

Girls'/Women's Hostel Rules & Regulations, 2000 (Amended on 2015)

Pandu College, Pandu, Guwahati-781012

PART A

1. No border will be allowed to leave the hostel without prior permission from the superintendent.
2. Boarders are not allowed to remain absent from the hostel during night unless she has obtained permission from the superintendent. They shall have to apply in advance stating the reason of leaving and complete address of the destination. Night out permission to borders will be given only when she takes prior approval from parents/local guardian.
3. Any boarder willing to attend wedding or any other social functions should take permission from the superintendent at least two days in advance. The application must be forwarded by parents/local guardian. Otherwise permission shall not be granted.
4. Borders are not permitted to stay out of the hostel beyond **4.30 pm.**
5. All borders must be present in the evening prayer every day as per prescribed timings to be notified from time to time.
6. Borders will be allowed to go out for local shopping on **Sundays and Wednesdays**. The timings for local shopping will be as follows:

Sundays: 10.00 am --- 4.30 pm

Wednesdays: 2.30 pm --- 4.30 pm

If any boarder goes out of the hostel for any reason other than these days prior permission must taken from the superintendent.

7. If any border wants to visit any relatives/friends, she must inform her parents/guardians and approval must be taken from them in advance. Otherwise permission will not be granted.
8. The borders will not be allowed to leave the hostel for the purpose of excursion, picnic or any other such reason unless she obtains permission from her parents/guardians in written. However for any eventuality that may occur during such outing, the responsibility does not lie with the Hostel/College authority.
9. Parents/guardians/visitors can meet their wards in the hostel as per following timings:
Summer (from 1st April to 30th September): **10.00 AM --- 5.00 PM**
Winter (from 1st October to 31st March): **10.00 AM --- 4.30 PM**
10. Every visitor must record their details in the visitors' register available in the visiting room.
11. No parent/guardian/visitor including ex-borders is allowed to stay in the rooms of their ward. Male visitors are strictly prohibited to enter their living rooms.
12. Day Scholars (boarder of the college not residing in the hostel) are not allowed to enter the hostel for any reason.
13. Leave applications and any other applications must come through the Monitress. They have to maintain individual leave register for the records of their leave(s) and it must be countersigned by parent/local guardian.
14. Borders are not allowed to go out of the campus of the college during classes except academic purpose. They must attend all the classes regularly in uniform. Non- collegiate /discollegiate boarder and boarder expelled/failed in the University/Board Examination will be immediately expelled from the hostel. In this case no Mess dues paid and amount paid at the time of examination will be refunded.
15. The study hours in the hostel are from 6 pm to 11.30 pm daily. During the study hours, borders must stay in their allotted rooms. Gossiping and use of mobile phones during study hours is strictly prohibited. If a border found/reported using mobile phones and disturbing other borders during this time, strict disciplinary action including seizing of the mobile phone shall be taken.
16. If any border requires going for outside tuition, she must take permission from the superintendent in written. The application must be forwarded by her parent/local guardian. **BOARDERS ARE NOT ALLOWED TO GO FOR TUITION IN THE AFTERNOON.**
17. If a border remains absent from the hostel for more than a month except medical ground, her hostel seat may be forfeited. In such cases no mess dues paid and amount paid at the time of admission will be refunded. In case of medical ground, the border must submit a certificate from a Registered Medical Officer.
18. Indiscipline, misconduct, misbehavior, stealing or damaging any hostel/college property, physical or mental assault to any border, and any kind of violence- the borders are liable for strict disciplinary action including expulsion from the hostel.
19. Ragging, bullying or harassing any border is strictly prohibited and defaulting border(s) is/are liable to expel from the hostel.
20. Borders shall not misbehave hostel cooks and manuals. They are not allowed to enter the kitchen except Mess Manager, Mess Secretary, Monitress or Assistant Monitress.

21. Possessing or consuming any drugs or intoxicants of any kind, possessing or using any fire arms, lethal weapons, explosives or dangerous substances in the hostel or college premises will be considered as serious offence and defaulting border(s) is/are liable for punishment.
22. No notice will be displayed by the borders in the hostel/college Notice Board without counter signed by the superintendent.
23. Taking part directly or indirectly in any movement, agitation or strike of boarder in the college for any reason whatsoever will attract punishment, rustication or expulsion.
24. Borders must keep the hostel as well as the rooms neat and clean and properly arranged. All occupants of the room will be jointly responsible for cleanliness and maintaining decency of the room.
25. The borders themselves are personally responsible to safeguard their belongings. They are advised not to keep money or valuables like gold rings, watches in their rooms when they are not present. They should also take care of their purses, calculators, cell phones, laptops or books. In case of theft or loss of any item, the hostel/college authority will not be responsible for such loss. They are also advised to keep their rooms, boxes, suitcases etc. securely locked.
26. Borders must abide by the rules, notifications and orders issued by the superintendent/college authority from time to time. They must also follow the directions of the hostel superintendent in observing regular functions like Freshmen Social, Farewell and any other such occasions.
27. Use of any electrical appliances except table lamps and mobile chargers is prohibited. Lights and fans are to be switched off when no one in the room.
28. The college/hostel authority will conduct surprise checks periodically and if anyone found violating above rules, strict disciplinary action will be taken against her.

PART B

1. The Mess Dues of every month shall be fixed on the basis of expenditure of the previous month.
2. **Borders must pay the Mess Dues before 10th day of every month.** If a border fails to pay the Mess Dues within the due date, late fine will be imposed as decided by the hostel authority.
3. No border is allowed to pay the Mess Dues in fractions; they must pay the complete Mess Dues at one time.
4. Mess Dues to be paid in full by a border in a month irrespective of number of days present. **There is no provision of half mess dues or guest charge for boarders.**
5. IF A BORDER REMAINS ABSENT FROM THE HOSTEL FOR ONE COMPLETE MONTH EXCEPT MEDICAL AND UNAVOIDABLE CIRCUMSTANCES/REASONS, SHE WILL HAVE TO PAY HALF OF THE MESS DUES FIXED FOR THAT MONTH. In case of medical and unavoidable circumstances/reasons, proper evidence must be produced by the border/guardian before the hostel authority.
6. **It is mandatory for all boarders residing in the hostel to join the mess.**
7. Borders are required to take meal in the dining hall. No border is permitted to take food to their rooms except those reported sick with prior permission from the superintendent. Indoor cooking including making tea/coffee/noodles in the room is strictly prohibited.
8. Borders must pay one month's Mess Dues in advance at the time of admission, which shall be adjusted in the last month of the session. The amount of the advance Mess Dues may vary from time to time and it will be fixed on the last month of the previous session.

Above Rules and Regulations may be amended from time to time. In all cases the decision of the Hostel/College Authority will be final and binding.
