hostel to prevent breakages and accidents. Climbing down should be totally avoided to prevent accidents.
13. When leaving the rooms for attending classes or for vacation, etc. fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.

14. Students absenting themselves from regular classes will have to take the permission of the Warden.
15. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
16. Clock alarms should be switched off, when not in use.
17. Water should be carefully used and not wasted.
18. Wrong entry, improper / lack of entry in exit register. Signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among roommates it should be reported to the Warden for appropriate action.
19. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
20. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
21. At the time of starting of the semester, no student should lock any room other than the officially allotted room. If the allotted room is a shared accommodation the student should inform the other student in the room or Warden whenever they are going out of the hostel. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
22. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
23. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric kettle, electric irons or any electrical equipment without written permission of the Warden. Unauthorised possession will lead to confiscation of the goods.
24. **Use of cell phone:** Ordinary cell phone could be used by the student but not inside the class rooms, examination halls, Laboratory, Library, offices and during silence hour in the hostel.
25. Students should visit the hostel office only during visiting hours. Students should read the circulars put up at all blocks and be updated with the functioning of the hostel.
26. Students are instructed to attend the General meetings of the hostel. It is mandatory for Members of the Students council who are hostellers and Mess committee members.
27. Violation of any of these rules would result in punitive action and serious violations would be referred to the "**Students Discipline Committee**". The decision of the committee would however be final.

3. GUESTS:

Guests are not permitted to stay in any of the hostels. If the parents wish to stay, then the student / parent may approach the hostel warden to getting accommodation in the guest House, subject to availability of room in the Guest House.

4. MESS TIMING & RULES:

1. All the students of the hostel should take their food in the allotted mess only.
2. The meal timings are displayed at the entrance of the dining hall. These timings are strictly to be adhered to. It is not obligatory on the part of the kitchen/dining hall to serve the meals outside the prescribed timings.
3. Dining hall furniture like chairs, tables, etc. and utensils like tumblers, plates, spoons, etc. are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized.
4. The hostel kitchen is strictly **“Out of Bounds”** for the students, parents, guardians.
5. Sick person will be served mess food in the room. Only if the student registers their name with the Warden.
6. The hostellers shall not waste food, electricity & water. Wastage of food is a national toss. If anyone is found indulging in such wastage, he/she will be asked to vacate the hostel. Since wastage causes unnecessary and unavoidable expenditure to others.
7. Mess Fee should be submitted on time.

Note- Hostel committee will ensure to follow all the rules by the students & will resolve all the issue of the student related to hostel & Mess.

SIGNATURE

(COMMITTEE MEMBER)

SIGNATURE

DIRECTOR