

# IMPORTANT INSTRUCTIONS

## FOR STUDENTS

- **Medical Disclosure:** Students with chronic illnesses or psychiatric conditions must disclose them during the admission process. Non-disclosure will lead to cancellation of hostel accommodation.
- **Reporting Time:** Admitted students must report to the hostel as intimated on college website.
- **Property Damage:** Students who break hostel locks, seals, or damage property will have to pay a fine of Rs.1000 and actual cost of damaged property. Repeated offense will lead to suspension of the defaulter.
- **Outstation Visits:** Outstation visits require prior written permission from the Hostel Authorities. No extension of leave will be allowed under any circumstances.
- **Bank Account:** Resident students must have a bank account.
- **Vacation Stay:** Students are not allowed to stay in hostels during winter/summer vacations.
- **Dress Code:** Students must follow a decent dress code in the hostel and college campus.
- **Disciplinary Action:** Disciplinary action will be taken against students for not attending classes, misbehavior, ragging, or harassment.
- **Essential Items:** Students must bring essential items such as bedding, bed linen, curtains, bucket, mug, duster, broom, and personal medical supplies, etc.
- **Hostel ID Cards:** Hostel ID cards must be carried at all times and submitted at the main gate when leaving campus.
- **Regularity:** The students have to attend classes regularly and are not allowed to leave college premises during the college hours.
- **Waste Segregation:** Students who fail to segregate waste into the designated bins shall be liable to a fine of Rs. 500/-.

  
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## FOR PARENTS

- **Accommodation for Parents:** Parents must make their own accommodation arrangements as the admission process may take more than one day.
- **Local Guardians:** Parents must submit an affidavit authorizing two local guardians who are residents of Tricity. Unmarried men and students (girls/boys) will not be accepted as local guardians. Full contact details, including phone, email, and permanent address, of the local guardians must be provided.
- **Physical Presence:** The physical presence of the candidate, along with parents and local guardian, is mandatory on the day of hostel admission.
- **Relatives/Friends:** Relatives/Friends are strictly not allowed to stay in the hostel.
- **Change of Address or Contact Number:** Change of Address/Telephone number of the local guardians must be informed and updated by the parents to the Hostel Authorities in writing through hostel e-mail ID.

## LEAVE RULES:

- A resident student can avail night out/weekend leave only twice a month.
- Outings will be allowed only with prior permission of parents/local guardians in writing.
- Residents must enter timings of departure and arrival in the register maintained by Hostel Authorities.
- No extension of leave will be allowed.
- Students who remains absent without prior permission will have to vacate hostel and his/her seat will stand cancelled.

**Note:** The warden can sanction leave maximum up to 4 days. Any leave more than 4 days would require to be sanctioned by the Principal.

  
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## ATTENDANCE TIMINGS:

- Summers (1<sup>st</sup> April – 30<sup>th</sup> September): At 6:30 PM
- Winters (1<sup>st</sup> October – 31<sup>st</sup> March): At 5:30 PM

## OUTING TIMINGS:

### Summers (1<sup>st</sup> April – 30<sup>th</sup> September)

- Sunday: 10 AM – 6:30 PM
- Week days: For Girls: - Tuesday, Thursday & Saturday (2:30 PM -6:30 PM)  
For Boys: - Monday, Wednesday & Saturday (2:30 PM – 6:30 PM)

### Winters (1st October – 31st March)

- Sunday: 10 AM – 5:30 PM
- Week days: For Girls: - Tuesday, Thursday & Saturday (2:30 PM -5:30 PM)  
For Boys: - Monday, Wednesday & Saturday (2:30 PM – 5:30 PM)

## VISITORS' TIMINGS

- Sunday: 11:00 AM to 5:30 PM

Entry of the visitors in the visitors' register is mandatory.

## MESS RULES

- **Fee Payment:** Mess dues must be paid by the 7th of every month; late payment attracts Rs. 50/day fine. After 7th day, mess service will be suspended.
- **Diet Count:** Minimum diet count as decided by the Hostel Committee is compulsory.
- **Guest Policy:** No guests are allowed in the mess without the permission of the Hostel Authorities.
- **Meal Service:** Meals must be taken in the dining hall. No room service is allowed.
- **Dress Code:** Proper dress is mandatory in the mess.
- **Meal Timings:**



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- Breakfast: 8:00 A.M. - 9:00 A.M.
- Lunch: 1:30 P.M. - 3:30 P.M.
- Dinner: 8:00 P.M. - 9:00 P.M.

## RESIDENCE RULES

- **Ragging:** Ragging is strictly prohibited and punishable offense.
- **Room Allocation:** No room change is allowed after allocation.
- **Room Security:** Students must lock their rooms before leaving.
- **Drug and Campus:** The use or possession of tobacco, alcohol, drugs, or any other intoxicants inside the hostel or on campus is strictly forbidden and will result in immediate expulsion.
- **Energy Conservation:** Lights, fans, and other electrical devices must be switched off when rooms are unoccupied.
- **Food Ordering Rule:** Students are not allowed to eat order food in their hostel rooms. students must to eat their order foods in their mess.
- No Hostel resident are allowed to stay in the hostel rooms during college time.
- Students who do not meet this criterion or have a shortage of lectures will not get hostel seat.
- No outside food delivery is allowed in the hostel after **6:30 PM.**
- No students are allowed to move into each other room after **10:00 PM.** Any resident found guilty will be suspended from hostel with immediate effect.
- No students are allowed to seat in the balcony after **8:00 PM.** If any resident found guilty will be suspended from hostel with immediate effect.
- After **9:00 PM,** no hostel resident is allowed to play songs or use speakers at high volume in their room. Any resident found guilty will be suspended from hostel with immediate effect.
- Married students are not eligible for hostel accommodation.
- If a student gets married during the session, she/he will be required to vacate the hostel immediately.
- No **Celebration/Party** (Birthday) is allowed in the hostel **Room/Campus/Mess.**

  
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## **Prohibition on Personal Electrical Appliances**

- Hostel students are not permitted to use any personal electrical appliances.
- Defaulters will face strict disciplinary action, and the appliances will be confiscated.
- Tampering with electrical fittings is strictly forbidden.
- The college does not take responsibility for any mishaps related to electrical appliances.

## **MEDICAL FITNESS**

- **Medical Fitness Certificate:** It is mandatory for the residential student to attach Medical Fitness Certificate by authorized Medical Practitioner (MBBS qualified) with the Hostel Admission Form at the time of hostel admission. The Medical Certificate should include the student's blood group. If a student is suffering from any allergy, then the same should also be mentioned.
  - **Emergency:** In case of medical emergency, the student will be taken to the nearest Government Dispensary/Hospital.
  - **Non-disclosure Hospital information:** Non-disclosure of information related to any serious medical condition will result in the cancellation of the hostel seat. In case this fact is concealed from the authorities at the time of admission, the college will not be responsible for any emergency that may arise.
- Payment of Expenditure:** The College will initially cover any expenses incurred, but they must be reimbursed by the student or their parents later.

  


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# **CLEANLINESS RULES FOR HOSTEL RESIDENTS**

1. **Cleanliness of Rooms:** All students must keep their rooms neat, clean, and hygienic at all times. Hostel rooms may be inspected by the Hostel Authorities at any time without prior notice.
2. **Washing of Utensils:** Students are strictly prohibited from washing utensils such as plates, glasses, bottles, or other items in the washbasins or water coolers. Such practices can cause blockage and damage to the washbasins and water coolers. Students must use the designated area for washing utensils.

## **Cyber Safety and Responsible Digital Conduct**

- Any form of cybercrime, including online harassment, spreading rumors, or misuse of social media and digital platforms, is strictly prohibited.
- Residents are encouraged to report immediately to hostel authorities if they witness or become victims of any such digital misconduct. Prompt reporting helps ensure a safe and secure environment for all.



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