

## HOSTEL RULES - FCI DEOGHAR

1. The classes begin at 9:00 a.m., and students are expected to arrive in full uniform according to the schedule.
2. Students must arrive to college on time for their scheduled classes.
3. During lunchtime, students may return to the hostel to change their uniforms.
4. Use of hostel premises as a place of rest by the day-scholars is not permitted.
5. After academic hours, students can leave campus after signing the IN-OUT Register.
6. Students are allowed to go out from campus from 5:00pm and have to come back to the Institute campus by stipulated time i.e. 6:30 PM during winters and 07:30 pm during summers (on all academic days) after making proper gate entry duly signing the IN-OUT register.
7. On Saturdays & Sundays, institutional and public holidays, students are free to go for outing from morning 07:00 AM till 06:30 PM.
8. Attendance and evening briefings will be held from 08:00PM to 8:30PM. Failure to attend will result in a major disciplinary infraction.
9. The hostel entrance shall be closed at 9:30 PM sharp. Following that, students are not permitted to leave the hostel building, however they are permitted to walk/play/study in their allotted areas prior to the specified times.
10. Students are not allowed to change/ interchange his/her room with another student or shift into a vacant room without prior written permission of the Superintendent/Warden.
11. Students will be served with the meals at a stipulated time from hostel dining hall only, beyond this period hostel authority will not allow service of food from the dining hall.
  1. Breakfast – 7:30 AM to 8:00 AM
  2. Lunch – 1:00 PM to 2:00 PM
  3. Dinner – 7:30 PM to 8:00 PM

(On weekends and holidays, breakfast will be served from 08:00 a.m. to 9:00 a.m.)

No food should be taken to the room to avoid pest infestation. However in case of illness or medical emergency, students may have their meals in hostel after due permission of hostel warden and mess in-charge.

*Wastage of food will not be entertained. Students are advised to take only what they can eat.*

12. Hostellers are not allowed to stay in the room between 9 AM to 1:00 PM and 1:55 PM to 5:30 PM on college working days (As per the college time table) however if any hostellers not attending college due to illness must report to warden/Hostel In-charge before 8:45 AM through a written application, and seek proper permission. If the concerned hosteller cannot attend college for consecutive two days a medical report must be submitted to the hostel on the second day by 7:00 PM.

13. The hostel authorities will surely assist students in obtaining necessary medicines for minor diseases. However, if there is a severe sickness or an emergency, the hostel warden will notify parents or guardians regarding the same.
14. If a student feels unwell during class or after 9:00 am and wishes to rest in the hostel, they must obtain written permission from the respective class teacher or Academic In-charge as well as the Hostel Warden; only then will the hostel gate be opened.
15. Any hosteller wishing to have a “Night-out” on weekends or holidays must fill out an application form and submit it to the Hostel Warden to receive approval from the authorities.
16. Hostel authority advises students not to leave for night out after 8 PM till 5:00 AM, however in case of a lately scheduled train/flight/bus, a copy of ticket and permission from parents are required.
17. Parents/guardians are advised to register their contact number and E-mail id in hostel forms. The registered phone number/ mail id will be used by the hostel authorities for communicating regarding night-out, late night out permissions and other official communications. No other Phone number and E-mail id will be entertained for official communication.
18. In case a hosteller leaves hostel in mid of the year hostel fees will not be refunded, however caution money may be refunded.
19. If a student is expelled from the hostel on disciplinary ground, all amount paid by him/her as hostel fees will be forfeited.
20. After the semester examination, students must vacate the hostel within 48 hours from the last examination and must take clearance from the warden.
21. Once the hostel room clearance formalities are over students must vacate the room immediately. While vacating, hostel authority will thoroughly check for any kind of damage of rooms, furniture, fixtures or any kind of damage in common areas. If defacement or breakages are found then student has to compensate the cost incurred for repairing/replacement.
22. All hostels and mess will remain closed during the vacation or consecutive holidays of more than 3 days.

#### **CIVIC & SAFETY RULES**

1. Hostellers are responsible to keep their room clean. Unhygienic room conditions will not be tolerated, and concerned member can be punished in the mean of fine or even rustication from hostel.
2. FCI Deoghar campus is a “Plastic Free” zone so students are instructed to discard polythene which is not compliable to local regulatory standard to the plastic bin at the entry point.
3. All the hostellers need to arrange a small DRY WASTE BIN in their room, which needs to be cleared every day to the floor’s main dustbin.

4. Any maintenance defect in the room or floor (electrical, plumbing, carpentry) must be reported to hostel authority immediately to solve the problem; students should not try to solve any kind of maintenance problem by themselves.
5. All valuables must be kept under lock and key with the responsibilities of the concerned, hostel authority will not take any responsibility in case of loss or damage of it.
6. While not in room students must lock the room and cupboard properly and should ensure that no electrical equipments are switched -on unnecessarily. Violation of this rule will be treated as punishable offence.
7. Electrical gadgets like Irons, immersion heaters are not allowed inside the room. Plug points can be used for mobile phone, laptop or mosquito repellents.
8. Music systems, TV are not allowed in the room. Students can listen to music using ear-plugs only.

#### **DISCIPLINARY ISSUES**

1. RAGGING is a cognizable offence by the verdict of Hon'ble Supreme Court of India; College has a 'ZERO TOLERANCE' policy about it. Any reported case of ragging (among senior, junior or batch-mates) will be dealt with seriously as per the order and guideline given by Hon'ble Supreme Court.
2. Possession/consumption of alcohol/narcotics is strictly prohibited. Any student found in drunken state or under influence of narcotics will be dealt with seriously.
3. For the above cases expulsion/suspension/rustication from both hostel and college may happen.
4. Students are advised to report such events immediately to the authority otherwise all the fellow room-mates will also be accused of the same charge.
5. Smoking is strictly prohibited inside the hostel and entire college premises.
6. Damaging of hostel or institute's property is a serious crime, which can be dealt with fine/expulsion/rustication from college and hostel both.
7. Hostel premises, walls, furniture and fixtures should not be disfigured by writing or scratching, this may lead to heavy monetary fine.
8. Any type of misbehaviour with fellow students, staffs will not be tolerated.
9. Any visitors are not allowed in hostel rooms. Students can meet their visitors in common areas like dining room/activity area.
10. Male students are not permitted in Girl's hostel and vice versa.
11. Checking of students may be done at any time by the warden.
12. All rooms shall be opened for inspection by Warden at any time during day/night.

## **THINGS TO BE BROUGHT BY STUDENT**

Hostellers are required to bring the following items –

- a. Bedding - Mattress, Pillow with pillow covers, Bedsheets, Quilt/ Blanket for winters.
- b. Table Cloth (optional)
- d. Two Locks with Keys
- e. Bucket, Mug and Cloth Clips
- f. Mosquito repellent
- g. Toiletries
- h. Umbrella (optional)
- i. Hangers (if needed)
- j. Charger/Power Bank
- k. Water bottle/ Mug/Glass
- l. Routine medications and prescriptions
- m. Trash can/Small dustbin