

PURNEA COLLEGE OF ENGINEERING, PURNEA

GENERAL RULES FOR THE BOARDERS OF THE HOSTELS

The following rules shall apply to both Boys and Girls students residing in the hostels.

Violation of any rule will make the boarder liable to disciplinary action including fine and expulsion from the hostel or even from institution.'

1. Every student must remember that the hostel is the home of the student on the campus and therefore , he /she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to P.C.E. Purnea
2. Room furniture, electrical fittings etc., are required to be maintained by the student in good condition.
3. Keeping of lethal weapons like sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
4. Ragging of any kind is severely punishable as per the Act, 2002. As such students are advised not to indulge in such activity.
5. Boarders shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. **Complaints / suggestion should be submitted individually in writing to the warden's office.**
6. Boarders will be personally and collectively responsible for any loss/ damage to the properties and equipment and other fittings in the common halls. In case of damage to building, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly for those identified persons whenever possible. But, if persons who cause the damage are unknown , the cost of repairing it, as the students of such groups or associations as may be found responsible.
7. Fans and lights must be switched off when the boarders leave their rooms. Light must be switched off positively when they go to bed . In case it is noticed the fans/lights are on , in locked room, a heavy penalty will be imposed for wasting the costly energy sources.
8. Every student residing in the hostel must dine in the hostel messes only. Individual / group cooking in the rooms is forbidden. If found, they will be expelled form hostels or fined.Only khichdi will be served to the students who are ill

9. Every inmate of the hostel shall pay the mess bill and other charges before the stipulated date of every semester failing which fines will be imposed as per rules and regulations. The approved rules regarding mess rebate will be applied to all the inmates of the hostel. Mess exemption on medical ground will be allowed under extraordinary situation on payment of service charge.
10. A student once admitted in the hostel will continue to be a hostel boarder throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Unless they clear the dues, they shall not be allowed to appear in mid semester examinations, further, he/ she may be expelled from the hostel.
11. Residents shall occupy the rooms only after allotment is made by the HMC and warden concerned. Change of room may be permitted in exceptional cases, provided it is deemed necessary /justified to the chairman HMC /Warden. Unauthorised occupation of any room or exchange of rooms shall be treated as serious violation of disciplinary rules of the hostel. Boarders found guilty of such violation of the hostel rules shall be expelled from the hostels without any further enquiry and fine may also be imposed.
12. Debarred boarders will not be re- allotted hostel under any circumstances
13. No parent or guardian of a student is permitted to stay in the hostel .In case of emergency they must obtain permission from Warden /HMC
14. Visitors are not permitted in the hostel after 6:00 PM. However, in special cases, prior permission on written application must be obtained from the warden.
15. Boarder shall not leave the headquarters without prior permission of the Warden/Assistant Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Boarders who leave hostel without application and prior permission from the concerned authorities shall be deemed to be treated missing.
16. Any boarder harbouring any unauthorised person (s) will be expelled from the hostel immediately .
17. The boarders should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the warden /Assistant Warden. However, for any accident or fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.
18. No boarder is permitted to take any article /utensils etc. outside the mess premises and even to his /her room. If anyone is found doing so , strict action may be taken.
19. No association of student on the basis of region, caste or creed is permitted.

20. No secret activities or meetings are permitted in the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the warden.
21. Boarders shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the boarder and on the campus.
22. No boarder shall take the laws into his/her own hands. If any of the boarders find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the warden concerned.
23. The hostel cannot be considered as the hiding place for miscreants. The police authorities may enter the campus with the permission from higher authority of the institute and detain anyone depending upon the severity of the offence.
24. Students who have finished the four years of course work but yet to pass some examinations are called back loggers. Such students will not be normally given accommodation in the college hostels. Similarly, who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will but be given accommodation in the hostels .
25. The hostel area is declared out of bounds to the back loggers. Therefore , the stay of any back logger in the hostel will be treated as a case of trespass. The hosteller who entertain or permit backlog students or other student to stay in their rooms, will also be liable to disciplinary action including expulsion form hostels. The action may be taken on all of the inmates of particular room.
26. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either form the hostels and /or from the institute or both by the appropriate authority.
27. Accommodation in the hostel cannot be claimed as a matter of right. Students who distrurb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
28. In case a student falls sick, he/she should immediately contact the Medical officer /chairman HMC /Warden /Assistant warden.
29. In case of an emergency, students may shift the patient immediately to a hospital and inform the authorities at the earliest.
30. A student suffering from infectious /contagious diseases / mental disorder of any degree /cases of depression will not be permitted to stay in hostels.

31. A boarder will be completely responsible for all his possessions including his/her cycle /laptop /computer /electronic gadgets, etc The institute hostel will not be responsible for any loss incurred.
32. the use/ keeping of motor vehicles such as car , motor cycle , scooters , mopeds, etc. by student is strictly prohibited inside the hostel premises . In emergency , the HMC Warden can be consulted for permission.
- 33.No one should use the belonging of other students without their consent .
- 34.Boarders are advised not to keep valuables in the hostel rooms . They are advised to deposit extra cash in the bank or in the post office or at other safe place.
- 35.They should lock their rooms properly when they go out for their bath mess etc. Each room –mate must keep a key of the door lock of this room, particularly in the case of double /triple seated rooms.
36. Each/student shall use only one tube light / CFL not exceeding 40 watts. Use of all unauthorised electrical appliances such as heaters etc. is strictly prohibited and these will be confiscated, and the concerned student will be penalised. However, usage of computer and printer in the hostel room will be allowed with prior permission from the warden.
37. A student who processes a personal computer / laptop should register with the concerned warden. A student, who wishes to take his/her personal computer outside the campus, will have to contact the warden person and get permission by producing (a) the original bill for the purchase of the computer , (b) Identity card.
- 38.Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will viewed very seriously and seizure of the gadgets will be made along with imposition of heavy fine.
39. The room of any student in the hostel can inspected at any time by the chairman HMC /Warden/Assistant warden / any authorised member of the institute staff. Inmates are advised to keep their ID cards with them and show them on demand.
40. Secretaries will be selected on merit or as desired by the warden form among the hostel student to assist him/her in the supervision of hostel block /mess and in enforcing discipline. Every hostel inmate shall co-operate with him/her in the act of discharging his/her duties.
41. Hostel inmates are requested to maintain their surrounding neat and clean.

42. Students should not break /open or try to break open the occupied / vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the boarders of the hostel.
43. Inmates should not use fire crackers on any occasion inside the hostel or within the premises of the hostel.
44. Inmates are prohibited from writing slogans or nay writing obscene drawing on th e hostel walls and rooms. Heavy penalties will be imposed on students /group of students indulging in such writings.
45. Inmates should not play cricket, football etc. In the common halls or inside or in front of hostels. It causes damage to the hostel property , but also disturbs the peace of the surrounding. Heavy penalty will be imposed and will be collected from all students of the Block.
46. Drinking /Possessing /bearing/ consuming of alcoholic liquor and other prohibited drugs are strictly prohibited including smoking .
47. Stern action E.g. immediate expulsion from hostel and even from institute) will be taken against the students violating the same by the competent authority.
48. Late comers (after gate closing time) will have to show their I-Card at the entrance before requesting for entry .

Principal
P.C.E. Purnea

RULES APPLICABLE TO HOSTEL BOARDERS

For Boys students:

1. Female visitors and girl students are not permitted to visit the men's hostel any time.
2. Boys student shall not remain absent from their hostels during night between 9:00 PM To 5 AM without the prior permission of the warden /Assistant warden.

For Girls students:

- 1 Male visitors and boys students are not permitted to visit the girls hostel any time.
2. Lady visitors are not permitted after 7:00 PM
3. Girls are not allowed to stay out or remain absent from their hostel during night between 7:00PM in summer (i.e.16th February to 14th September) and 6:30 PM in winter (i.e. 15th September to 14th February) to 6.00 AM without the prior permission of the Warden /Assistant Warden, at any circumstances, except medical reason. The defaulter will have to pay a fine of Rs 1000/- only and their parents will also be informed regarding indiscipline behaviour of their ward. Student may also be debarred from the hostel without giving any notice.

Principal
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RULES APPLICABLE TO MESS BOARDERS.

- 1 A Student as soon as he is admitted into the institute hostel will also be enrolled with the mess . Admission will be made on payment of the specified mess deposit and other fees.
2. If the boarder fails to pay the mess bill until the end of given date, he/she will expelled from the hostel mess through a written notice.
3. Mess changes will be allowed only by the chairman HMC/Warden who will make the changes ensuring that the strengths of all messes are even or balanced . Change of mess cannot be insisted upon as a matter of right. Mess changes are not allowed.
4. Mess caution Money will be adjusted /Refunded only when the student finishes his/her against CMD (Caution Money will be adjustable /refunded only when the student finishes his /her course and takes no Dues certificate from the Institute. No adjustment of mess bill against CMD (Caution Money Deposit) is permissible.
5. Every year student has to bringh a pass-port size photograph to be attached on mess card.

Student should write the postal address of his/her home on the mess card.

6. If any student has given the intimation that he/she will be absent from the mess for more than seven days and there after he/she is caught taking the food without information authority . then he/she will be charged **3(three) times** the existing charge during the whole absent period.

NOTE: Boarders found guilty of violating any hostel rule will be expelled from the hostel without any further enquiry and fine may also be imposed on them as decided by HMC and his/her case may also be referred to the Institute Disciplinary Committee for further necessary action. Parents will also be informed regarding violation of hostel rule and indiscipline behaviour of their ward.

Principal
P.C.E. Purnea