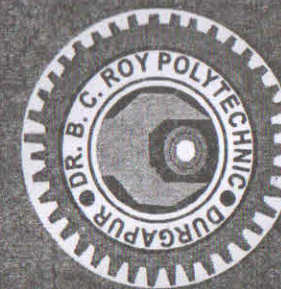


2019

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**Vivekananda Boys' Hostel  
Sarada Girls' Hostel**

**Hostel Rules & Regulations for the Residents**



**Dr. B. C. Roy Polytechnic**



**Dr. B. C. Roy College of Pharmacy and AHS**

A Unit of Dr. B. C. Roy Engineering College

**DURGAPUR**

Vishwananda Bhatt, Hottel  
Tavada Giffi Hottel

Hottel takes a resolution for the Hottel.



**"Education is the manifestation of the perfection already in man...."**



**"Whenever you are in distress, only speak this to yourself, 'I have a mother'...."**

1. Dr. B. C. Roy College of Pharmacy and Allied Health Sciences, established in the year 2005, is one of the premier institutes of Pharmacy Education, not only in Durgapur, but also in West Bengal. Dr. B. C. Roy Polytechnic, established in the year 2014 for different disciplines of Diploma Education. It has also gained importance in the sphere of technical learning. Both the institutes are located at Bidhannagar, Durgapur and run by Dr. B. C. Roy Engineering College Society. Hostels, therefore, are shared. Hostel accommodation is not compulsory, only willing candidates on the first come first served basis and depending on availability of accommodation and seniority subject to student's willingness to abide by all rules and regulations of hostel shall get a seat.
2. **Hostel Facilities:** the following facilities are offered in the hostels –
  - (a) **Accommodation:**
    - (i) Three/ Four/ Six Students per room.
    - (ii) Semi-furnished accommodation with one metal cot (6 feet x 3 feet), one table & plastic chair and wardrobe for each student.
    - (iii) Ceiling fans, tube lights, one 5 amp plug point for each student for using laptop/ table lamp.
  - (b) **Sport and Recreation:**
    - (i) Indoor and outdoor games facilities in terms of Football, Volley ball, badminton and cricket have been provided.
    - (ii) Hostels have well equipped Gymnasium.
    - (iii) Besides the above, every hostel has common room where TV, News Papers, table tennis board, carom board have been provided.
    - (iv) WI-FI facility is available in the hostel.
3. **Hostel Committee:** A joint hostel committee is being formed every year with members nominated by the hostel and college authorities from amongst the boarders of the hostels under the Chairmanship of Assistant Proctor and Vice-Chairmanship of one Matron. It shall assist in supervising the daily routine activities of the hostels. It will be comprised of 10 student members with following composition:
  - i. One General Secretary (To be nominated from amongst boarders of the other hostel of the other institute from which President is nominated)
  - ii. One Joint Secretary (To be nominated from amongst boarders of the other hostel of the other institute from which General Secretary is nominated)
  - iii. Two (2) Joint-Convenors from each of four (4) sub-committees totalling up to eight (8) members

The name and composition of Sub-committees will be as under:

- i. **Mess Sub-committee:** 14 members in total, one from each year of study of each college of each hostel, amongst whom two (2) joint-convenors to be chosen, with representation from both the colleges.
- ii. **Cultural Sub-committee:** 14 members in total, one from each year of study of each college of each hostel, amongst whom two (2) joint-convenors to be chosen, with representation from both the colleges.
- iii. **Sports and Games Sub-committee:** 14 members in total, one from each year of study of each college of each hostel, amongst whom two (2) joint-convenors to be chosen, with representation from both the colleges.
- iv. **Housekeeping Sub-committee:** 14 members in total, one from each year of study of each college of each hostel, amongst whom two (2) joint-convenors to be chosen, with representation from both the colleges.

The hostel committee and the subcommittees shall be recomposed every year. The college / hostel authority may terminate any member's membership on the ground of breach of discipline of the hostel/ college. Duties & Functions of Hostel Committee and Sub-committees will be ascertained by the College authorities from time to time.

Participation in the hostel management will be considered as an extra curricular activity and will be recognised by certification from the college/ hostel authority.

#### 4. **Rules And Regulations**

- i. Students joining the hostel will bring with him/ her all his/ her requirements and will keep in his/her own custody.
- ii. 1<sup>st</sup> year students must bring FORMAL shirt, pant and black shoes for wearing in the classes till the college uniforms are provided with. Girl students may also bring salwar-kameez. NO CASUAL DRESS OR SHOES ARE ALLOWED IN THE CLASSES.
- iii. The students will keep with him/her record of furniture allotted to them by the estate which they will hand over to the estate offices at the time of leaving the hostel. In case of loss of furniture or breakage thereof, cost will be recovered from the caution money deposited by them at the time of admission. However, cost of window glass panes and other items broken by students will be collected immediately. In case of major damage during turbulence, collective fine will be imposed to compensate the loss.

- iv. All students will clear their hostel & college dues before filling the Examination Form in each semester positively, failing which the examination forms will not be sent to the University.
- v. All hostel residents should take written permission from the Hostel Superintendents / Assistant Proctor /Warden before leaving the hostel.
- vi. No student is allowed to leave the hostel on weekdays when the classes are in full swing except special permission via mentor from Hostel Superintendent, who will take the approval from the Principal/ Director, if needed.
- vii. All boarders should return to the hostel by 19.30 hrs (7.30 pm) in summers (March to October) and 19.00 hrs (7.00 pm) in winter (November to February) positively, failing to do so will attract disciplinary action.
- viii. All boarders may go outside for four hours with permission from Hostel Superintendent/ Assistant Proctor/ Matron/ Warden on Weekly holidays (Sunday/ Monday) or any declared holiday. 1<sup>st</sup> Year students are not allowed for such outings for the first 3 months.
- ix. Hostel Main gate will be locked at 23.00 hrs (11.00 pm) for boys and 20.30 hrs (8.30 pm) for girls. No one will be permitted to enter the hostel beyond above timings.
- x. Common rooms will be locked at 23.30 hrs (11.30pm), and keys will be deposited to the hostel warden/ matron.
- xi. Students residing at the hostel are required to attend 100% classes except prior permission from the hostel authority.
- xii. Student should not bring liquor in the hostel. At the entrance of main gate and hostel, Frisking will be carried out at regular intervals. No border singly or in group should consume alcohol or any intoxicating substances in the hostel room; they should not also enter the hostel or campus in drunken state.
- xiii. Smoking, consumption and use of intoxicating substances are strictly prohibited inside the campus and it is punishable.
- xiv. Gambling and possession of arms is strictly prohibited in the college.
- xv. No outsider, including day-scholars, is allowed to visit the hostel except with prior permission from the authority.
- xvi. No student is allowed to stay out overnight without the written permission of the authority.
- xvii. No meetings, get-togethers, video shows etc are to be held in the hostel without permission from the college authorities.
- xviii. Electrical switches including fans must be switched off in the hostel rooms when the student leaves the rooms.

- xix. The students should not use any electrical gadgets/ equipment in their hostel rooms; only laptops/ mobile chargers can be used by the students.
- xx. The students should remain in the allotted rooms and should not change his/her room without prior permission of the competent authority.
- xxi. They shall take their breakfast, lunch, evening snacks and dinner in the hostel mess only within the stipulated time.
- xxii. Students should not create nuisance in the canteens / dining halls; should maintain decency while taking their foods. Except medical reason, no student is allowed to take food in his/her room from the mess.
- xxiii. Students are responsible to get their rooms cleaned by the maintenance staff who shall be attending the job once in everyday.
- xxiv. Students shall record their problems / difficulties with regard to repair / maintenance of civil, electrical & other matters in the Complaint Register kept with hostel warden/ matron.
- xxv. Guardians of the students are not permitted to have access to the hostel rooms of their wards without permission. Male members are not allowed to go to the hostel rooms in girls' hostel under any circumstances.
- xxvi. Cases of serious illness, if any should be reported immediately to the Matron/ Warden for the first aid or transfer to hospital.
- xxvii. Students are advised to keep their valuables and cash at their own responsibility in their rooms. The college authorities will bear no financial responsibility for any loss or theft.
- xxviii. Display of indecent photos/ posters/ calendars etc. are prohibited in hostel rooms and anywhere in the college premises.
- xxix. Unsuccessful final year students will not be allowed to stay back in the hostel.
- xxx. No divisive activities are permitted in the college campus. Group clashes among students and students creating nuisance will be dealt seriously.
- xxxi. No boy student is allowed to enter the Girl's hostel and vice-versa. Written permission must be obtained from the authority for entering the mess for any joint lunch/ dinner.
- xxxii. Students or students' body collecting any money should take prior permission from the authorities and the details of collection & utilisation of money should be displayed.
- xxxiii. Personal vehicle will not be allowed in hostel.
- xxxiv. Students leaving the hostel on short outing/ visiting home during the currency of the college session will take prior permission from the appropriate authority and enter in the Outgoing Register. Failure to

do so will be treated as unauthorised absence & shall invite disciplinary action.

- xxxv. Manhandling in the campus is a serious offence and students involved in this type of activities will be punished by financial penalty/ suspension/expulsion.
- xxxvi. Under no circumstances, any student shall be allowed to leave the hostel midway of the academic session i. e. **MONTH OF JULY OF THE CUIRRENT YEAR TO MONTH OF JUNE OF NEXT YEAR.** If any student wants to leave mid-session on valid personal grounds he/she will apply to the College authority through proper channel and the decision will be solely at the discretion of the college authority. The student has to clear **SEAT RENT, MESS CHARGES AND ALL OTHER CHARGES** as per payment rules for the remaining period of the session.
- xxxvii. Students should not involve themselves in any undisciplined act including any unlawful activities outside the Campus.
- xxxviii. Shifting of boarder from one floor to another floor / one room to another room / one hostel to another hostel may be carried out due to administrative reasons, and will be solely at the discretion of the management.
- xxxix. **CLOSURE OF HOSTEL**  
The hostel will remain closed during the declared vacations (e.g., Summer, Durga Puja, Diwali & Winter). Boarder(s) may be asked to vacate the hostel with short notice at any time / with or without assigning any reason, if deemed fit, by the Management. Management also reserves the right to close down and / or vacate the hostel any time without assigning any reason whatsoever, if the situation so demands.
- xl. While returning from home all boarders must reach the campus by 8.30 pm.
- xli. Special permission for Mid-night program on TV is to be obtained from the Campus Administrator.
- xlii. In case of events of Load-shedding beyond 10 minutes, boarders are to get inside their respective hostels.
- xliii. 1st Year Students shall be quarantined from the senior students for the entire first Semester.
- xliv. Hostel Accommodation Form is to be countersigned by the Guardian each and every year.

- xliv. Change in Address, Contact Numbers of both the Student and Parent are to be intimated immediately to the Hostel authorities.
- xlvi. **SEARCH AND SEIZURE : College Officials including Assistant Proctor, Wardens and Matrons are authorized to undertake search operations in the hostel rooms, wardrobes and of any other personal belongings kept in the hostel rooms to check any misuse of these areas for storing prohibited items.**

#### 5. RAGGING

**Ragging in any form is banned as per the Supreme Court order. Anyone found indulging in this menace will be summarily dismissed from the college, and may even be rusticated from the college.**

Senior students should not force their juniors to write assignment papers or to do any personal work on their behalf. Such acts fall under the purview of "Ragging". If any student is found involved in such act, appropriate action will be taken as per order of the Supreme Court. As per AICTE / MHRD directors, college will lodge F.I.R. against the offender in case he/ she is involved in ragging.

A separate affidavit should be given on non-judicial stamp paper of Rs. 10/- (Rupees ten only) both from student and parent / guardian, as per AICTE notification. (Form enclosed)

#### 6. Meals will be served as per the following timing:

- |                           |                        |
|---------------------------|------------------------|
| i) Morning Tea & Biscuits | 06:30 hrs to 07:30 hrs |
| (ii) Breakfast            | 08:30 hrs to 09:30 hrs |
| (iii) Lunch               | 12:30 hrs to 14:30 hrs |
| (iv) Evening Tea & Tiffin | 17:30 hrs to 18:30 hrs |
| (v) Dinner                | 20:30 hrs to 22:00 hrs |

#### 7. Hostel Fees & Other Mandatory Charges (Charges are subject to change from time to time)

**Seat Rent for each student as follows:**

- (a) Jul 19 - Dec 19 @ Rs. 9000/- per Semester.  
(b) Jan 20 - Jun 20 @ Rs. 9000/- per Semester.

**Mess Charges**

- (c) Jul 19 - Dec 19 Rs. 24000/- (Rs. 4000/- per month).  
(d) Jan 20 - May 20 Rs. 20000/- (Rs. 4000/- per month).

(e) All the above charges are subject to change from time to time as may be necessary.

**Note:- Charges are to be paid for 11 Months instead of 12 Months on account of declared vacations ( Summer, Durga Puja, Diwali, Winter etc.)**

### **8. Payment Rules**

(i) All payments referred above must be paid in advance within 15<sup>th</sup> of July /15<sup>th</sup> of January month. In case of failure fine to be paid:

Semester fee paid by the month of January / July	: No fine
Semester fee paid between 1 <sup>st</sup> February /August to 15 <sup>th</sup> February / August	: 100/-
Semester fee paid between 16 <sup>th</sup> February /August to last day of February / August	: 300/-
Semester fee paid by the month of March / September	: 500/-
Semester fee paid by the month of April/ October	: 2000/-
Semester fee paid by the month of May / November	: 4000/-

**Before exam form fill up, all dues must be paid**

(ii) All payments related to hostel are to be paid in the Accounts office against proper money receipt.

(iii) No payment should be made without money receipt. Management shall not be responsible for any payment made without valid money receipt.

### **9. Fines & Penal deductions**

#### **VIOLATION OF ANY HOSTEL RULE IS PUNISHABLE**

**It may lead to suspension from the hostel/ expulsion from the hostel/ suspension from college and hostel/ expulsion from the college AND/ OR financial penalty up to Rs. 25,000/- as decided by the Disciplinary Committee / Joint Disciplinary Committee of the institutes.**

- i. Display of indecent photos / calendars etc in the room or anywhere in the hostel premises is a punishable offence; it may lead to financial penalty.
- ii. Breakage or damage to fitting/furniture/property of the hostel/ college during their stay will be recovered from the residents individually / collectively.
- iii. Healthy & congenial atmosphere within the hostel premises and fellow - feeling amongst boarders should be maintained with highest regard. Any breach in this regard will invite immediate expulsion from the hostel/ college or it may lead to a fine or both.

iv. Involvement in any kind of blockade in smooth administration and/or misbehaviour / fellow member with hostel warden/ hostel super/faculty & staff/Management shall lead to immediate expulsion from the hostel/ college and it may lead to a financial penalty. In case, any student found guilty and is punished by the Disciplinary Committee, the fine may be imposed upon considering the gravity of offence.

v. Student being advised to vacate the hostel on disciplinary ground, he / she has to pay the full seat rent for the semester and the mess charges are to be paid till the end of that particular month when he / she is discharged.

vi. When a monetary fine is being imposed on any student on disciplinary ground by the Disciplinary Committee, he / she has to pay the fine within 15 days. If he / she defaults, then additional late fee may be imposed (Rs. 5/- for each day). If a defaulting student fails to pay fine his / her semester fees and hostel charges will not be accepted till he/ she pays the fine first. Under no circumstances, the fine amount will be adjusted from the security deposit.

**All the above rules are subject to change from time to time as may be necessary. These rules will remain valid until further orders.**

### **10. Hostel Clearance Certificate**

Students must take hostel clearance certificate from the hostel warden/matron at the time of leaving the hostel, under any circumstances.