

HOSTEL RULES AND REGULATIONS



HOSTEL MANAGEMENT COMMITTEE

G.E.C BUXAR

BUXAR - 802103

APRIL 2024

HOSTEL RULES AND REGULATIONS

1. INSTITUTE HOSTELS

Government Engineering College Buxar has two hostels for boys and one for girls. Each hostel has been provided with a kitchen with comfortable dining hall.


2. HOSTEL MANAGEMENT

The following officers constitute the Hostel Management Committee (HMC).

- a) Chief Hostel Warden
- b) Hostel Superintends
- c) Assistant Hostel Superintends

3 GENERAL GUIDELINES AND INSTRUCTIONS

- I. Residents are responsible to keep their belongings (wallet, laptop, mobile, etc.) safe. They are advised to keep their suitcase(s), trunk(s), bag(s), cupboard, and room locked every time they are out, even for a shorter period. The institute will not be responsible for any loss, damage, or theft of personal belongings. Any case of theft should be reported promptly to hostel Office.
- II. Switch-off the lights, fans, etc. while leaving the room. Close all water taps after use to avoid water wastage.
- III. If any resident is unwell, his / her roommate or immediate neighbors should immediately inform the Hostel Caretaker / Hostel Superintends / Chief Hostel Warden, so that the due care may be taken for providing treatment to the concerned student.
- IV. Residents who have availed education loan or scholarship should make proper arrangements to ensure timely payments as informed by Institute authorities from time to time. The Institute shall not be responsible for the late-payment to the concerned student. They should also ensure that only the requisite amount is paid to the Institute. Refund of any excess amount paid may only be sent back to the sending authority upon claim by the resident and not to the concerned resident's account.
- V. All types of hostel charges shall be deposited to the designated account only by digital



05/04/2024

mode. Residents are advised to keep the proof of payment safe for further use. The Institute shall not be responsible for any failed transactions.

- VI. Residents are advised to follow mess / common room / TV room timings strictly as specified by the hostel authority / hostel committees.
- VII. **The Chief Hostel Warden / Hostel Superintendents / Caretaker or other Institute authorities can inspect any room at any time.**

4 CODE OF CONDUCT

- I. All residents are required to maintain the standards of behavior expected from students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- II. All residents are required to carry their valid Identity Cards issued to them by the Institute.
- III. The rooms, common areas, and surroundings should be kept clean and hygienic. Notices shall not be pasted on doors and walls and the doors and walls shall not be scribbled with.
- IV. Residents should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by the authorities.
- V. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to repair the damage, if any. He / she is required to fill in the inventory of the furniture and other items available and hand over the furniture and other materials in good condition when he / she changes / vacates the room / hostel.
- VI. The cost of damage / loss to hostel property will be recovered from the resident responsible for such damage or loss, if identified, or from all residents of the hostel, as decided by the Warden. In case the amount of recovery is more than security / caution money, appropriate legal action will be initiated against the defaulters.
- VII. The residents shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he / she will be charged a penal rent as decided by the Warden.
- VIII. **The resident shall not remove any fittings from any other room and get them fitted in his / her room.**


05/04/2024

- IX. **Ragging of students admitted to the Institute is totally banned.** Any violation of this by students will be dealt with very severely.
- X. **Smoking and consumption of alcoholic drinks and / or narcotic drugs anywhere in the hostel premises is strictly prohibited.** Residents shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this rule. The HMC reserves the right to take direct disciplinary action amounting to even expulsion from the hostel at short notice.
- XI. Employing unauthorized persons for their personal work, such as washing of clothes, etc. is not permitted. Members of hostel staff should not be asked to enter the hostel room on any account.
- XII. **Any resident who is found indulging in undesirable activities such as physical assault, damage to property, etc. will be liable to the following punishments:**
- He / she will be expelled from the hostel.
 - A record of his / her misconduct will be made in the personal file.
 - The cost of damage will be fully recovered from him / her together with penalty.
 - He / she will also be fined commensurate with the offence committed.
 - He / she will be denied the privilege of appearing in campus interviews during the final year.
 - No recommendations will be given to him / her for studies abroad.
- XIII. Any resident who is found hosting / harboring an offender will be also liable to punishments mentioned in above rule .
- XIV. Residents should not participate in any anti-national, anti-Institutional, anti-social or undesirable activity inside or outside the campus.
- XV. **Use of powered vehicles is banned. The residents violating this rule are liable for punishment.** Powered vehicles brought into the Institute campus will be confiscated and huge penal charges will be levied. The confiscated vehicles will be released only upon completion of their course.
- XVI. The residents when they go out should plan to return to hostels before 9.00 PM. Those returning after 9.00 PM must enter the details in the register kept at security office. The security personnel may do frisking in case they find anything suspicious with the latecomers.
- XVII. **Residents going out of the campus after 9:00 PM must enter their details in the register kept at the security office.** They should also enter their details in the register on their return to campus.


05/04/2024

- XVIII. Residents shall not normally leave the campus after 9.00 PM, except for medical emergencies.
- XIX. **Day scholars are not allowed to reside in hostels under any circumstances.** Hence, no resident shall accommodate the day scholars in their rooms.
- XX. Residents are expected to obey the hostel rules and regulations during their stay. Violation of the hostel rules by residents will attract heavy fine for the first time, followed by suspension from hostel, if repeated.
- XXI. **Any resident found misbehaving / indulging in an activity that spoils the repute of the Institute will be immediately suspended from the hostel with the consent of Chief Hostel Warden.**
- XXII. **Residents individually or as group shall not discriminate other residents according to their caste, creed, language, economic status, etc. anywhere in the Institute campus.**
- XXIII. Such offences will be considered as major indiscipline acts and dealt with accordingly.
- XXIV. Residents of same or opposite sex shall not involve in any immoral activities anywhere in the Institute campus. Such an activity will be considered as act of major indiscipline and will attract appropriate penal action against the concerned.


05/04/2024

5 COLLECTIVE RESPONSIBILITIES

- I. Residents shall keep their rooms, corridors, staircase, and bathrooms spotlessly clean and tidy all times. Any resident found to be living untidy and un-hygienically may be penalized by hostel authority or hostel committees.
- II. General damage to the hostel property will be the collective responsibility of all residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- III. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- IV. Residents are duty bound to report to Caretaker / Hostel Superintendents / Chief Hostel warden in case they notice any unwanted incident or undesirable activity going on in the hostel or on campus.
- V. Residents shall not arrange any functions or meeting or gatherings of any type inside or outside the hostel or within Institute campus without specific permission of respective hostel superintendents / Chief Hostel Warden. **Bursting of cracker is strictly prohibited during any kind of celebration.**
- VI. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy, and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- VII. The authority of BCE is confined to Institute campus only. If our students create law and order problems outside the campus, they are answerable to the police and / or the other law enforcing authorities. The Institute will in no way be able to help them.
- VIII. Residents are expected to maintain discipline in the hostel and not to cause inconvenience to the fellow residents. The time period from 10.00 PM to 6.00 AM is treated as silence hour and the residents are expected to maintain silence and not disturb others during these hours. Birthday celebration must be celebrated in respective room. **Especially Loud music is strictly prohibited in hostel.**
- IX. **Residents are not allowed to play in the rooms / corridors, except the board games like chess, carrom, etc. Especially playing Cricket /Football is strictly prohibited in hostel premise.**
- X. The residents should avoid moving to uncommon places in the Institute zone and also should not indulge in misconduct in the residential zone.


05/04/2024

- XI. Residents are not allowed to celebrate parties (like birthday) outside the hostel Room. If found, they will be subjected to a fine of Rs 1000/- per head per occasion.

6 HOSTEL COMMITTEES

- I. The general administration of the hostel and hostel mess will be managed by respective hostel committees consisting of residents. The hostel committees will be working under supervision of respective hostel Warden. These committees will be selected at the beginning of each semester and have a tenure of one semester only.
- II. All the hostels will have the following committees consisting of students from respective hostels to involve the students into hostel administration and for smooth functioning of the hostels: (a) Maintenance committee; (b) Mess committee; (d) Sports committee; and (e) Discipline committee.

7 GUESTS

Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

8 VISITORS

- I. All visitors to the hostel including the parents / guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- II. All visitors including the parents / guardians / siblings are allowed up to the visitor lounge of the hostel only.
- III. Visitors are not allowed after 8.00 PM during working days and after 9.00 PM on weekends and holidays. **If any resident of other hostel is visiting hostel, then entries in visitor's book is must.**

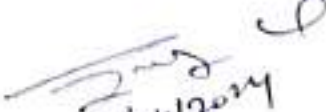

05/04/2024

9 USE OF APPLIANCES

- I. Use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron, etc. are forbidden. Such appliances, if found will be confiscated and a fine will also be imposed. **Private cooking in hostel rooms and premises is strictly forbidden.**
- II. The use of audio systems which may cause inconvenience to other occupants is not allowed. Use of personal TV, VCR and VCD / DVD is prohibited. Students should not hire objectionable media from any source.

10 ISSUES, GRIEVANCES AND REDRESSAL

- I. The legitimate issues and grievances of students can be represented in writing or email to the respective hostel superintendents. The complaints and grievances must clearly include the name of the complainant without which the same will be invalid and no further action will be taken. It will be the responsibility of concerned officials to keep the confidentiality of identity of complainant(s). The complaints / grievances received will be addressed at the earliest possible time depending on the gravity of issues and grievances. If the redressal does not happen within a reasonable time, the same may be elevated to the Chief Hostel Warden.
- II. The authority to deal with grievances related to mess rebate lies with respective hostel superintendents. If still it is unresolved, then it should be reported to Chief Hostel Warden.
- III. Any kind of agitation, hooliganism, rampage, etc. in the guise of issues and grievances is strictly banned. Strict actions leading to rustication / expulsion may be taken against the erring students after giving an opportunity by way of a show cause notice to defend themselves


05/04/2024

11 MESS RULES

- I. No resident is allowed to stay in the hostel without being a member of the mess. The residents must keep their identity, and mess cards and show them to the mess operator on demand.
- II. Students must dine in their respective hostel mess only. Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. A vacation mess will be run for residents who will be staying in the hostel during the vacations with permission.
- III. Residents should sign the "Mess Joining Register" kept in the mess at the time of their joining.
- IV. Residents should sign the "Mess Leaving Register" kept in the mess whenever they leave the mess. Otherwise, they will be deemed to be present and charged accordingly.
- V. Residents are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- VI. **Residents must come to the hostel mess in a proper dress to maintain the decorum.**
- VII. If any student accommodates the defaulters / day scholars to dine in his / her mess account, the hostel authorities will impose a suitable disciplinary action / penalty as per the Institute rules.
- VIII. **The mess timings displayed in the respective hostel notice board should be strictly adhered to.**
- IX. The system of self service will be followed in all the messes.
- X. The quantity of food will be unlimited except in the case of special items as detailed in the menu.
- XI. **Residents other than the Mess Committee members are not permitted to enter the kitchen or storeroom of the mess on any account.**
- XII. **Residents on no account whatsoever will be permitted to take food outside the mess. They are also not allowed to carry mess utensils such as plate, spoon, tumblers, etc. anywhere outside the mess. Suitable fine may be imposed for violation.**
- XIII. No food will be served in the rooms of the hostel for any resident.
- XIV. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.


05/04/2024

Defaulters may be penalized.

- XV. After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- XVI. All diners shall interact with the mess staff in the dining hall in a courteous manner.
- XVII. **Any dispute regarding the quality and quantity of food will be amicably solved by the respective mess committee and mess contractor in the presence of concerned Warden. Any procession, demonstration, etc. related to the mess issues may invite appropriate disciplinary action by the hostel authority.**

12 RIGHTS OF HOSTEL MANAGEMENT COMMITTEE

- I. Any breach of these rules will invite an enquiry that will be conducted by Hostel Management. If the student is found guilty, the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- II. The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.


05/04/2024
Chief Warden
GEC Bengal