

MCKV INSTITUTE OF ENGINEERING
LILUAH, HOWRAH

HOSTEL RULES AND REGULATIONS

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000
(W.B. Act XIII of 2000)

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000 (W.B. Act XIII of 2000) which contains the following provisions (for detail, The Calcutta Gazette, Extraordinary, published by Authority on Monday, May 29, 2000 may be seen):

1. "Ragging" means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student, and includes-

- (a) teasing or abusing or playing Practical joke on, or causing hurt to any student, or
- (b) asking any student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform.

2. Prohibition of Ragging

- (a) Ragging within an educational institution is hereby prohibited.
- (b) No person shall participate in, abet, or propagate, ragging in any educational institution.

3. Penalty for Ragging

- (a) Expulsion from the educational institution, if found guilty on enquiry by the institution against a complaint lodged by any other student.
- (b) Imprisonment of either description up to two years or fine up to five thousand rupees or both.
- (c) Any student convicted under 3 (b) shall be dismissed from the educational Institution in which he/she has been prosecuting his/her studies for the time being, and shall not be re-admitted to that educational institution

Contd.....P/2

HOSTEL RULES

Supervision and Control:

1. The Supervision and control of the students residing in the Institute's Hostel will rest on hostel warden along with Hostel superintendent & Principal.

2. The Principal of the college reserves the right of expelling any resident of the hostel if his/her continuance in the hostel will be detrimental to the interest of the residents of the hostel, and such an action is warranted to maintain discipline, peace and order in the premises of the hostel. Admission to the hostel is strictly subject to this condition.

The administration of the hostel is looked after by the wardens, and the individual responsibilities will be notified at the appropriate time.

Damages to Hostel Property:

Any damage to hostel property including driving in of nails and defacing of walls, fixtures or furniture will be made good

(a), at the expense of the occupants of the room;

(b) at the expense of the occupants of the block, as the case may be. Wilful damage to hostel property will be deemed to be a breach of hostel discipline and will be dealt with by a fine or such other punishment as the warden may decide.

Responsibility for student's property:

(i) The hostel authorities do not hold themselves responsible for any loss of private property by students residing in the hostel.

(ii) Students are advised in their own interest not to keep extra money and other valuables in their rooms.

(iii) Students must provide themselves with their own locks for the rooms in the hostel and for the lockers that are provided for them.

iv) They shall not lock up their rooms when they leave the hostel during the 'institute's vacation. The warden may order the breaking/opening of any unauthorized lock during the vacation. If that becomes necessary.

Contd.....P/3

Hostel Rules may change from time to time. Hostel Administration has the right to change the rules, if required.

Parents and guardians of the Hostel Residents are most welcome to discuss the progress and behaviour of hostellers with the wardens. Cooperation of parents and guardian in this regards is solicited.

Admission and Allotment of Rooms:

- a) The names of all the students admitted to the hostel will be entered in a Register. The student shall sign the register kept in the Hostel Office within a fortnight after his admission.
- b) Once a student has been admitted to the hostel, he will not be permitted to leave without a written application of his father or guardian and without the permission of the warden.
- c) Rooms will be allotted by College authority, taking into consideration the priority of the applications, seniority in the course of studies, result of the examination held earlier and such other criteria, at their discretion. No allotment will be made to students who have not paid their college fee and other fees. No student shall claim as a right any particular room or seat in the hostel.
- d) Pending the finals allotment of rooms by the College authority, the students may be permitted to temporarily occupy any vacant seat in any of the hostel blocks. Rooms thus occupied must be vacated soon after the permanent allotments are notified.
- e) The college authority may refuse admission to the Hostel at any time as a disciplinary measure.
- f) Students must occupy only the rooms allotted to them by the wardens. They shall not change over to any other room except with his written permission.

The Rent for the Hostels will be as follows:

- A) i) The hostel rent paid by student cover of the furniture, best, light and fans
- ii) The hostel deposit should be paid at the time of admission to the hostel. The above advance will be finally adjusted only at the end of the course or when the student leaves the institution.
- B) Mess charges of every month has to be paid to the Mess Contractor.

Cleanliness in the hostel:

- a) Residents are responsible for the cleanliness of the rooms, etc. They should see that rooms are properly swept everyday by servants kept for the purpose.
- b) All waste paper and refuse must be place in the receptacle specially provided for the purpose.

Contd.....P/4

Hostel discipline:

- a) Any action which interferes with studies must be avoided at all times.
- b) No student residing in the hostel shall engage himself in undesirable activities such as ragging which disturb the peace in the hostel.
- c) Students are requested to avoid singing aloud, shouting and all kinds of noise likely to distract the attention of those who may be at their books. **Computer Sound System, Radio, Tape Recorders, intoxicants, etc. are not allowed to be used in the hostel.**
- d) All resident students must be back in the hostel by 9.00p.m. at the latest. Every resident must be present in his room by **9p.m**. A roll call may be taken by the warden at any time after this and absence from the room or hostel will be required to be accounted for.
- e) No resident shall leave the station or stay away from his room during the night, except with the written permission of the warden. Anyone who wishes to return to his room later than 9.p.m. should apply in writing to the warden, stating reasons for the same, and the time at which he expects to return.
- f) If any student wishes to leave the station temporarily or otherwise, he should apply to the warden in writing, stating the date and time of his departure and return, and also the place to which he is going. He should give the postal address during his absence from the hostel.
- g) Personal belongings of students proceeding on vacation may be left behind in allotted primal locker of the Hostel till their return. All such articles must be kept in personal locker of the allotted Almira entrusted to the hostel caretaker for safe custody.
- h) All visitors and non-residents must leave the hostel premises by 8p.m. as outsiders are not allowed to remain in the hostel during the night, except with the previous permission of the warden.
- i) All visitors and friends shall be received in the common room or in the mess as far as possible, but may be allowed in room by the permission of Warden.
- j) Unauthorized outsiders or strangers are not permitted to visit the hostel at any time in the day or night. Such persons as hawkers etc., if they desire to visit the hostel, must apply in writing to the warden for the issue of passes authorizing them to enter the hostel premises.
- k) If unknown visitors are found moving about in the hostel premises without a pass, they will be handed over to the police.
- l) All students are advised to extend their fullest co-operation to see that no unauthorized persons enter the hostel premises. If they happen to find any such person, they should demand the pass and if it is not forthcoming, the matter should be brought to the notice of the warden for further action.

Contd.....P/5

Light and Electrical fittings:

- (a) The wall plugs provided in each room are to be used for attaching table lamps. The lamps and the ceiling lamps should not be switched on at the same time. Use of extra lamp or any domestic electrical appliances is not permitted.
- (b) No radio, Sound system, electric iron or geyser is permitted in the rooms of the hostel. Any private electric appliance found in any of the rooms will be confiscated. Infringement of these rules will be severely dealt with.
- (c) Students must bring to the notice of the warden all failures and breakdowns in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The services of an Electrician is available for attending to any defect in the electrical system of fitting.
- (d) When leaving the rooms, the occupants must take care to see that the lights and fans are switched off. Every effort must be made to economize the use of lights.

Sickness:

All cases of sickness with absence from the class must be intimated immediately the warden. They will be referred to the nursing home which will be intimated in due course of time.

Meetings:

Residents of the hostel are not permitted to convene meetings of any sort in the hostel premises, without the prior permission of the warden. Disobedience of this rule will be severely dealt with. They are also not permitted to display any notice in the hostel notice boards or walls without the written permission of the warden.

Mess:

Meal Timing hall at the following hour:

Lunch	12:00 noon to 2:00 p.m.
Dinner	8:30pm–9:30PM

Students are expected to maintain perfect discipline and order in the canteen and in the dining hall at the hours when meals are served.

They are forbidden either to enter the kitchen or to serve for themselves. If any additional food is required they must request the same from the proper person.

Every member of the mess who joins the mess in the course of the month or leaves in the middle will be charged for the full month.

Mess timings must be strictly adhered to. Food or eatables of any type cannot be demanded as a matter or right outside the stipulated mess timings. Serious vies will be taken of any threat / harassment to mess staff on this account.

Reduction in mess bill on account of absence from mess will be allowed only if prior permission in writing has been obtained from the warden-in-charge of the mess and handed over in advance to the Mess Contractor. The concession in variable charges is considered only if the student is away from the campus and will be allowed only if the absence is approved.

Contd.....P/6

General:

- a) Hostel and mess servants should not be sent on personal errands. Any complaints involving them should be made to the wardens.
- b) The college authority reserves the right of modifying any of these rules as and when necessary
- c) Students residing in the hostels are to bear in mind that the rules are framed with the sole intention of providing a congenial atmosphere for academic studies and recognized extra-curricular activities. Hence they are requested to co-operate with the management to make their stay here happy and memorable and devote the time to equip themselves for a glorious future as members of a noble profession.

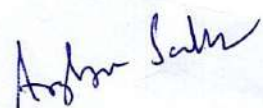
The following additions have been made to the above rules and regulations governing the inmates of the college hostels:


1. Collection of subscriptions from students in the hostel premises for any club or association or programme is strictly prohibited.
2. Staying in hostels without authorization is strictly prohibited. The occupants who allow their rooms to be used illegally are liable for disciplinary action.
3. Students are permitted to entertain as their guests in the mess only their parents. They are not allowed to bring to the mess as their guests other students or their friends without the specific permission of the warden-in charge of the mess. The entertaining of students expelled from college hostels on disciplinary ground as guest is an offence and the host students is liable for punishment to be decided by the college authority.
4. If the key of a lock of a room is lost, students should take the help of a caretaker to break open the lock.
5. If the keys of the steel admirals are lost, the students should bring this to the notice of the caretaker. The cost for making the new lock has to be borne by the students.

Approved by:


Principal


Superintendent – Boys' Hostel


Dean (Academics & Administration)


Superintendent – Girls' Hostel

