



GOVERNMENT POLYTECHNIC BARH HOSTEL RULES & REGULATIONS

I. Introduction

The Government Polytechnic Barh has authorized the Hostel Authorities to manage the affairs of the hostels for both boys & girls. The Hostel Management Committee is assisted by a team of Floor Incharge, and Caretakers, and almost are normally residents of the hostels. Maintenance of hostels is managed by the Hostel Management Committee with the help of Floor Incharge & supervisory staff.

II. Admission

1. The right of admission to the hostel is reserved. Application for admission to the hostel must be submitted to the office of hostel superintendent.
2. The allotment of rooms to the applicants will be made by the Hostel Superintendent/ warden. The hostellers are not permitted to change their rooms once allotted, without the written approval from the Warden/superintendent.
3. Students with chronic medical problems will not be admitted to the hostel. By chance, if any student with chronic medical problem gets admitted to the hostel, s/he will be asked to vacate the room immediately, when it is brought to the notice of Floor Incharge, Warden & Superintendent to enable the student to have proper medical care by the parent/guardian.
4. Regular absentees from classes, monthly tests, institute exams and students scoring less than the minimum pass marks in the monthly tests and the institute exams may not be permitted to continue to stay in the hostel. In other words, admission and continued stay in the hostel depends upon academic performance and on good behavior and conduct. The Hostel Management Committee's decision will be final and binding in this regard.

III. General Procedure

1. 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.
2. Use of electrical appliances like heaters, hotplates, etc. in the hostel rooms is prohibited.
3. 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. No hosteller is permitted to stay out of the hostel beyond 6:30 pm in the case of boys' hostel and 6:00 pm in the case of girls' hostel. (*Time may be revised if needed)

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4. The security guard has instructions to lock the gate after the stipulated timings as mentioned above. If hostellers have any local relatives with whom they intend to stay during weekends, or if they have any local relatives who would like to visit them in the hostel, the names and addresses of such local relatives, duly authenticated by the parents/guardians, should be furnished along with the application.
5. The hostellers are generally discouraged from going out of the hostels during weekends and holidays. However, in extraordinary circumstances, if they want to leave the hostel, written permission has to be obtained from the warden. Whenever they leave the hostel for vacations they have to inform the Warden in writing about their travel plan. The girl students, however, are required to obtain permission from the Warden and are also required to return on the specified dates and submit the slips, (slip is a part of the proforma) signed by their parents as an indication that they stayed with their parents/guardian during the weekends holidays/vacations. In addition they have to "Check out" and "Check in" in the movement register kept with the security guard of the block.
6. At the time of starting of the semester, no student should lock any room other than the officially allotted room. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
7. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
8. Students must not keep their valuables in their rooms. They should lock their rooms when they go out for bath etc.
9. Parties or other social gatherings in the hostel complex are not permitted without the prior consent of the hostel management committee.
10. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric irons or any electrical equipment without written permission of the Hostel management committee. Unauthorized possession will lead to confiscation of the goods.
11. All air-conditioners, fans, lights and electrical appliances must be switched off when not in use. All glass windows should be closed securely.
12. The Hostel Management Office reserves the right to make spot checks on the hostel units and the bedrooms without having to give prior notice to the students.
13. Use of Computers: Installation of computer systems in the hostel rooms should be done only after getting written permission from the Hostel superintendent. The usage of computer is for academic purpose only. The College/hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.
14. Use of cell phones: Ordinary cell phone could be used by the student but discouraged to use beyond 10pm.

IV. Guests

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

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2. All visitors and non-hostel inmates must register at the Guard House and provide details and documents as requested by Security before entering the Hostel Complex.

V. Discipline

1. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every student of the hostel must have the civic responsibility that he or she should not be a cause of nuisance, annoyance or disturbance to others.
2. The hostellers are not to enter into any unnecessary conversation, discussions, quarrel or altercation with the hostel staff. If anyone has a complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden/Superintendent. Use of abusive, vulgar and unparliamentary language against the hostel / mess staff is strictly forbidden.
3. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss. If anyone is found indulging in such wastage, s/he will be asked to vacate the hostel, since wastage causes unnecessary and unavoidable expenditure to others.
4. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and 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.
5. Possession of any lethal weapons or any instrument / devices, which is likely to cause physical harm to others, is strictly prohibited.
6. If any hosteller is found indulging in any form of instigation/intimidation/threat to any other hosteller, s/he will be asked to vacate the hostel forthwith. In this regard, the decision of the Hostel Superintendent will be final and binding on the individual's concerned.
7. Day scholars are not allowed in the hostel.
8. Collection of donations for any purpose (religious/otherwise) is also strictly prohibited.
9. Students are not allowed to play any outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails / rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
10. Walking along staircases should be silent, gentle without creating nuisance/noise to fellow hostellers.
11. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission of the hostel management committee and communicate the information to the Floor Incharge in writing.
12. Hostellers coming to the hostel after the gate closing hours without prior permission or without valid reason would be treated as Regular late comers and will not be allowed to stay in the hostel.
13. 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 Floor Incharge first if not resolved will be reported to Warden/Superintendent for appropriate action.

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14. Students coming late/absent regularly will be expelled from the hostel. Such students shall not be readmitted under any circumstances.
15. College/Hostel Authorities can carry out frequent surprise checking of hostel rooms and belongings of the students. Students are suppose to co-operate the authorities during such events.
16. Violation of any these rules would result in punitive action, and serious violations would be referred to the "Students Disciplinary Committee". The decision of the committee would however be final.

VI. Mess Timings and Rules

1. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals after the prescribed timings.
2. Dining hall furniture like chairs, tables, etc. and utensils like stainless steel tumblers, plates, spoons etc. are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, s/he will be suitably penalized.
3. The hostel kitchen is strictly "Out of Bounds" for the students.
4. Bringing food from mess to the sick persons in hostels can be done, after getting the written permission from the Floor Incharge and Warden .

VII. Damages and Recovery

1. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden.
2. The cost of damages will be recovered in the following manner:
 - If any individual or group is identified to have caused the damage, the cost will be recovered from him/her/group.
 - If damage is done in anyone's rooms and the person(s) is/are not identified then the cost will be recovered from the room-mates collectively.
 - If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/are not identified, then the cost will be recovered, floor wise or block wise or on the whole, as the case may be.

Repetition of damage to the hostel property results in expulsion from the hostel.

VIII. Ragging

1. Ragging in any form is strictly prohibited.
2. Strict action will be taken if found in any indisciplinary activities.

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