

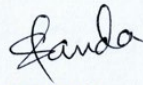
**DR. SUDHIR CHANDRA SUR INSTITUTE OF
TECHNOLOGY AND SPORTS COMPLEX**

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



**Rules and Regulations of
Hostel
(W.e.f 2021-22)**

Ref. No: DSCSITSC/PRIN/COC/4
Issue No-2



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HOSTEL RULES & REGULATIONS

1. ABOUT DSCSITSC HOSTEL

The Hostel Facility has been established to provide a clean, safe, and healthy environment for all the boarders.

The conduct of all boarders will be monitored closely to ensure the highest possible standards.

The Authority of the College is final on all issues involving the Hostels.

The Hostel & the Canteen will be operated through the Hostel & Canteen Committee.

The Student should first approach the Hostel Warden / Security on duty for help, guidance, and grievance redress.

Representations to the College Authority must be forwarded through the Hostel Warden.

2. ELIGIBILITY FOR ADMISSION TO THE HOSTEL

2.1 The Applicant should be a bonafide student of the Institution.

2.2 The applicant must be willing to obey all the Rules & Regulations of the Hostel as prescribed from time to time.

2.3 Father or Mother & Local Guardian should be nominated for emergency contact.

3. DOCUMENTS TO BE SUBMITTED (AT THE TIME OF HOSTEL ADMISSION)

3.1 Completed **“Application Form”** along with Passport size photo(s) of the student’s parents / local guardian and regular visitors (if any).

3.2 Correspondence addresses of parents, local guardians and two contacts telephone numbers.

3.3 Photocopy of the **“Hostel Admission Fees”** receipt.

3.4 An Affidavit on Non-Judicial Stamp on Anti-Ragging as well as Hostel Rules & Regulations to be signed by the Student & Parents.



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3.5 The student shall be allotted a hostel seat (as per availability) by the appropriate authority and the student shall become a boarder from the date he / she occupies the seat.

4. IDENTITY CARDS

4.1 The Students ID card issued will be the **“Primary Identity Document”**.

4.2 The ID card is non-transferable and is to be always carried by the Boarders. This card must be presented to the warden or security personnel upon request.

4.3 Safekeeping of the ID card is the sole responsibility of the Boarders, and any loss or damage must be reported to the Warden/ College Authority immediately. In case of damage / loss, a new ID card may be issued by the appropriate authority against payment of charges as will be decided by the appropriate authority from time to time.

4.4 The Student/ Boarder is prohibited from lending the ID to anyone under any circumstances. Any misuse of ID Card will lead to eviction from the Hostel.

5. UPKEEP OF THE HOSTEL

5.1 Rooms/beds are allotted to each student on his / her personal responsibility. Boarders should maintain/ up-keep the allotted room, hostel, and its environment.

5.2 All fans, lights and electrical appliances must be switched off when the boarders is not in the room / respective area.

5.3 Uses of any electrical gadgets (viz. Induction oven, heating stick, electric kettle Cooking appliances etc) by the boarder are strictly prohibited.

5.4 The Hostel Management/ College Authority reserves the right to make spot check/ visit on the hostel units and the bedrooms without prior notice to the students.

5.5 Handymen, electricians, and contractors may enter rooms as and when necessary, in the course of their duty under the directive of the Hostel Management. However, every effort will be made to respect the privacy and dignity of the residents.

5.6 The Hostel Management reserves the right to move boarders to other hostel room if there is a necessity.



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5.7 Boarders staying in rooms with balcony are strictly not allowed to store personal belongings on the balcony. For safety reasons, boarders are not allowed to play around the balcony.

5.8 Common hostel furniture must not be moved without the permission of the Warden/ College Authority.

5.9 Any damage to the hostel property must be reported immediately to the Warden / College Authority. Boarders will be charged for all damages except damages caused by normal wear and tear.

5.10 Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is strictly prohibited.

6. VISITORS / GUESTS

6.1 **Visitors / Guests** are permitted to visit the boarders at the visitor's room only or at a place identified by the College Authority.

Weekdays **05.30 pm to 07.00 pm**

Weekends and Public College Holidays **10.00 am to 07.00 pm.**

Parents may be granted permission from the warden to stay with their ward for extra time. Such permission is to be obtained from the warden/ College Authority with prior intimation over mail / letter.

During regular working days, parents are not allowed to take their wards out of the campus except emergency/health ground of the boarder(s).

6.2 All visitors to the hostel including the parents / guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard. (Please note: Guardians should register their identity with the institutional authorities during admission with the consent of the ward's parent)

6.3 It is the duty of the boarders to inform visitor(s) of the visiting hours.

6.4 No visitors will be permitted to stay overnight in the hostel premises.

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7. COLLECTIVE RESPONSIBILITIES

7.1 Boarders are duty bound to report to the Warden/ College Authority any unwanted incident or undesirable activity, if came to their notice.

7.2 Boarders are not allowed to arrange any functions or meetings within the hostel or outside without specific permission of the Hostel/ College Authority.

7.3 The jurisdiction of DSCSDEC is confined to the campus of Institute & Hostels only.

8. GENERAL

8.1 Only bonafide students at the Institute are eligible to get accommodation in the hostel.

8.2 Admission will become effective from the date of allotment of a room.

8.3 Hostel fees are chargeable for the full semester irrespective of Date of admission/ possession in the Hostel.

8.4 Each boarder will be provided with a Cot, chair, and one locker to keep valuables.

8.5 Boarders are required to bring their own mattresses, mosquito nets and such other requirements. As the room allotted to the boarders is on sharing basis, boarders should refrain from dumping extra belongings.

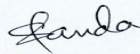
8.6 Safety & Security of personal belongings rests with the boarders

8.7 The Boarders may use their own padlock with multiple keys to be provided to the co-sharers of the room and security personnel on duty.

8.8 Boarders should exercise all possible economy in the use of water and electricity. Use of heaters/ oven or similar electrical appliances is strictly prohibited.

8.9 Use of electrical gadgets, radios, transistors, or any other instrument that would cause disturbance is prohibited.

8.10 Boarders who expect to be away from the hostel for short periods exceeding 12 hours shall inform the Warden/ College Authority. Absence from the hostel without written permission from the Warden/ College Authority will be viewed seriously and is subject to disciplinary action.



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8.11 Notice of intimation to vacate a room must be given in writing at least 15 days before the vacation of the room. Change of room without permission of Warden/ College Authority is not permitted.

8.12 **Discontinuation Process**

Prior before June 30th & December 31st, at least 15 Days, if any hosteller willing to leave the Hostel permanently, then he/she should maintain the proper channel with **“Hostel Leaving Form”** submission recommendation from the Warden / Mentors & concerned HoD followed by Accounts Officer, Registrar & final approval from the HoI.

Please Note: **No Dues is mandatory before submission of Hostel Leaving Form**

8.13 The boarders are required to register their names with signature mentioning **“Time-out”** & **“Time-in”** in the specified daily movement register available with the Hostel Security Guards whenever they go outside the hostel (even for attending their classes) without requiring out station night stay. In such a case, full details of their destination with specific reason for going outside should be clearly mentioned in the register.

8.14 Boys Hostel Boarders are allowed to stay outside of the hostel up to 07:30 PM For Girls Boarder it is up to 7.00 PM Staying outside of the Hostel beyond the permissible time will be considered as gross misconduct and is subject to Disciplinary Action.

Any boarders intending to stay beyond the permitted time are required to have a proper justification to get prior permission from the Warden/ College Authority.

8.15 Students are required to follow the timings of food strictly.

Food is served at College Canteen.

For Girls Boarders dinner is served at the Hostel.

Breakfast : **8.30 AM -- 9.30 AM**

Lunch : **1.00 PM – 2:30PM**

Evening Tea : **6.00 PM – 6.00 PM**

Dinner : **8.30 PM – 9:30PM**

Boarders who will not take meals at any time should give prior intimation to the Warden/ Canteen Authority to avoid wastage of food.

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9. PROCESS OF HOSTEL ADMISSION

9.1 The Students desirous of staying in the Hostel are required to apply to the principal with requisite documents, duly filled in prescribed form and payment of prescribed Hostel Fees.

Depending on the availability of accommodation, rooms will be allotted and admission to the Hostel will be made.

9.2 Hostel Charges as determined from time to time by the Authority are to be paid 15 days in advance for a semester on or before 30th June/ 31st December. Failing payment of Hostel Fees within the due date is subject to imposition of Late Fees as prescribed by the appropriate authority from time to time.

9.3 Once the Hostel Charges are paid shall not be refunded under any circumstances.

9.4 At the time of admission in the Hostel, Students are required to register their name, parents, local guardians name and full address and other relevant details in the Hostel's Register and deposit a passport size photograph to the Hostel Warden.

10. SUPERVISION & CONTROL

10.1 The responsibility of day-to-day supervision and control of the boarders is primarily with the Warden. The security on duty is responsible for safety and security of the boarders and strict compliance of instructions.

10.2 The College Authority reserves the right of expelling any Boarder of the Hostel if his / her continuance in the Hostel will be detrimental to the interest of the other boarders of the Hostel.

11. ADMISSION & ALLOTMENT OF ROOMS

11.1 The names of all the students/boarders admitted to the Hostel are entered in the register. The students shall sign the register kept in the Hostel Office.

11.2 Once a student has been admitted to the hostel, he / she will not be permitted to leave without a written application of his father or guardian and without the permission of the Hostel Warden/ College Authority.


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11.3 Rooms are allotted by the Warden taking into consideration the priority of the application and payment of requisite Hostel Fees in advance. The discretion of allotment of room by the Warden/ College Authority is final.

11.4 Reshuffling of bed/room of a boarder is within the right of the Warden/ College Authority. Generally, the change of bed/room is done during Sem Break. But in the event of emergency/ requirement, the Warden/ College Authority reserves the right to reshuffle/shifting of bed of boarder(s) to other room during mid of Semester or anytime as per requirement.

11.5 The Principal/ the Registrar/ the College Authority/ Warden reserves the right to enter the Hostel at any time as a disciplinary measure.

11.6 Students must occupy only the rooms allotted to them by the Hostel Warden; they shall not change over to any other room except with the written permission from Hostel Warden/ College Authority.

11.7 Allotment of a room made in favor of any student is subject to cancellation if he fails to occupy it before the notified date. The College Authority reserves the right to forfeit their rooms if they fail to clear their dues to the Hostel by the appointed day. In all such cases the seat may be allotted to other deserving claimants.

12. THE RENT FOR THE HOSTELS WILL BE AS FOLLOWS:

12.1 The hostel rents paid by students cover rent for the room, furniture, bed, light and fans.

12.2 The charges include electricity, water, establishment, cost of food.

13. BEHAVIOUR AND DISCIPLINE

13.1 Boarders are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.

13.2 Smoking is not allowed in the hostel complex at any time.

13.3 Possession, distribution, and consumption of alcoholic beverages prohibited drugs, chewable tobacco in the hostel complex is not allowed.

13.4 Parties, social or political gatherings in the hostel complex are not permitted.


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13.5 Boarders must return to the hostel by 8 Pm every day and are not allowed to leave the hostel before 6 am.

13.6 The Boarders will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission granted in writing by the appropriate authority.

13.7 A Hostel Campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must always be accorded to other Boarders.

13.8 Vandalism is a very serious offence. Boarders found guilty of committing such an offence can be evicted from the hostel.

13.9 In case of any unacceptable behavior by the roommate, the other roommate must report it to the college authorities.

13.10 Boarders are required to avoid singing aloud, shouting, and creating all kinds of noise are strictly prohibited.

13.11 Any dispute or grievances arising by any boarder should be informed to the Hostel Warden / Security on duty/ College Authority.

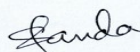
13.12 Ragging is strictly prohibited, and it is punishable as per the law of the country.

14. FEES

Boarders are required to pay their Hostel Fees, as fixed by the appropriate authority from time to time, in advance. The rental is paid on a semester basis and must be paid on or before beginning of each Semester i.e., “Before June 30th & December 31st.”

15. TERMINATION OF TENANCY

15.1 Any Boarder desirous of leaving Hostel permanently is required to give at least one month’s written notice. The concerned boarder should obtain “No objection” certificate from the Hostel Warden/ Accounts Department before vacating the Hostel.



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However, a final assessment of damages and losses to the Hostel property, if any, shall be made by the Hostel Warden or an authorized representative at the time of leaving the hostel by the concerned boarder in his / her presence. The concerned boarder should also deposit cash payment and / or adjust the cost of damaging property from caution money which has already been deposited.

15.2 The Hostel Management can end this tenancy at any time if (a) the boarder fails to pay any sums due to the hostel within fifteen days of the due date (b) if the boarder fails to comply with the terms of this tenancy. Admission in the hostel cannot be claimed as a matter of right.

16. SECURITY AND SAFETY

16.1 Boarders are solely responsible for the safety of their own valuables.

16.2 The Hostel Warden / College Authority shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the boarders / or their visitors or any personal injuries suffered by the boarders, or their visitors / guests however caused.

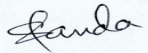
16.3 Boarders are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Hostel Warden. Boarders found violating the rule will be evicted.

17. LATE NIGHT PASSES

Boarders should return to the hostel by the stipulated time. Occasionally, if the boarder expects to be late (not beyond 10.00 pm to some extent for Boys Only) he / she should obtain a late-night pass from the Hostel Warden/ College Authority in advance and this pass must be produced to the security guard on returning to the hostel.

18. EMERGENCY

In case of any emergency, please contact the hostel Warden & the Security In-Charge.

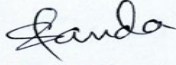

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19. REVISION OF RULES & REGULATIONS

The Hostel/ College management reserves the right to revise the rules and regulations from time to time and will keep the boarder informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

20. COMPLAINTS & SUGGESTIONS

Any complaints, suggestions or enquiries are always welcome and that to be submitted to the Hostel Warden



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