

GOVERNMENT POLYTECHNIC, GAYA

(www.gpgaya.org)

APPLICATION OF REGISTRATION FOR HOSTEL ACCOMODATION

<p>For Office Use: Hostel Registration No:</p>	<p>Attach Passport Size photo</p> <div style="border: 1px solid black; width: 100px; height: 80px; margin: 0 auto;"></div>																																									
1.	Name in full (Block letters) Mr./ Ms. (As per the original Certificate)																																									
2.	Father/Mother Name (Block Letter)																																									
3.	Age and Date of Birth (Proof attached)																																									
4.	Semester Session																																									
5.	Religion, State and Nationality																																									
6.	SC/ST/OBC(if so certificate is to be attached)																																									
7.	Details of the Registration Fee and Hostel Fee remitted by the students (Fee deposited receipt is to be submitted with the form)																																									
8.	Department/Discipline to which admitted																																									
9.	SBTE Registration No.																																									
10.	Aadhar card number	<table border="1" style="width:100%; height: 15px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
11.	Whether suffering from any chronic disease? If Yes give a brief description. (Confirm that copy of medical fitness declaration and certificate is attached with the form)	Yes/No																																								
12.	Insurance Policy (The Institute advises medical insurance to the applicant to meet expenditure against any unforeseen health hazard or physical injury or health risk. Failure to fill this column shall not make institute liable)																																									
13.	Person to be contacted in case of emergency (If on verification the details provided are found to be incorrect, strict disciplinary action shall be taken)	Address: Email: Mobile: <table border="1" style="width:100%; height: 15px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
14.	Local Guardian	Address: Email: Mobile: <table border="1" style="width:100%; height: 15px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																								
15.	Present Address Email: Mobile: <table border="1" style="width:100%; height: 15px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					Permanent Address (It shall be mandatory to inform any change in the address or emergency contact number. Failure to do so would not make the University liable for communication in case of emergency) Email: Mobile: <table border="1" style="width:100%; height: 15px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

(No column should be left blank)

Declaration by the Applicant

I hereby declare that the information furnished above is true to the best of my knowledge and belief and if admitted, I shall abide by the following Hostel Rules and other regulations of the Institute:

1. The allotment of hostel does not mean arising out of relationship of lessor and lessee. The student shall be treated mere as a license having the permission to stay in the hostel subject to the obedience of rules, regulations, bye-laws and norms of the Institute. I have read all the rules available on the Website and commit myself to obey). I understand that failure to obey the norms or breach of any rule may result into withdrawal of permission by the Institute.
2. I understand the importance of Health Insurance. I have/have not (Yes/No) insured. I have also been advised to medically insure myself as a precautionary measure to meet out the expenditure against any unforeseen health hazard, physical injury, risk and treatment thereon. I full understand that the University Rules do not allow any reimbursement the expenditure incurred on the treatment of student. I am fully aware that failure to mention the insurance policy details or leaving the respective column blank will neither incur any liability of the Institute nor my claim to be reimbursed by the Institute or the Institute would spend on my treatment. I will bear the responsibility of my treatment at my own cost.
3. Being a student of institute of National Importance, I assure to observe the norms of decent behavior, modesty in dress sense and discipline.
4. I assure that I will not involve myself in any act or cause demeaning the opposite gender, exploitation, harassment, stalking, public display of affection or indecent behavior. I commit myself to maintain decency, discipline and decorum within as well as outside the Institute as a student of this esteemed institute.
5. I will not involve myself or participate in any strike, dharnas, protests or any other activity prohibited under Bihar Prevention of Damage to Public and Private Properties Act, 2014 or any other laws in operation. In case of any involvement, I understand that I will be subject to disciplinary proceedings and legal consequences.
6. I assure that my presence and my stay in the Institute will add to the reputation of the Institute and I will always contribute in taking this Institute to the greater heights.

I have read the above terms and conditions. I have also read the rules of the Hostel and hereby record my consent without any pressure to abide by the Rules, Regulations and Norms of the Institute. I assure to comply with all the instructions to be issued from time to time.

Station:

Date:

Signature of the Applicant

Declaration by the Parent/Guardian of the Applicant

I/We certify that my/our ward/applicant has sought admission in Government Polytechnic Gaya Hostel. We have read and understood all the rules and regulations of the Institute. We take his guarantee that he will not involve himself in any activity, which is unlawful or against the Rules.

I shall also be liable for all the dues and charges, pending against the name of my ward Mr./Miss./Mrs.....if he/she leaves the hostel /courses/department of the Institute.

Station:

Date:

Name, Address and Signature of Parent/Guardian

Declaration by the Head of the Department

This is to certify that Mr./Ms. _____ has been enrolled in the department of _____ for the _____ programme during the session 2019-20.

Signature

Name:

Hostel Superintendent/Depty Superintendent

(FOR OFFICE USE)

Principal

Hostel Fees Account sheet:-

Sr. No.	Receipt No.	Date	Amount (Rs.)	Paid up to the Semester	Remarks, if any
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Date of vacating the hostel as per the Academic Calendar and Hostel Rules:

Rules & Regulation for Mess

- All residents of the Hostel are required to join the Mess from the date of their registration in respective courses and from the date on which permission has been granted to stay in the hostel by the Warden In-charge.
- There will not be any Diet off option in general but under specific circumstances 100% diet off is admissible to a member in the following cases:
 - ✓ He/she is on medical leave; a certificate of the same must be produced duly certified from The doctor of district health society Gaya.
 - ✓ Approved academic leave from the Principal of institute.
 - ✓ The students can avail diet off facility once in a semester in which he/ she can opt for daily diet system during that month.
- Applications for diet off under these clauses shall be submitted through proper channel through hostel superintendent & hostel Deputy Superintendent. No guest will be entertained in the mess for more than 9 meals/ maximum three days in a month. If any resident violates this provision he/she will be penalized appropriately by the Warden(s)/ superintendent.
- No extra item is allowed to be prepared in the mess for any function other than the institute concerned activities.
- Mess bill Payment shall be made on regular basis. The displayed bill (**5th of every month**) should be paid within 7 (seven) days. After the due date, mess facility will be stopped without any notice to the student and fine of Rs. 20/day will also be imposed.
- On the request of the students' mess representatives, a meeting can be convened by the mess and canteen committee members with the contractor in the last week of the month for necessary improvements and suggestions.
- Food packing is strictly prohibited. If needed, it will be by the permission of the warden and on an extra charge.
- Carrying of utensils (plate, glass, spoons, etc.) is prohibited from the mess. It is only allowed to the sick resident(s) with written permission by the warden and such persons should be responsible for bringing back the same.

Form for Permission of Guest Entry

Name of Applicant (With Registration Number): _____

Department: _____ Contact Number: _____

Room & Hostel _____ Id Card _____

Number: _____ Number _____

Permanent Address _____

Name of Guest _____ Aadhar/ID Number _____

Permanent Address _____

Purpose of visit at G.P.Gaya _____

(Supporting Document should be attached, if visit is official)

Date of _____ Expected _____

Visit _____ Arrival _____ Scheduled Departure _____

Relationship with Applicant _____

Signature of Applicant

Signature of Authority

Receipt Number: _____ Date..... Amount Paid-----

Important Instructions:

1. Copy of Aadhar or any recognized I. Card of the guest (on arrival) must be produced at the time of entry
2. This form should be submitted by the hostel resident to Hostel Attendant in hostel office well in advance or before 3.00 p.m. No form shall be accepted by hostel staff after 3.00 p.m.
3. The attendant shall present all application forms to the respective authority (in case of stay of 1-3 days- Wardens, 4-7 days- Chief Warden, 8 or more – Principal) and get it signed between 3.00 p.m. to 3.30 p.m. every day.
4. After the accordance of permission by respective authority, the entry of the form shall be made in the Entry Register for Guest Entry purpose and form be handed over to the Applicant for deposit of fee with the Accounts Branch.
5. The Accounts Branch shall deposit the Guest Charges @ 60/- per day on the production of this form duly signed by respective authority and issue the receipt.
6. It shall be the responsibility of the applicant that no discipline or law and order is breached with the visit of his Guest. Use of alcohol or Drug is strictly prohibited.
7. The Form with original receipt shall be verified by the security personnel at the gate at the time of the entry
8. Signature of the Security personnel who have verified the antecedents of the visitor and checked the luggage and frisked the visitor and cross-checked the receipt

Date-----

Time of Entry-----

Signature -----Page 5 of 3

9. The form shall be kept at the Security Office in a separate file meant this purpose only.

Hostel Rules

1. Accommodation in hostel is given on merit. Criteria for allotment of hostel are given in the hostel manual.
2. Use of addictive substances is strictly prohibited.
3. Possession of any lethal weapon/instrument is strictly prohibited.
4. No student' meeting in hostel is allowed without written permission of the Principal/Hostel Superintendent.
5. Day students not allowed to stay in hostel without permission of Principal/Hostel Superintendent.
6. Electric appliances cannot be used/installed in the rooms.
7. Meals will not be served/taken in hostel rooms and cooking in hostel room is not allowed.
8. Vehicles are not allowed in hostel compound.
9. No change of room is allowed without permission of Principal/Hostel Superintendent.
10. No guest / unauthorized person is allowed to stay in hostel rooms.
11. Prior permission is required before leaving the hostel during weekends/holidays.
12. Any celebration/Party cannot be held in hostel without permission of Principal.
13. Permission from warden is required to stay out for academic work in labs/library after the scheduled time of the hostel.
14. Strict action will be taken by the authority for any kind of property damage.
15. Keeping of pets/animal is strictly prohibited.
16. Accommodation is allotted for one year. Every year new allotment procedure needs to be adopted.
17. Students will not be allow to stay in the hostel for more than the stipulated period of the completion of their respective programmes without permission of the competent authority.
18. Stay during summer vacation is not allowed except with the permission of Principal and on payment of summer fees.
19. Full or part time employees will not be allotted hostel Accommodation.
20. Any student found with tainted background or against whom proof of indiscipline is found, will not be given admission in the hostel.
21. If a student drop her/his studies or leaves the institute before completion of the programme, he/she have to vacate the hostel as well.
22. Any students found ragging in the hostel will be severely dealt with.
23. If a student found absent in daily attendance, action will be taken by hostel administration.
24. Students will themselves take care of cleanliness of their rooms.
25. Warden can search the rooms of students any time.
26. Hostel may be got vacant in case of emergency situations.
27. Students are advised not to keep valuable in hostels , in case of loss, occupants themselves will be responsible.
28. The timing of hostel will be changed twice a year , i.e. during summer and winter.
29. The overall control of hostel will vest with Principal.

GOVERNMENT POLYTECHNIC, GAYA HOSTEL RULES BOOKLET

THE HOSTEL ADMINISTRATION

As a Polytechnic, the G.P. Gaya maintains three hostels for students, both for male and female. The Principal, Hostel Superintendent, Wardens and other members of the institutes shall look after the overall administration of the hostels. Hostels function with coordination of wardens and respective chief wardens. At present, there are two wardens for all the boys' hostels and girls' hostels. The warden work and act in consultation with the respective Principal. The policy framework/decisions regarding hostels are decided by the Principal and warden in consultation with the Hostel Superintendent. Hostel Policies are implemented by the wardens under the supervision of the Principal.

Powers and Functions of Hostel Superintendent

- a) S/He will coordinate with wardens in matters relating to the hostels' overall functioning, the resident-students' welfare and discipline.
- b) S/He will periodically visit the hostels and be in contact with the Wardens, staff and students.
- c) S/He will encourage sports, cultural and other activities at the hostel level so as to promote inter-hostel cooperation.
- d) S/He can permit stay of any guest for not more than 7 days according to hostel norms in consultation with the warden.
- e) S/He, in consultation with wardens and with the approval of the Principal, can impose fines or waive fines and take other disciplinary actions, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- f) S/He in consultation with the other Wardens will make recommendations to the Principal for the distribution of work between Wardens in a hostel.
- g) S/He will meet with Wardens, which will be held as regularly as may be necessary, but at least once a month.
- h) S/He in coordination with wardens will pursue complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- i) For short/casual leave from campus, wardens will discuss between themselves to transfer the charge to fellow warden and inform it to the Hostel superintendent and the Principal by email. In the case of long leave the concerned warden will discuss with fellow warden, chief warden and Principal and then transfer the charge to the fellow warden for the smooth functioning of hostels.
- j) Chief Wardens will discuss his/her leave with Principal and inform about his/her leave of absence and inform to the wardens by email.

k) Chief Wardens and Wardens will perform their duties as a team for the betterment of the life of hostel residents. This is a consultative team to conduct the smooth functioning of hostel(s) and not to execute the administrative powers. In the day today functioning of the hostel(s) all the information should flow in the following fashion and vice versa;

Resident & Hostel Attendants → Wardens → Chief Wardens → Principal

- l) Chief Wardens may not directly entertain the hostel residents as bypassing wardens makes difficult to maintain discipline and smooth functioning.
- m) Chief Wardens will work as a facilitator and the HMC runs the hostel(s). However, Chief Wardens should intervene in the day to day functioning of the hostel(s) only in the extra-ordinary situations and take appropriate actions.
- n) All complaints/incidents of indiscipline that are reported by the wardens should be reported and submitted to the Principal within a day for recommending/taking further disciplinary action.

The Warden

The Warden looks after all the affairs of the hostels assigned to him/her.

Powers and Functions of Wardens:

The Warden of Hostel shall perform such duties as are assigned to them by the Principal and the Chief Warden, from time to time and they shall function under the charge of the Principal.

In addition to the specific duties assigned by the Principal and the Chief Warden, the Warden shall perform the following functions:

- a) The Wardens shall keep close contact with the residents and shall pay attention to their general life in the hostel.
- b) The Wardens will function in coordination with Chief Warden and will be collectively responsible for the smooth functioning of the hostels.
- c) He/ She will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel).
- d) Will check the resident students register and the guest room register.
- e) Can permit stay of a resident-student's guest up to a period of 3 days.
- f) Will recommended disciplinary action for keeping any unauthorized guest.
- g) Will order double-locking of rooms of resident students and their re-opening, when required.
- h) Will take action for the eviction of defaulting resident students in consultation with the Chief Warden for mess bill defaulters.
- i) Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the institute.
- j) Will periodically verify the furniture and fittings of the hostel with the assistance of the hostel staff, and take action for their repairs/replacement or for obtaining additional furniture.

- k) Each Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden all cases of misbehaviour, and indiscipline of the residents in his or her charge.
- l) Warden can transfer a resident from one wing of the hostel to another
- m) The Wardens can impose fines (up to the limit set by Principal) upon resident-students.
- n) The Wardens should visit the hostel office at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
- o) The Wardens will monitor the proper upkeep and maintenance of such properties of the hostel as are under his or her charge through hostel attendants.
- p) All complaints/incidents of indiscipline that come to the notice of the wardens shall be forwarded to the Chief Warden and Principal with clear observations within a day.
- q) Each hostel is managed through hostel attendant(s) who is available in the hostel in normal working hours. S/He may be asked by Wardens to report in the hostel at any time in special situations.
- r) The Wardens will make sure that the hostel attendants keep proper record of all the matters related to the hostel: hostel room allotment, duration of the stay of the residents, hostel dues, furniture and other gadgets in the hostel, and clearance before vacating the hostel.

HOSTEL LEVEL COMMITTEES - STUDENTS' PARTICIPATION

Hostel Management Committee: For the proper integration of the students' life, each hostel will have a Hostel Management Committee (HMC). Each hostel will have a HMC consisting of followings:

1. Warden-I (Warden of the respective hostel) Boys' or Girls' Hostel – Chairperson.
2. Warden-II Convener (Warden of the other hostel, or a warden nominated by Principal, if there are more than two wardens).
3. Hostel Attendants – Member, if available.
4. Hostel Secretary (Student) – Member.
5. Hostel Representatives (Students) 3– 5 Members, all directly elected by the General Body of the Hostel concerned. The General Body shall consist of all resident students of the hostel.

The notification of hostel representatives and the election of the hostel secretary should be made within 4 weeks of the start of the academic session by hostel wardens.

Functions of the Hostel Committee:

- a) The Hostel Committee will actively participate & collaborate with the Wardens in the routine functioning and organizing of all activities of the Hostel including the Hostel day celebration to ensure smooth running of the Hostel activities.

- b) '*Swachh Bharat Abhiyan*' (Clean India Mission) and other AICTE directed programmes will be carried out in each and every hostel with the support and supervision of the hostel committees.
- c) All the hostel events like hostel day, inter hostel sports and arts competitions, social and national events etc. will be organized out of academic hours. Wardens will approve and supervise through resident hostel management committee (HMC) members with prior consultation with the chief warden and the Principal.
- d) The Committee will normally meet once or twice a month to discuss and mutually settle hostel affairs.
- e) The Committee shall help the residents during medical emergency.
- f) The Committee shall ensure that peace and order is observed at all times by the residents of the hostel.
- g) There will be a provision for the disposal of wastes in each hostel. The protocol issued by the Campus Manager through the Warden for the segregated waste management mechanism should be strictly followed by the /residents of the Hostel.
- h) Hostel committee is empowered to monitor the cleanliness and waste management mechanisms in the hostel.
- i) The members of the Hostel Committee will normally hold office for one year
- j) The Hostel Committee and its members shall be subject to all rules/norms as residents of the hostel and shall be responsible for any violation of hostel rules, etc.

HOSTEL ALLOTMENT: NORMS, PROCEDURE AND ADMINISTRATION ELIGIBILITY FOR HOSTEL ALLOTMENT

- a) The students admitted to only full-time programme of study are eligible to apply for hostel accommodation. If any students who accept employment or join any course outside G.P. Gaya during the course of their study, s/he will lose their entitlement to hostel accommodation
- b) Students coming from outside Gaya shall be given first preference over the local students.
- c) Students from Gaya (including those coming from Sherghati, Banke Bazar, Imamganj, Gurua, Rafiganj, Makhdumpur, Goh and within the radius of 30 km), may be considered for hostel accommodation provided rooms are vacant and all the students from remote regions have already been accommodated.
- d) An incorrect statement/address filled by the student in the hostel admission form would result in cancellation of admission and forfeiture of securities. In case of change of residential address or contact number of guardians or contact number to be contact during emergency, **it shall be obligatory on the part of student to inform the Hostel Administration and provide new residential address and new contact number. Failure to do so may result in eviction from the Hostel and disciplinary action.**

- e) Principal may allot a single bed room to a student(s) on medical grounds, keeping in view the seriousness of the ailment and the merits of the case.
- f) Students belonging to SC/ST & PH. categories may be given reservation in hostel seats as per the quota fixed by the Dist of Bihar/AICTE. Presently it is 15% for SCs; 7.5% for STs; and 3% for Physically Handicapped students. All SC/ST/PH students may be allotted hostel rooms on priority basis as per the AICTE and Dist of Bihar norms.
- g) No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Branch of the Institute. Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

PROCEDURE FOR ADMISSION INTO HOSTELS: Hostel residence is a facility offered by the G.P.Gaya to the student which will be provided on the basis of requisition raised by the students and acceptance to follow all rules, regulations, bye-laws, circulars regarding Hostel affairs. There are limited seats in the on Campus Hostels. Thus, it cannot be claimed as a matter of right but certainly due care shall be taken to address the challenges being faced by students on equitable and fair treatment basis. Allotment of hostel does not mean arising out of relationship of lessor and lessee. The student shall be treated mere as an allottee having the permission to stay in the hostel subject to the obedience of rules, regulations, by-laws and norms of the institute. Failure to obey the norms or breach of any rule may result into withdrawal of permission by the institute. The new admission in the Hostels for the students of 1st year will be based on the **sequential counselling** and its merit, as for the BCECE. A student seeking admission into a hostel should apply in the prescribed form along with documentary evidence of registration for a programme of study of the institute, duly recommended and forwarded by the HoD of the Department, and residential proof.

- a) Admission in the hostel is in accordance with the merit secured in the Entrance Examination held by the BCECEB in the respective programme of study.
- b) No student shall be entitled to go to a particular hostel or room as a matter of right.
- c) The students are expected to take possession of the allotted room soon after the allotment of hostels by the Principle/Chief Warden office including depositing of the prescribed dues, but not later than seven days of such allotment.
- d) The allotment of rooms will be made by the respective hostel Warden.
- e) There are single, double, three and four-seater rooms in the hostels. These will be allotted on the basis of percentage secured in SBTE for the old students.
- f) SC/ST/PH Quota as per the AICTE regulations will be followed proportionately, while allotting single/ double room accommodation

- g) Fresh application shall be required for re-admission into the hostel in each academic session.

Renewal of Hostel Accommodation:

- a) Accommodation for the students of Diploma in the hostel is allowed initially for the **one academic year** and is subsequently renewed subject to the continuing registration and fulfilling academic requirements from time to time by the allottees. All occupants should subject themselves to the proof of registration and payment of all hostel dues **every semester**, including depositing of registration folios with the hostel office/ Principal Office, failing which, he/she will be liable to be evicted as if he/she were not a registered student.
- b) A student may be refused admission if his/her conduct during his/her earlier stay in any of the hostels was not satisfactory.
- c) Any student alleged to be involved in any misconduct will be liable to be suspended from the hostel and on proving the commission of misconduct; the student shall be liable to be expelled from the hostel.
- d) A student, who did not secure sufficient per cent of attendance and hence could not take up the end semester examinations, may not be given hostel accommodation in the next semester onwards (unless there are sufficient reasons for the absence).
- e) A Student rusticated or removed from hostel and when becomes eligible for hostel readmission, shall not be allotted the same hostel where he lived prior to such rustication/removal.

Entry into the Hostel Room:

- a) Submit the receipt of the payment of hostel fees ;
- b) Fill in the name in the list of the students Register of Residents against the room allotted; and obtain an acknowledgment from the student listing the furniture and fixtures handed over;
- c) When the student leaves the room or hostel, the No Dues Certificate will be given only after receiving back all above items/amount for damages, if any. The quantum of damages will be fixed by the respective Warden keeping in view the depreciation value of the articles;
- d) hand over the key of the room to the student
- e) Prepare and maintain personal/individual file of the student in Personal/Individual Student's File with full and updated information

Norms Governing Hostel Life

- The students are expected *to display acceptable form of behaviour, courteous to other students, staff of the hostel and mess, Modesty in dress sense in the common dining area representing an institute of national importance, maintain discipline and decorum in the Campus*. Being a student of State Government Institution, the students must present an example of discipline and self-restraint in their conduct.

- The G.P. Gaya main campus is spread over about 20 Acres of agricultural land that may have Snakes, Nilgai, Insects etc. Therefore, it is advised to cover their bodies properly in order to avoid any vulnerability or inviting danger. Besides, the students are advised not to roam around in the open area at night. **The institute administration shall not bear any liability where any injury or bodily harm is caused in consequence.**
- The institute equally respects the rights of all and promote healthy interaction provided no physical affection between the opposite genders is shown at public places and may invoke legal action in case any complaint is filed. Where the students have any grievance, it should be resolved in a peaceful, dignified and amicable manner through the redressal mechanism of the Institute. The students should not involve themselves or participate in any strike, dharnas or protests etc. Any violation of this rule may make them liable under **Bihar Prevention of Damage to Public and Private Properties Act,**
- Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the institute shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
- **Summer Break for Diploma Students:** The hostels (including mess/canteen and common room) shall remain closed during the summer vacation for a period as specified or in the Academic Calendar or by the D.S.T of Bihar.
- The residents must mark their 'in and out' entry in the Register kept at the Security Check Point. The institute shall not bear any responsibility for any loss or injury to the student while travelling to their native place.
- The institute shall not be responsible for the safety of the students who are out of campus.
- The residents pursuing their Diploma courses shall vacate the hostel rooms within 3 days of termination of their examination. **No responsibility shall be borne out by the institute for the stay of students during vacations after the termination of the exam or completion of the Semester.**
- In case the room is not vacated, it will be locked by the hostel authorities, and fine of Rs. 500/- shall be imposed in addition to payment of Guest Charges for staying in the hostel without the permission of the Warden.
- **The maximum duration of stay,** for students, in the hostel is the normal prescribed period of the programme of studies in which the student is admitted.
- **Extension of Duration of Stay in Hostel:** To those students who could not complete their programme in prescribed duration and have been granted extension for completing it, a special permission to stay in the hostel after expiry of prescribed duration may be given subject to the followings:

- a) Overall conduct of student;
- b) Availability of rooms;
- c) Recommendation of HOD with justification;
- d) Payment of fee (charges will be Double of the normal fee).

- Notwithstanding mentioned hereinbefore, the students having been granted the permission to stay in the hostel beyond the duration of their course or after the submission of their dissertation, the Guest Charges for them shall be Rs. 60/- per day.

- **Hostel Allotment after Due Date:** Allotment of hostel room after the due date shall be subject to the prior permission of warden.

- **Discontinuation of Studies:** Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed form to the Warden concerned at least four days in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Warden concerned after the clearance of hostel and mess dues by the student concerned is submitted.

- **Maintain the Ragging Free Hostels**

G.P. Gaya is a ragging free campus. If anybody finds involved in sort of ragging activity in the hostel, s/he will immediately be suspended from the hostel and the information will be reported to the Principal for reporting it both to the competent authority and to the police for further action.

- **Maintenance and up-gradation of Facilities in the Hostels**

Wardens will identify the residents' problems and limitation of facilities in the hostel through hostel attendants. Attendants will remain available in their designated office in the stipulated hours to record all their civic problems in a register and also their opinion about up-gradation of facilities in the hostel. Later wardens will analyze the information and propose the up-gradation of facilities in consultation with the I.S.F. Wardens will bring the proposal in the meeting with the chief warden and Peincipal for discussion and final decision. Thereafter, the Principal will forward the proposal to competent authority for approval. Now chief warden will pursue with competent authority for approval, purchase and installation.

Since all the students are adult and have attained the age of maturity, it is expected that they understand their responsibility. They are the best judge of their interests. Therefore, in case any student is willing to participate in sports/training/cultural or any other activity whether it is a part of educational framework or not, and the student voluntarily accepts the risk associated therein by participating, s/he will bear the responsibility for the injury caused due to the participation. These activities are voluntary in nature and meant only for the providing the recreational opportunities to the students. Henceforth, the institute shall not be liable to any damages, financial or other legal liability for injury sustained by the students in these voluntary activities.

The students are advised to buy insurance policy to meet out any exigency or unforeseen mishap.

- **Clearance before Vacating the Hostel:** Before vacating the hostel, each resident must hand over the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned. The student(s) shall not move any furniture from its proper allotted place and also not damage in anyway. No dues to the students shall be given only after verification of the upkeep of room and accessories provided. In case, any of the items issued to the occupant of the room is missing, the occupant shall be responsible for its loss or damage and pay the cost + fine equivalent to the amount of cost.
- Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the security guard on duty. The resident will be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture will have to be paid by the resident along with a minimum penalty of Rs. 500/-.

Responsibilities of Hostel Residents:

- a) Stay in a Polytechnic hostel requires a high degree of integrity and consciousness as a member of academic community and demands conformance with standards and norms of responsibility
- b) The residents should be back in their respective hostels latest by half an hour after the time for closing the library.
- c) Students who are found outside their respective hostel premises after the stipulated time and involving in any violence or otherwise disturbing the peace on campus and privacy of C.P. Goyal

community will be evicted from hostel forthwith apart from any other disciplinary action by the institute.

- d) No Non-resident visitor shall be permitted to stay in the rooms of the residents after 10.30 p.m.
- e) Only men can stay as guests in a men's hostel and only women can stay as guests in women's hostel.
- f) The residents shall make payment of all hostel dues as per prescribed schedule.
- g) Stay of visitor in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with the law on the subject.
- h) Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Wardens or higher authorities
- i) The hostel administration reserves the right to deny the entry of any visitor into the hostel, if, in its opinion, the visit including that of any student, is likely to disturb the peace and order in the hostel.
- j) The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.
- k) Every resident is responsible for the care of the hostel property s/he uses. Residents found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Principal will be final in this regard.
- l) All fans, lights and electric appliances must be switched off when not in use. In case, a fan/light or any other electric appliances in room is in use in the absence of student or locked room, the 1st time Penalty shall be Rs. 300/- only and in case of 2nd time, penalty shall be Rs. 500/- only. In case of continuance of violation of this rule, the students shall be liable to fine of Rs. 1,000/- and expelled from the Hostel.
- m) The residents must not remove any property from the reading room, common rooms, or the visitor's rooms or any other room of the hostels.
- n) The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical appliance/gadget.
- p) Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken by the warden.
- q) Cooking of food in the rooms including in the pantry is strictly prohibited.
- r) The residents should take care of their personal belongings and use their own locks in the rooms. The institute shall not be responsible for any loss or damage of the personal belongings of the residents.
- s) The residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour.

- t) Use of **drugs/narcotics**, consumption of **alcoholic beverages**, **card playing** and **gambling** in the hostel are prohibited.
- u) Acts of indiscipline and misbehaviour shall be severely dealt with. Any act of sexual harassment or public display of affection or involving in indecent representation bringing disrepute to the institute shall amount to act of indiscipline. Furthermore act of ragging, stalking, mental agony to others, intrusion upon the privacy of others, misuse of institute internet resources or any act amount to contradiction to laws of the land. In such cases, 1st time Penalty shall be Rs. 300/- only and in case of 2nd time, penalty shall be Rs. 500/- only. In case of continuance of violation of this rule, the students shall be liable to fine of Rs.1,000/-and expelled from the Hostel.
- v) Any resident found in possession of any weapon shall be liable to fine of Rs. 1,000/- and/or expulsion and the Registrar shall report the matter to the Police. Further the Principal may send the case of a resident who commits such an act to the HoD concerned for disciplinary action & parents would be informed of it.
- w) Late night Birthday Parties, Social or Political gatherings or Processions in the hostel complex or within the campus premises are not permitted without the prior written permission of the institute authorities. Such parties shall be organized only between 8.00 p.m.-9.30 p.m. with the permission of the appropriate authority. In case of violation or any complaint of physical discomfort or intrusion upon the privacy of other residents in peace hours (9.30 p.m. to 6.00 a.m.) is received, it will be the **collective responsibility of the hostel residents involved in any such endeavour** and will be proceeded accordingly for disciplinary action.
- x) The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
- y) The Warden or the Chief Warden or the Principal reserves the right to inspect the hostel rooms at any time.
- z) Pets are not allowed within the Hostel.
- aa) The institute reserves the right to close any or all hostels *suo motto*.
- bb) Students/Residents shall not hold any meetings within the hostel premises unless with the prior Permission of the Warden of the Hostel concerned and such permission should normally be obtained at least 48 hours in advance of the meeting.

Security of Valuable Stuffs:

Residents are advised **not** to keep cash or jewellery or other valuables in their rooms. The responsibility for the safety of their belongings including Mobile Sets/Laptop/Desktop/Audio system/vehicles etc. will be entirely that of the residents. Use of strong and reliable lock is recommended.

Failure in depositing the Dues:

In case of non-payment of dues in time or violation of any hostel rule by a resident, the Warden may get his/her room locked or opened for possession without any liability whatsoever. The belongings shall

be transferred to the store. If the dues are not cleared within 3 months of the taking of possession of the room, the belongings may be auctioned off and the proceeds be adjusted against the payment of the hostel, after one year.

Visitors and Guests:

- a) A register will be maintained at the reception of each hostel to regulate outsiders' entry.
- b) As a rule, guests are not permitted to stay overnight in any hostel. However, one guest may be accommodated by the residents in his/her room for a maximum period of 3 days in a month on payment of Rs. 60/- per day.
- c) No Guest is allowed to stay in a Hostel without the prior permission of the Warden. The name of the Guest must be entered in the Guests Register with the Security Guard with the *prior permission of the Warden*. Such guest will stay with the resident.
- d) In case the guest is staying in the guest room, the charges shall be Rs. 100/- per day.
- e) Any resident having a guest without prior permission of the Warden and proper entry in guest register will be liable to minimum fine of Rs. 300/- and disciplinary action, in addition to the guest charges.
- f) Entry in the guest register maintained in the Hostel is mandatory by the resident. Residents not obeying this shall pay fine or/and face expulsion from the hostel.
- g) Normally, permission for staying as a guest shall be granted only by the Warden. However, in case of unavailability of warden, the Chief Warden or Principal may also grant the permission.
- h) Any institute Teacher may be permitted to stay in the hostel temporarily on payment of Guest Charges by the Principal after recommendation from the HoD.
- i) In case of temporary allotment, Guest Charges will be levied and refundable Security, equal to amount as charged from regular student, must be deposited with the office.

In and Out Timings of Boys Hostel

- a) General entry (except in case of arrival after travelling) of male residents in the Campus shall be closed at 10.00 p.m. and it will re-open at 5.00 a.m.

In and Out Timings of Girls' Hostels

In order to ensure the safety and security of the residents of Girls' hostels, the institute is committed to take pro-active steps in accordance with the AICTE guidelines and other relevant directives and orders of the judiciary. The following are the guidelines regarding the In and Out timings of Girls' Hostel:

- a) Residents of girls' hostels shall present themselves for daily roll call at 9.30 P.M. No guest entry after 9.30 P.M. will be allowed.
- b) Residents of Girls hostel may be allowed to use their laboratory or to carry out any work assigned by the Institute during the office time on the recommendation of concerned faculty.

- c) Student requiring permission to leave the hostel for participation in an academic event representing the institute like in plant training, the applicant shall have to get the application recommended by the Supervisor of the Student or the HOD of the Centre.

Fines and other punishments for late entries

- a) Residents must enter a valid contact number and address in the home going register before proceeding on leave. It must be ensured that before the Resident proceeds to their native places, it is their duty to enter their 'in and out timings and details of place to visit' in the Register at the Main Gate. They are advised to inform their parents before leaving the campus. The residents being above 15 years of age and having attained maturity of understanding are expected to behave responsibly. **In no case, the Institute Administration shall bear any liability for any acts, omission, negligence or absence of the Hostel Residents from the institute Campus.**

Violation of Rules

Any violation of rules and directions will be subject to strict disciplinary action, which in extreme case/s may lead to expulsions, forfeiture of the securities of such resident/s and his/her right to future admission. All residents of hostels in whatever capacity they may be staying in the hostel shall be bound to observe hostel rules and shall be liable to fine or other disciplinary action for any violation of the hostel rules similar to that of regular student residents.

Rules of Interpretation

In case of any inconsistency or difference of difficulty in understanding of the rules, the rule of Harmonious Construction shall be applied. Besides, the Principal will have the authority to restructure the rules and notify it to remove difficulties.

Important Contact Numbers

Sl. No.	Authorities	Name	Name of Department	Residence/Mobile (Only In Case of Emergency)
1	Principal	Dr. Nityanand Prasad	Electronics	9431009419/ 9430638734
2	Hostel Superintend (In-Charge)	Lect. Ramun Prasad	Humanities	9015442548
3	Hostel Deputy Superintend (In-Charge)	Lect. Mritunjay Kumar Singh	Applied Science	9546595789
Other Members				
4	Lect.Dr. Meenakshi		Chemistry	
5	Lect. Abhimanyu Kumar		Electronics	9617603685
6	Lect. Kamar Iquwal		Civil	9354990557
7	Lect.Saurabh Kumar		Civil	9661149991
8	Lect. Sunny Kumari		Civil	