

অসম চৰকাৰ



GOVERNMENT OF ASSAM

**DIRECTORATE OF
TECHNICAL EDUCATION, ASSAM**

**GENERAL HOSTEL AND
CAMPUS RULES**

**APPLICABLE TO ENGINEERING COLLEGES
AND POLYTECHNIC INSTITUTIONS OF ASSAM**

1. OBJECTIVES OF THE HOSTEL AND CAMPUS LIFE ARE:

1. To ensure that the students are able to devote adequate time to their studies.
2. To ensure that students learn to live together and strengthen their relations with mutual co-operation and goodwill within the Institution Campus
3. To develop a climate congenial for co-curricular and extra-curricular activities of students.
4. To make every Campus Cleaner and Greener

2. ORGANIZATION OF THE HOSTEL ADMINISTRATION

A. HOSTEL MANAGEMENT COMMITTEE

- i) The Principal of the Institution will appoint a *Hostel Management Committee* with one Senior Hostel Superintendent as ex-officio chairperson. The Principal will have the responsibility and authority to appoint the members in consultation with the Chairperson for strict disciplined functioning of the Committee. This Committee will have representations from all Sections of Employees and students. This Committee will take policy decisions for the functioning of the hostels subject to the approval of the Principal of the Institution.
- ii) The *Hostel Management Committee* will be responsible to frame additional rules for day to day functioning of the hostels, various facilities and timings etc. This Committee will ensure that Hostel rules and regulations are strictly adhered to by the residents and recommend actions for any violation of the rules including penalties and expulsion from the Hostel to the Principal of the Institution.

B. DUTIES OF THE HOSTEL SUPERINTENDENT:

- a) The **Hostel Superintendent** of a hostel is the principal authority and Executive in all matters relating to resident students welfare, their discipline and services as well as the administration and security of the hostel.
- b) The Hostel Superintendent shall look after the general discipline and welfare of the boarders and employees.
- c) The Hostel Superintendent shall be entitled to rent free accommodation and allowance as per Govt. Rules

- d) The Hostel Superintendents are responsible for the duties and responsibilities assigned to them.

C. HOSTEL MONITORS/MONITRESS:

1. In each hostel there shall be one or more Monitor(s)/Monitress to be appointed by the Hostel Superintendent with and intimation to the Principal of the Institution. The Monitor/Monitress shall be exempted from paying seat rent.

2. The Monitor/Monitress shall undertake the following duties:

- a) To maintain a record of daily attendance of the boarders as well as the employees of the Hostel and to report to the Superintendent about their absence without permission.
- b) To report to the Superintendent cases of misconduct and indiscipline in the hostel on the part of the boarders
- c) To look into cleanliness of the Hostel
- d) To report to the Superintendent cases of illness of the borders and to take necessary action in this regard
- e) To maintain a record of the fixtures and furniture's and report to the Superintendent in the event of any damage of the hostel Building, fixtures & furniture's.
- f) To maintain a stock of the utensils and keep them under safe custody
- g) To carry out other duties and responsibilities that may be assigned by the Superintendent from time to time for smooth running of the Hostel affairs.

3. ADMISSION:

- A. For admission into any hostel application shall be made directly to the Principal of the Institution

- B. No Candidate shall be admitted into a hostel unless he/she has been admitted into the Institution
- C. As per All India Council of Technical Education (AICTE), at the time of admission, students along with their Parent, have to mandatorily submit Anti Ragging Affidavits to the College Authority. The Affidavits (to be submitted by the Student and Parents) are attached with this Brochure which are to be mandatorily submitted in Court Papers at the time of admission.
- D. A student, before being admitted as a boarder, must furnish a written declaration from the legal guardian to the effect that his/her ward will abide by the hostel rules and that he/ she shall be responsible for all financial matters relating to his/her ward.
- E. Normally a boarder will be admitted only for one academic session and may be re-admitted subject to condition that the boarder continues to be a regular student of the Institution and maintains good conduct and discipline.
- F. No employed person shall be eligible for seats in the hostel and the Hostel Superintendent shall ensure it.
- G. No boarder shall be allowed seat in the hostel for more than the normal duration of the course into which he/She is first admitted even if he/she takes admission into another course subsequently.

4. CAMPUS CONDUCT:

A boarder may be expelled from the hostel if, in the opinion of the *Hostel Management Committee*

- (a) his/her stay in the hostel and Institution Campus is considered detrimental to the interest of the other boarders;
- (b) if he/she is guilty of misconduct or misbehavior towards the employees of the hostel or towards fellow-boarders or residents of the Institution Campus
- (c) if he/she violates any hostel rules discipline.

The *Hostel Management Committee* may recommend to the Principal of the Institution for expulsion from the Institution as well.

5. CLEARANCE OF DUES:

1. A boarder must pay his/her Mess Dues and other Dues regularly every month. The boarder must pay the annual dues at the beginning of the academic session.
2. Boarders once admitted into the hostel must be members of the mess and they will have to pay the prescribed dues on the due dates.
3. If a student fails to clear any of his /her dues, either in the hostel for more than three months consecutively, his/her name will be liable to be struck off from the class and such a defaulting student would be debarred from enjoying any facility admissible to a student.
4. No student shall be permitted to stay in a hostel if he/she is in arrear with regard to any hostel dues. A defaulter of hostel dues will be treated as a defaulter of College/Institution dues. Such students may be debarred from appearing in University Examinations.

6. ATTENDANCE AND LEAVE:

1. If a boarder is absent from the hostel without written permission of the Superintendent for a period exceeding one month then without prejudice to any other action that may be taken under these rules, he/she shall automatically be liable to forfeiture of his/her seat.
2. All boarders must remain present in the hostel between the hours of 6.00 P.M. to 6.00A.M. Leave of absence from a hostel must be obtained in advance from the Superintendent.
3. All the hostels shall be closed during the summer and puja vacations and all boarders must vacate their rooms during these vacations. Boarders desirous of staying in hostel during these vacations must obtain permission in writing from the Superintendent at least 7 days before the commencement of the vacations.

7. DISCIPLINE:

- a) Residents must maintain proper decorum in the Hostel. They should behave properly with the staff and their fellow residents

- b) No resident may shift from one room to another without written directive of the Superintendent
- c) A Study Hour will be fixed by the Superintendent of the Hostels. Boarders must observe strict silence and discipline during this period
- d) The boarders must not take any intoxicating drinks, drugs or indulge in gambling in the hostel or outside. For indiscipline behaviour a boarder is liable to be expelled.
- e) Residents are expected to keep their rooms, bathrooms and surroundings clean and tidy. They are not expected to disfigure walls.
- f) Lights and Fans should always be switched off when leaving the rooms, Common Room, Reading Hall etc.
- g) Use of electrical appliances like Heaters, Cookers, and Electric Iron etc. is forbidden.
- h) Cooking in the rooms is not allowed.
- i) Without obtaining prior permission from the Superintendent, no meeting/function shall be held in the hostel.
- j) The boarders shall not use hostel menials for their personal service.
- k) Each resident is responsible for care of the room allotted and the furniture/fixtures provided to them. No furniture can be removed from the room and no additional furniture can be brought in the Hostel without prior permission of the Superintendent
- l) **RAGGING IN ANY FORM BY THE BOARDERS IS STRICTLY PROHIBITED. BOARDERS FOUND INDULGING IN SUCH ACTIVITIES WILL BE DEALT UNDER THE RULES OF LAW**
- m) A boarder shall not keep any guest in their Rooms.
- n) There shall be a Mess Committee in each hostel formed by the Superintendent in consultation with the boarders. The Mess dues shall be deposited to the Superintendent.

- o) Each boarder shall deposit with the Superintendent at the time of admission a Mess Advance fixed by the Hostel Management Committee from time to time. This amount shall be refunded after completion of the Course in the Institution
- p) The Mess Committee shall maintain all accounts of the mess. For maintenance of accounts and the running of the mess the Superintendent may take, on his own accord, whatever steps he deems necessary.
- q) All boarders should be ready to accept the responsibility of mess-management whenever necessary.
- r) Boarders must obtain prior permission from the Superintendent in case of overnight stay outside the hostel be it in the town or outside the town, where a written request is made either parents or Local Guardian.
- s) All Rooms are subjects to surprise checks by the Hostel Management Committee at any point of time. Any Violation of Hostel rules mentioned above or elsewhere in this prospectus will lead to confiscation of unauthorized property/ suspension and / or both
- t) **All boarders must not create nuisance in the Institute Campus in any form.**

8. RAGGING

A. DEFINITION:

Ragging shall be defined as:

"Any act causing inducing compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his person or exposes him to ridicule or forbears from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force"

B. Forms of Ragging :

Any of the following act(s) shall be regarded as Ragging:

- to copy class notes for the seniors;
- to serve various errands;
- to do menial jobs for the seniors;
- to ask/answer vulgar questions;
- to look at pornographic pictures to 'shock the fresher out of their innocence;
- to force to drink alcohol, scalding tea etc;
- to force to do acts with sexual overtones, including homosexual acts;
- to force to do acts which can lead to physical injury/mental torture or death;
- to strip, kiss, etc;
- to do other obscenities

The above list is only indicative and not exhaustive. The Hostel Management Committee may regard any act(s) as it deems fit as a form of ragging.

C. Punishments:

The following could be the possible punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall be fixed by the Hostel Management Committee

1. Cancellation of admission.
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefit

4. Debarring from appearing in any test/examination or other evaluation process.
5. Debarring from representing the institution in any meet, tournament, youth festival, etc.
6. Suspension/expulsion from the hostel.
7. Rustication from the institution for periods from 1 to 4 semesters.
8. Expulsion from the institution and consequent debarring from admission to any other institution.

9. DECLARATION

At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself /herself to disciplinary jurisdiction of the College/Institution Authority who may be vested with the authority to exercise discipline under the rules that have been framed there under by the Institution.

Everybody should note that the above mentioned Rules and Regulations are General in nature and are not exhaustive. Every Institution has the Right to frame their own Rules for creating and sustaining a Clean and Green Campus along with an environment congenial for study and self development.

Please Note:

As per All India Council of Technical Education (AICTE), at the time of admission, students along with their Parent, have to mandatorily submit Anti-Ragging Affidavits to the College Authority. The Formats of the Affidavits to be submitted by the Student and his/her Parent are attached with this Brochure which must be submitted mandatorily in Court Paper at the time of Admission

Issued by:

The Directorate of Technical Education, Assam
Kahilipara, Guwahati - 781 019
www.dteassam.in

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to _____ (Name of the Institute) have received a copy of the PCI Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name: _____

Address: _____

Telephone/Mobile No.: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian)
father/mother/guardian of _____ (full name of Student with
Admission/Registration/Enrolment Number), having been admitted to _____
(Name of the Institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in
Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully
understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal
and administrative action that is liable to be taken against my ward in case he/she is found guilty of or
abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3
of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission
that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of
the Regulations, without prejudice to any other criminal action that may be taken against my ward under any
penal law or any law for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the
country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and
further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be
cancelled.

Declared this _____ day of _____ month of _____ year

Signature of deponent

Name: _____

Address: _____

Telephone/Mobile No.: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is
false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents
of this affidavit.

OATH COMMISSIONER