... 5 days in a month, he/she

K.N.S. GOVT. POLYTECHNIC,

SAMASTIPUR-848160

HOSTEL RULES & REGULATIONS

Allotment/Vacation/Shifting

Hostel accommodation is allotted purely at the discretion of the Hostel Committee and on condition that the student agrees to abide by all the rules and regulations of the hostel. The Hostel Committee may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be required on disciplinary grounds to vacate their rooms at short notice. Similarly students may be required to alternate accommodation at short notice due to administrative reasons. The hostel management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.

1. Allotment will be based on the seniority and then CGPA/first come first serve basis.
2. Hostel priority will be provided to students of outside the District Head Quarter.
3. Allotment will be decided on the basis of their performance in last SBTE examination.
4. The same rule will be followed for Girls student also.
5. If student will found indulged in any type of unfair means/indiscipline in the campus or off the campus, students will be debarred from the facility of hostel.
6. To get the desired room in the hostel is not a right. It is purely the right of the management to decide which room or hostel is given to a student. The warden is final authority to decide the desire room or hostel to be given to a student or not.
7. When there is a vacant seat in the room, the duplicate key of the room must be deposited to the warden of the block to facilitate allotment of the vacant seat to another student.

Rules and Regulation

1. There will be only one mess in a Hostel.
2. Mess and maintenance payment will be paid in **ADVANCE** before semester starts.
3. Any type of complain regarding mess and maintenance will be solved collectively.
4. Personal complain will not be entertained.

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5. All furniture fan, tube and other furniture are the property of institute. Damage is chargeable.
6. No-Dues are essential before leaving the hostel.
7. Allotment is made for one year, after two semesters before summer vacation hostel should be vacated compulsorily.
8. Mess menu will be decided through hostel committee and it will be effective at least for one month.
9. Use of heater, gas stove, or any cooking articles and cooking in hostel room is strictly prohibited. The student, who will be found guilty of keeping such material or cooking will come under the indiscipline and it tends to debar from the hostel or may be fined.
10. Any function/Puja will not be organized collectively before prior permission of the hostel superintendent/Principal.
11. No-outsiders are allowed to stay in hostel during night. No televisions are permitted to be kept in the hostel rooms by the students, Students have to watch TV in the common TV room provided in the hostels. Watching TV and indoor game is allowed up to 10:00 PM.
12. Hostel paper and magazine are the property of hostel and it will be available at common room only.
13. For girls, prior permission is required from the warden/authority even for temporary absence from the hostel even to go to market etc. However, they are not allowed to stay outside the hostel after 06:00 PM during Summer & 05:00 PM during winter without prior written permission from warden. The permission will be granted on the basis of the consent of the guardian to be obtained on telephonic/email/SMS to warden as the warden/authority wishes.
14. Boys are not allowed after 08:00 PM during summer & 07:00 PM during winter without prior written permission from guardian consent. The consent to be obtained on telephonic/email/SMS to warden.
15. There should be daily attendance of the hostellers (boys/girls) at 09:00 PM per day.
16. Breaking glass in room will be charged individually and toilet and other collective used equipment will be charged collectively in lobby.
17. Generator set/Power backup will be available in the hostel up to 09:00 PM.
18. One room will be fixed as sick room in each hostel. These rooms will be allotted on the medical ground on recommendation of the warden/Principal.
19. Mess charge will be taken in advance each month latest by 10th of every month except in vacation. Every hosteller should take food in hostel mess compulsorily otherwise he/she is not allowed accommodation in hostel.

19A. After 10 days if mess fee is not paid, then each day Rs.50.00 will be charged as an extra.

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19B. If a student do not live in the hostel up to 5 days in a month, he/she should have to pay the full mess charge for that month.

19C. If a student do not live in hostel for more than 5 days in a month without a prior permission of the warden/superintendent/Mess In charge, he/she should have to pay the full mess charge for the month.

19D. If student do not live in the hostel for more than 5 days with a prior permission of the warden/superintendent/Mess In charge, then in this case he/she could be exempted from mess charge of that month with a valid reason. Only mess charge for 5 days in that month has to paid by the student. Students may be exempted once only in a semester for such facility.

19E. Dinner will be available in the mess up to 09:30 PM.

20. No room will be allotted for year back students.

21. Prior permission is required to leave the hostel.

22. Principal/Committee has power to change any of the rule and regulation in the favor of Institute and students.

23. Candles and incense are fire hazards and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.

24. The hostel committee/warden or his representative any authority may enter any room for verification at any time of the day or night.

25. Residents are advised not to keep a vehicle in the hostel.

26. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and is liable to punishment.

27. Any damage/breakage to hostel property will be charged from the occupants of the room/block with a fine. This also includes driving in of nails, defacing of walls, damage to fixture and furniture. Fine will be addition to the value of damaged items.

28. All visitors including parents/guardians must be entertained only in the visitors lounge and during visiting hours only. A visitor's pass will be obtained from the office of the chief warden, well in advance by concerned student.

29. Student must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the warden.

30. The student is responsible for the safety of his/her belongings inside the room including his/her laptop/computer/electronic gadgets, etc. The institute administration will not be responsible for any loss incurred.

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31. Proxy of dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy.
32. If a resident falls sick, he/she or room-mate must immediately inform the person on duty who will make arrangements to shift or evacuate the student to the hospital and look after him/her.
33. No association of students on the basis of caste or creed is permitted.
34. Keeping of lethal weapons like sticks, rods chains etc. in the hostel rooms is strictly prohibited.
35. Hostel inmates are requested to maintain their surroundings neat and clean.
36. Fans and lights must be switched off when the students leave their rooms. In case it is noticed that fans/lights are on in the locked rooms, a heavy penalty will be imposed for wasting the costly energy sources.
37. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
38. Any hostel student harboring any unauthorized person (s) will be expelled from the hostel immediately.
39. Visitors are not permitted in the hostel after 06:00 PM for boy's hostel and 05:00 PM for girl's hostel.
40. No parent of guardian of a student is permitted to stay in the hostel.
41. In case of any absence from hostel even to go in market prior permission is needed from warden/authority.
42. All fine or any dues must be paid by the hostellers before issuance of admit card of SBTE semester exam otherwise admit card will not be issued.
43. The college reserves the right to amend or change any rule any time.

RAGGING AND DIVISION ON CASTE/GROUP IS STRICTLY PROHIBITED

Ragging in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. Supreme Court has also defined ragging as a criminal offence.

MAKE HAPPY AND HEALTHY ATMOSPHERE IN OUR CAMPUS

Note: In concern with para 19A to 19E there will be no involvement of institute and office. This will be the bilateral matter of students & mess In-charge only.

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