

HOSTEL ADMINISTRATION RULES AND REGULATIONS

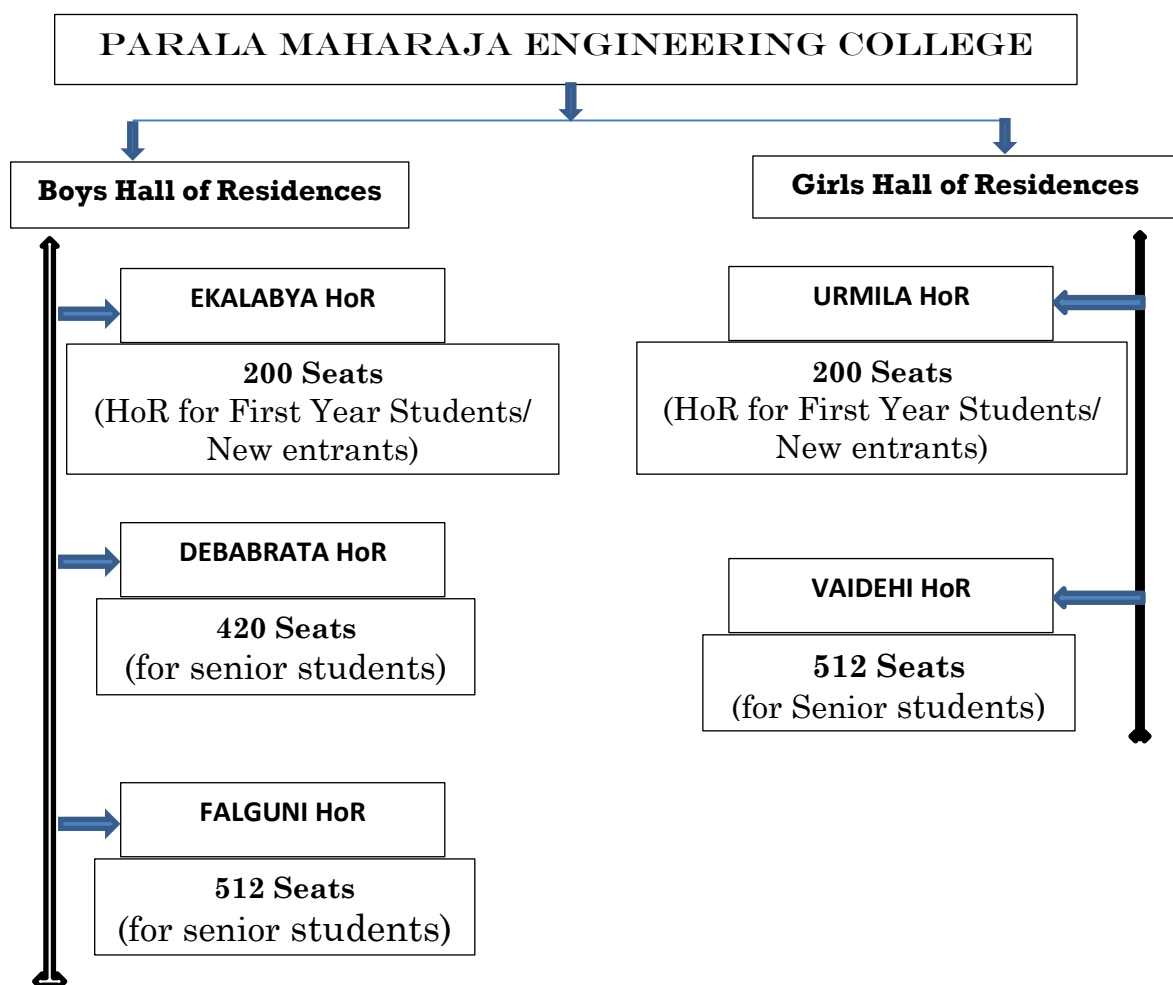


**PARALA MAHARAJA ENGINEERING COLLEGE
SITALAPALLI, BERHAMPUR**

Parala Maharaja Engineering College, Sitalapalli, Berhampur is established in 2009. This prominent college of south Odisha has a sprawling campus spread in an area of 83 acres. The college has infrastructure facilities like Academic blocks comprising of Class rooms, Laboratories, Departmental Seminar rooms, two extensive Workshops for heavy machinery, Central Library, Reading Room with internet and computer facilities, PARAM SAVAK supercomputer facility, two Centre of Excellences (COEs), Examination Section, Administrative set-ups for Dean office, Accounts and Establishment sections, Student facility centre, Utility block, Canteen, two large Playgrounds, Canara bank campus branch, Guest house, Open Gymnasium, Indoor gymnasium, Quarters for faculties and Halls of Residence for students.

Halls of Residence (HoR)

There are a total of five Halls of Residence (HoR) in Parala Maharaja Engineering College, Sitalapalli, Berhampur. The detailed capacity is as follows:



HoR Administration

The following officers constitute the HoR Administration Committee (HAC), for the effective day-to-day functioning of Halls of Residences:

- a) Dean -Students' Welfare (DSW)
- b) Associate Dean Students' Welfare
- c) Warden
- d) Asst. Warden

These HAC positions are chaired by regular faculties of the College. Each Halls of Residence is under the direct control of an Asst. Warden and Warden. Students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

HAC members in the Academic session 2026-27

Sl. No.	Name of the Professor & Department		Additional Designation	Assigned HoR	Care Taker / Office Bearer	Hostel Strength
1.	Dr. Debasis Mohapatra Associate Professor, Computer Science & Engineering Mail Id: deansw@pmec.ac.in		Dean-Students' Welfare		Mr. Bikram Keshare Swain Mr. Naresh Kumar Sasmal	1844
2.	Dr. Monika Mohanty, Assistant Professor, Civil Engineering Mail Id: monika.ce @pmec.ac.in		Associate Dean-Students' Welfare			
3.	Mr. B. Durga Rao Asst. Professor, Mechanical Engineering Mail Id: durga.me@pmec.ac.in		Warden	Ekalabya HoR	Mr. Banamali Ojha Contact No- 9776556904	200
4.	Dr. Kalyan Kumar Jena Asst. Professor, Computer Science & Engineering Mail Id: kalyan.cse@pmec.ac.in		Asst. Warden			
5.	Dr. Himadri Sahu Asst. Professor, Chemical Engineering Mail Id: himadri.chemical@pmec.ac.in		Warden	Debabrata HoR	1. Mr. Satyanarayan Bhuyan Contact No- 9658611186 2. Mr. Babulal Hansdah Contact No- 7978452615	420
6.	Mr. Krushna Hial Asst. Professor (Physics), Mail Id: hial01krushna@gmail.com		Asst. Warden			

7.	Mr. Sandeep Bhoi Asst. Professor, Mechanical Engineering Mail Id: sandeep.me@pmec.ac.in		Warden	Falguni HoR	1.Mr. Jitendra Sahoo Contact No- 8588932160 2. Mr. Santosh Paik Contact No- 7855927258	512
8.	Mr. Kashinath Dhamudia Asst. Professor, Mechanical Engineering Mail Id: kasinath.me@pmec.ac.in					
9.	Mr. Saurav Kumar Nayak Guest Faculty, Mechanical Engineering Mail Id: sourav.kumarnayak@gmail.com					
8.	Dr. Sasmita Rani Behera Associate Professor, Computer Science & Engineering Mail Id: sasmita.cse@pmec.ac.in		Warden	Urmila HoR	1. Ms. Sudashna Biswal Contact No- 6370798944 2. Mrs. Sanjukta Mishra Contact No- 6372692166	200
9.	Dr. Mitali Sinha Assistant Professor, Computer Science & Engineering Mail Id: mitali.cse@pmec.ac.in		Asst. Warden			
10.	Dr. Kanchan Kumari Assistant Professor, Mechanical Engineering Mail Id: kanchan.me@pmec.ac.in		Warden	Vaidehi HoR	1. Mrs. S Jayanti Reddy Contact No- 7381596877 2. Mrs. Mamina Sethi Contact No- 6371584407 3. Mrs. Iswari Das Contact No- 7205537937 4. Mrs. Rajeswari Gouda Contact No- 8260633171	512
11.	Dr. Rakhee Panigrahi Assistant Professor, Electrical Engineering Mail Id: rakhee.ee@pmec.ac.in		Asst. Warden			

Other support staffs associated with the HoR Functioning include
Attached to DSW's Office (Central facility):

- i) Office Assistant
- ii) Data Entry Operator

Attached to Warden Offices at HoRs:

- i) HoR Care Takers (One Care Taker for 200-250 students)
- ii) Electrician and Plumbers (3+3 workers looking after all HoRs)
- iii) Sweepers (One sweeper per 100 students)
- iv) Gardner (One Gardener for each HoR)
- v) Security personnel (One Security and night watchman per HoR)

Independent Control/ Fact finding and Assessment Committees:

1. ANTI RAGGING SQUAD

Dean-Students Welfare	-	Convener
All Heads of Departments	-	Members
All Wardens and Asst. Wardens of Halls of Residence	-	Members

2. ANTI RAGGING COMMITTEE

a) Prof. (Dr.) Sarat Kumar Sahoo, Principal	-	Chairman
b) Prof. (Dr.) Tapas Kumar Panigrahi (Dean PGS&R)	-	Member
c) Dr. Chittaranjan Mallick, Asso. Prof in Mathematics-	-	Member
d) Dr. Debasis Mohapatra, Dean Students' Welfare	-	Member Convener
e) Dr. Madhusmita Biswal, Asso. Prof., Dept of CE	-	Member
f) Dr. Monika Mohanty, Asso. Dean Students' Welfare-	-	Member
g) Lt. Sandeep Bhoi, Asst. Prof.(SG), Dept. of ME	-	Member
h) Mr. Ashok Kumar Rath, Junior Asst., Accts Section	-	Member
i) Mr. Prasanta Kumar Dash, Berhampur (Parent)	-	Member
j) Mr. Suryanarayan Pattnaik (Reporter-Prameya)	-	Member
k) Mr. Susant Kumar Mohanty, PREM, Berhampur	-	Member
l) OIC, Gopal Police Station	-	Member
m) Srimay Das (ME-2401109599)	-	Student-Member
n) Axita Dash (CSE-2301109112)	-	Student-Member
o) Srimay Samanoya Baiarsingh (ETC-2501109356)	-	Student-Member
p) Pratikshya Sahoo (CSE-8458064370)	-	Student-Member

3. INTERNAL COMPLAINT COMMITTEE (ICC)

1. Dr. (Mrs) Anita Mohanty, Associate Professor, ETC	-	Presiding Officer
2. Mrs. T Mita Kumari, Assistant Professor (SG), ETC	-	Member
3. Mr. Kashinath Dhamudia, Assistant Professor (SG), ME	-	Member
4. Dr. Braja Kishore Brahma, Doctor, Berhampur	-	Member
5. Ms. Himani Dash, Project Officer, PREM (NGO), Berhampur	-	Member

6. Mr. Ashok Kumar Rath, Junior Assistant (Non-Teaching)	-	Member
7. Mrs. Harapriya Dash (Non-Teaching)	-	Member
8. Mr. Anshuman Sahoo (2301109447) ME	} Student	Member
9. Miss. Mahek Agarwal (2301109135) CSE		Member
10. Miss. Yaminee Dash (2401109487) ETC		Member

HoR DISCIPLINE COMMITTEE

HoR discipline committee constituted as under will carry out necessary investigation and recommend action to the Dean Student's welfare (DSW) whenever there is breach of discipline in any HoR.

Warden of the concerned HoR	-	Convener
Registrar, PMEC	-	Chairman
All Wardens – Halls of Residence	-	Member
All Asst. Wardens – Halls of Residence	-	Member
Professor-in-Charge, Examination	-	Member

Domains of Responsibilities

Dean/ Associate Dean-Students' Welfare:

DSW is the apex authority for decision making in regard to students' welfare and HoR administration. He looks after the overall possibilities in providing an academic ambience along with a healthy campus life for all the HoRs through administrative vision and work ethics. Some of his core work schedule includes;

- i. Establishing coherence with Wardens and Asst. Wardens of all HoRs for the smooth conduct of day-to-day work, disciplined HoR functioning and shaping different student activities.
- ii. Student's Grievances/ Indiscipline activities redressal with the help of different statutory committees and formulation of disciplinary fact-finding committees. Communicating the parents/guardians of the students involved in indiscipline activities and actions being taken by the HoR administration.
- iii. Implementing/ not implementing the different decisions taken by the various committees in the greater interest of the students of college.

- iv. Making the policy decisions regarding allotment of HoRs. [The allotments to the limited seats of first year is provided based on the OJEE assigned rank. In subsequent years the seats are usually allotted to willing students in specific ratio of different streams in different HoRs etc].
- v. Maintaining detailed ledgers of accounting for HoR specific transactions of each student and providing the designated shares of various HoRs for the functioning of Warden's Offices. Auditing the accounting ledgers of all HoRs.
- vi. Negotiating the engagement and utilisation of adequate number of sweepers, gardener, electricians and plumbers with the College authority and Wardens of HoRs.

Warden/ Assistant Warden:

- i. Arranging a definite (well informed) duration everyday beyond the college functioning hours for Regular interaction/ Grievance redressal of boarders of the specific HoR.
- ii. Analysing boarder's problems and taking appropriate measures to provide with a solution or raising the issue to the DSW office if the problems are beyond the local limits of the specific HoR.
- iii. Introducing initiatives for enhancing and consolidating indoor/ outdoor sports activities and healthy cultural activities in the HoR.
- iv. Dealing with the acts of indiscipline of the boarders with measures such as fines and issuing "no recurrence warnings" with intimation to the DSW office for a record at the college level. Reporting the cases of serious indiscipline/ragging to the DSW for further action.
- v. Ensuring proper maintenance of the rooms and HoR premises through scheduling the maintenance works with coordination of maintenance workers and boarders.
- vi. Scheduling inspection for the maintenance of hygiene and quality of food served in the mess.

- vii. To be sensitive and responsive to any boarder with a critical health condition, to facilitate him proper medical attention and immediate reporting of the same to DSW/ Principal for further needed action.
- viii. Making different HoR specific committees such as mess committee, discipline committee, sports committee etc. in order to make the boarders responsible and participate in the decision making process. Nominate the excellent and professional members of the HoR committees for membership at college level committees. Recommending/ sanctioning the student committee decisions vis a vis the overall interest and limitations of the HoR jurisdiction.
- ix. Supervising and coordinating the employees of HoR (Caretakers, Sweepers, Electrician, Plumber and Gardener) towards efficient HoR management.
- x. Keeping proper record of all financial transactions and must be submitting for audit with the DSW office at the closing of each academic session.

HoR Care Taker:

- i. Maintaining an everyday work schedule for the smooth HoR functioning. The schedule should include events such as water supply regulation, mess inspection, maintenance schedule like RO cleaning, DG set dry run spells etc., gardening activity, vigilant passive inspection of different boarder activities without being befriending with the boarders etc.
- ii. Maintaining a fast hand information regarding the occupancy/ vacation of rooms by the boarders and possession of keys of the vacant rooms. All vacant rooms should always be kept locked.
- iii. Maintaining the record of the Guests/ Visitors, leave record of students and keeping strict watch on the in and out register, so that no unwanted student/person resides in the HoR without the permission of the Warden/ Asst. Warden.
- iv. Maintaining the HoR noticeboard for easy and quick reference of boarders. (Includes proper sectionalise display of student committee members of HoR with their mobile numbers, weekly mess menu etc. along with all important communication sections.)

- v. Supervising and coordinating all workers involved in the HoR maintenance and up keeping. A written report of the significant working decisions and failures must be maintained at the end of each day.
- vi. Communicating the high priority information involving student's critical health conditions or brewing disputes among students to the warden and Asst. warden over phone without any delay.
- vii. Keeping vigil against boarders trying to use contraband substances in the HoR premises or using large power appliances, high dB volume speakers etc. Ensuring decency and decorum in all aspects of public life inside the HoR and keeping a record of the miscreants.
- viii. Restricting students from bringing two wheelers or four wheelers motor vehicles to HoR without Warden's permission. Confiscating such vehicles and keeping under chain and lock with information to the Warden. This includes restricting Pillion riding by the boarders with their friends coming to peak or drop them to HoR.

Boarder accommodation and privileges:

A student pursuing his/her studies at Parala Maharaja Engineering College, Sitalapalli, Berhampur may reside in the HoRs owned and maintained by College during his/ her studentship in a specific academic programme. The information regarding HoRs is being provided in the college prospectus as well as in the college website www.pmec.ac.in. For a peaceful hostel living and facilitating a healthy studios environment, certain rules are followed. These rules help to protect the rights of all boarders and protect them from being bullied. Rules also ensure that the HoR property is protected; staying is comfortable; discipline is maintained amongst the inmates and healthy living is ensured.

Admission to the HoR:

- 1) "Hostel accommodation for first year students shall be allotted based on the JEE (Main)/OJEE Rank and Category. For students of the preceding years, hostel seat allotment shall be made on the basis of a merit criterion comprising CGPA".

- 1) **HoR Admission Form:** At the time of admission of a student in to HoR, every boarder is required to submit the HoR admission form completed in all respects at the HoR Warden's Office. The form should mandatorily have the contact mobile and E-mail of the student and parent. [The warden office needs to validate the numbers by ringing them individually and provide the validated numbers to the DSW office (within a week time) for maintaining the database.] Any change of address/telephone number of the parent/local guardian at any point of time has to be immediately intimated to the Warden's office in writing. [The same should be forwarded to the DSW office after validation.]
- 2) **Declaration for not keeping Motor Vehicles :** All the boarders of HoR need to give declaration by their parents for not keeping motor vehicles during their stay in the HoRs. Neither boarder is allowed to ride/ pillion ride his/ her friend's motor vehicle to the HoRs.
- 3) **Declaration for not keeping contraband items :** Parent need to provide another set of declaration towards their ward not keeping butcher's knife or firearms and not wearing sharp edged bangles (Kada) which at times being used as a weapon at the time of arguments/ scuffles. Declaration is required to refrain the boarders from keeping/ consuming contraband items such as tobacco products, intoxicating drugs, liquors, and high power (1000Watt or higher) appliances or high dB (75dB or higher)*appliances/ firecrackers. [*The safe exposure limit is 85dB.]

4) **Anti Ragging Declaration:**

Boarders are required to sign an **Anti-Ragging declaration** form as per UGC guidelines. Ragging in any form will attract severe punishment as per the Supreme Court Directives/ UGC guideline. Any violation of this declaration by any student will be dealt with very severely. If the anti-ragging committee findings concludes the involvement in ragging, then the punishments may include

- expulsion from the HoR as well as from the College.
- debarring from taking admission in any other educational institutions in India.
- FIR with the local police without exception by the institutional authorities for trial under **prevention of Ragging act 2011.**

The nature of punishment will be exemplary and harsh so as to serve as a deterrent to ensure community pressure on the potential raggers. Also, the institutional authority is duty bound to intimate the incidents of ragging occurred in their premises along with actions taken to the UGC immediately after occurrence of such incident and inform the status of the case from time to time.

- 5) **Record of Fees Submitted** : At the time of admission of a student in to HoR and at the beginning of every academic year, each boarder is required to deposit their full annual HoR Fees in to HoR account and submit the Receipt mentioning the unique id such as DD no./ Chalan no./ transaction UTR etc. in original (or self-attested photocopies for online payment receipts) along with mentioning the transaction date at the Warden's office. [The same should be verified by the Warden's office and a detailed report should be provided to the DSW for a reference.]

HoR Fees for Academic Year 2026-27:

- 1) **“Hostel Accommodation Fees” : Rs 13360/- will be charged for yearly academic session (Jul to Jun). No refund will be applicable for boarders leaving in middle of the academic session.**

a) For 1st year (initial admission into Hostel) :- Those who are allotted seat in the Hostel, a demand draft of Rs 13360/- drawn from any Nationalized Bank is to be submitted with the Hostel Admission Form, at the time of admission into Hostel, in favour of Principal, Parala Maharaja Engineering College, Berhampur.

b) For the next subsequent years (2nd, 3rd & 4th year) :- Students have to deposit the same amount, ie., Rs 13360/- per annum, at the beginning of the academic year, through online or offline in the account number **110242979313**, IFSC-CNRB0017998, Canara Bank, Sitalapalli Branch, PMEC Campus and Challan Receipt from the Bank to be submitted at DSW Office for updation.

2) **Mess Bill Advance of Rs 20,000/- :-** (Rate of daily messing is Rs 120/-).

a) **For 1st year (initial admission into Hostel) :**
Those who are allotted seat in the Hostel, a demand draft of Rs 20,000/- drawn from any Nationalized Bank is to be submitted with the Hostel Admission Form, at the time of admission into Hostel, in favour of Principal, Parala Maharaja Engineering College, Berhampur. The balance amount towards messing (after deduction of advance amount) is to be deposited through online or offline in account number **80422010003716**, IFSC-CNRB0017998, Canara Bank, Sitalapalli Branch, PMEC Campus, before end of semester examination and Challan Receipt from the Bank is required to be submitted at DSW Office for updation.

b) **For the next subsequent semesters (3rd/4th, 5th/6th & 7th/8th) :-**

Students have to deposit Rs 20000/- per semester, towards Mess Bill Advance, through online or offline in the account number **80422010003716**, IFSC-CNRB0017998, Canara Bank, Sitalapalli Branch, PMEC Campus, at the beginning of the semester and Challan Receipt from the Bank is required to be submitted at DSW Office for updation.

The balance amount towards messing (after deduction of advance amount) is to be deposited through online or offline in account number **80422010003716**, IFSC-CNRB0017998, Canara Bank, Sitalapalli Branch, PMEC Campus, before end of semester examination and Challan Receipt from the Bank is required to be submitted at DSW Office for updation.

Refund of Fee:

- i) There shall be **NO refund of Hostel Accommodation Fee** for any unused part of stay in HoRs in any academic year.
- ii) The mess fee for the period for which mess facility remain suspended either due to closure of the HoR for long holiday or mess is not operated for unavoidable reasons will be refunded as calculated at the end of 7th semester balance sheet.

- iii) A boarder resigning from the college on personal reasons will be refunded the unused portion of the mess fees. However, the **boarder punished with expulsion from the HoR shall not get any refund of fees paid.**
- iv) In case the mess remains non-operational due to misbehaviour of boarders to mess staffer or manager is forced to leave the mess by the boarders, the mess fee for this non-operational period will be forfeited.

Staying in HoR- accommodation:

- 1) The duration of stay in the HoR will commence from the day of admission to the HoR to last day of the academic year. Students joining the Hall of Residences (HoRs) must bring their own personal essentials such as bucket, mug, food tray, mattress and other necessary items during their staying period.
- 2) Each boarder is provided with a bed, study table with chair and a cupboard/shelf/ almirah besides standard electrical fitments such as tube lights and fans in room. Each boarder is responsible for any damage to the items provided to him/her and would be required to pay for the damages during his/ her possession. If the damages were made to the common areas such as the lobby, bath rooms, toilets, mess etc, **collective penalty would be imposed by the warden.**
- 3) Room once allotted to a student for an academic year will not be changed, except in special situations Warden/ Asst Warden may change the room of a student with mentioning sufficient reasons there to. A student may use form for requesting a change of room under exceptional circumstances.
- 4) Boarder's Guardians/ Relatives/ Friends etc. are strictly not allowed to share the allotted room in HoRs. In case of an emergency, the boarders may request the DSW office for a desired accommodation of his acquaintances (on payment basis – for a maximum duration of 1-2 days) at least one day in advance. The DSW office will exploit the possibilities of accommodation either in college Guest house or any of the HoRs and inform the same to the respective boarder.

- 5) During long vacations like Dussehra, summer vacation etc. the messing of all HoRs shall necessarily remain closed. Therefore all students must vacate the hostel in these long vacations which will be utilised for regular maintenance cleanings. However under unavoidable circumstances, if a student wants to stay back in the hostel while eating meals outside, he must seek permission of DSW at least one day in advance from the commencement of long vacation. Similarly, if a student of any programme has to go for internship as a part of his/her course curriculum, he/she is required to submit the form seeking keeping/ submitting back the allotted room and the closure of messing for him/ her for the duration of internship, duly signed by his/her Head of Department and the Warden or Asst. Warden at least two days prior to the date of departure.
- 6) There is a provision of compassionate assistance to extremely poor meritorious boarders across HoRs in the form of complete HoR fee waiver. The boarders who may want to avail this facility must have CGPA 7.0 or above. The concerned student shall be required to deposit the Hostel Establishment Fee of Rs 13360/-. The waiver shall be restricted to the mess bill and the facility shall be applicable for one academic year only. Boarders fulfilling the laid down criteria, should apply for the same duly recommended through respective Warden.

Vacating HoR- Accommodation:

- 1) On completion of the academic year, the boarder will be required to pack up their belongings and hand over the accommodation (room keys) along with allocated furniture items to the HoR caretakers for inspection and stock entry. Boarders will provide a **no dues form** in signed from various entities of college and HoR administration.
- 2) Before vacating the room, a boarder needs to apply for the same to the warden of HoR on attaching the no dues obtained. HoR administration will assign a time for the inspection and safe keeping of the hostel properties such as furniture, electrical fitments, appliances etc. and record appropriate breakage against the concerned boarder.

- 3) While vacating the HoR, the boarders are required to follow the complete procedure. In case of any forgery of procedures detected at a later stage, then the boarder will be levied with appropriate fine through an ex-parte evaluation by the HoR and the fine will be collected when the student applies for the academic certificates.

Boarder's Code of Conduct:

- 1) Boarders need **always carry with them the College Identity Card**(which will be issued to them by the College) both inside and outside of the college campus.
- 2) Boarders are required to **behave courteously/ professionally** with every other boarder, Care taker and Mess staffer, Gardener, Sweeper and all the HoR personnel he/ she might be required to interact.
- 3) **Ragging is a form of bullying** that involves physical, verbal or mental abuse of one student by another (not necessarily involving senior and junior students) at an educational institution. It can include:
 - Teasing or abusing a student.
 - Playing practical jokes on a student.
 - Asking a student to give introduction or do something which they wouldn't normally do.
 - Bullying a student into doing assignments.
 - Excluding a student from campus activities.
 - Causing Psychological harm.
 - Causing Physical abuse.
- 4) Ragging can be harmful and have dire consequences for victims. It can cause depression, demoralization, isolation, and other detrimental effects on a student's personality. **If any student is found involved in ragging, he/ She would be rusticated from the college. For every single incident of ragging, a First Information Report (FIR) will be filed without exception by the institutional authorities with the local police authorities. As per prevention of Ragging act 2011, whosoever, directly or indirectly, commits or participates in or abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both.**

- 5) Boarders are required to **ensure cleanliness** of their rooms and help to maintain general upkeep of HoR premises. Littering of the corridor, common utility spaces or HoR notice board will be a punishable offence. Deliberate and Repeated occurrence will lead to **permanent expulsion from HoRs**.
- 6) **Boarders are neither allowed to cook in rooms, nor can they avail the HoR boarding without joining its mess facility.** If caught cooking in room, the cooking sources and materials will be confiscated and each of the involved boarder shall be imposed with a fine of Rs 2000/-.
- 7) **Taking eatables from mess to rooms is strictly prohibited.** However, if a boarder suffers from sickness, he/ she should get the approval from the warden for the number of days, his/ her diet to be served in room by the mess personnel.
- 8) **Personal eating trays are not allowed.** All boarders will be issued with eating trays by the HoR. Cleaning and care of the issued tray is the responsibility of each individual boarder. The boarder has to return this tray of HoR in good condition while leaving the HoR permanently.
- 9) When the boarders go out of their room they should keep the room locked. The boarder shall have the **onus of safe custody of their valuables/ belongings**.
- 10) All HoR entrances (doors) will be shut for the night at 10 pm up to 4am in next morning. Therefore, no boarder is permitted to leave the HoR premises during this time. The **attendance of HoR boarders will be taken by the caretaker at 10pm.** and must be reported to the warden by 10.30pm. However, boarders having planned legitimate journey tickets to far off places during these late hours must take prior permission from the Warden.
- 11) Boarders must make **entry in the In-Out Register** available with Security Guard at HoR Entry Gate whenever they come inside/ go outside. They are also required to make **entry in Mess Register** in Morning and Evening. Boarders must not allow anybody to stay overnight with them. Proxy/ Impersonation in such cases will be dealt severely.

- 12) Any celebration on part of students will require written permission from the Warden which must be taken at least two days in advance. All Celebrations must be over by 10pm. **(late night celebrations are strictly prohibited)** Incidents relating to playing loud music, splashing of colours, igniting firecrackers, water splashing or bashing any student on account of celebration by any boarder will be dealt with appropriate punishments on the first count and expulsion from HoR on subsequent recurrence.
- 13) All fans, tube lights & electrical appliances, when not required should be switched off. Boarders should not remove any fittings from any other room or common area. **If any electrical/ civil fitments are found damaged, the concerned boarders shall be solely responsible. The cost of the new fitments along with the replacement expenses shall be recovered from the concerned boarders.**
- 14) While the boarders can keep bicycle for local conveyance, they are **not allowed to bring motorised vehicles beyond the academic block** to the HoRs. If reported/ caught, the vehicle will be seized and/ or a fine of Rs 1000/- will be imposed.
- 15) Smoking, drinking(alcohol), stealing, gambling, exploding fire-crackers, vandalising, abusing, impersonating and committing illegal acts etc. bringing disrepute to the college will be severely punished. Appropriate legal action will be taken by the disciplinary committee (DC) evaluating the merits in each case.
- 16) **Possession/ consumption of contraband items** or display of pornographic contents is a punishable offence. Such items, if found will be confiscated/ destroyed and a fine of Rs 2000/- will also be imposed. Repeated occurrence will attract expulsion from HoR.
- 17) **Keeping high power (1000 Watt or more) electrical appliances** such as immersion rods, electric stove/ heaters, iron, electric kettle and such other items are not allowed. Also **keeping high dB (75dB and more) music system/** audio video players/ sound bars etc. are not allowed. Such appliances, if found will be confiscated and a fine of Rs 1000/- will also be imposed.

- 18) Boarders involved in any **brawl/fight will invite serious disciplinary action** including handing over to the state police for investigation and punitive action. Such cases will be simultaneously brought to the notice of the parents and local guardian of the boarder.
- 19) Boarders **must not involve in any anti-national, anti-social activities** in public life, within or outside the campus. If a boarder found indulged in such activities, he/she will be rusticated from the HoR along with exemplary punitive action against him/ her.
- 20) The detailed mess menu will be decided by the mess coordinators (from amongst the boarders) and the mess vender in every two months. Boarders **must strictly follow the mess timings**.

Mess Timings:

Breakfast:	Mon to Sat	-	8 AM to 10 AM
	Sunday & Holiday	-	8 AM to 10.30 AM
Lunch:	(All days)	-	12.30PM to 2 PM
Dinner	(All days)	-	8 PM to 10 PM

If a boarder clandestinely **harbours/ accommodates any such inmate who is served with any punishment** shall be liable to be appropriately punished.

Note: All the punishments and warnings issued, shall be duly conveyed to the parent/ guardians of the boarder.

DOs & DON'Ts FOR HoR Boarders

DOs

DON'Ts

Courteous/ Professional to everyone	Cook in your room.
Overcomes the urge to lie and cheat	Bulley any student/ Indulge in ragging.
Acknowledge the dignity of HoR staff	Damage college property.
Abide by the HoR rules and regulation	Allow outsider to stay in room.
Involve in outdoor activities	Create disturbance to any boarder.
Use the resources/ facilities judiciously	Consume/ distribute contraband items.
Contribute towards societal development.	Burn firecrackers in HoR
Be quick to apologize	Play loud music