

General Rules & Regulations for Girls' Hostel:

- The students must remember that, the **Hostel is the home of the students on the campus** & they should behave themselves on the campus as well as outside in such manner so that dignity of the institution is maintained.

Behaviour and Discipline:

- Residents are expected to display acceptable forms of behaviour anywhere within the hostel compound and the Institute premises.
- Noise level, volume of music system, etc. must be kept low at all times. These rules are intended for the Resident to follow so as to achieve a conducive living environment for all the residents.
- Pranks, ragging and rowdy games in any form are strictly prohibited.
- Strict disciplinary action will be initiated if resident/s is/are caught committing a crime or theft of any kind & the case may be referred to the City Police for necessary action under IPC and resident/s may be evicted. Prior to eviction, Resident/s will have to settle all outstanding charges were deemed applicable including forfeiture of unutilized period of the rent paid.
- Vandalism is a very serious offence; Residents found guilty of committing such an offence may be evicted from the Hostel.
- Residents shall dress in appropriate attire at all times within the hostel vicinity especially in Dining area. (Wearing shorts, Bermuda, Night-dress, Short/mini Skirts and One piece are not allowed in dining area and Girls' Hostel Office)
- Residents are not allowed to keep weapons & threatening items in their possession in the hostel and institute premises.
- Possession and consumption of intoxicants and any kind of substance abuse is strictly prohibited in the hostel and institute premises or outside in any restaurant/bar in Rayagada or on outside official visits such as training/tour/camp/field work etc. Any infringement of this order or visiting any place declared out of bounds to students will result in disciplinary action against the students concerned.
- Residents are solely responsible for their activities outside the institute premises and should follow the acceptable norms of socio-legal behavior.
- All the residents will remain present at the time of Roll Call.

- Hostel Prefects are appointed to form a bridge between Institute Authorities and the students. From time to time they are given certain tasks/duties for the benefit of the students and the Residents of hostel. Every resident should cooperate with the Prefects to discharge their duties.

Upkeeping of the Hostel:

- Residents are responsible for the up-keeping, cleanliness and tidiness of their rooms at all times including the common areas in the Hostel, such as the lounge area, dining room and bathrooms for the convenience of the next users.
- A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. The Resident shall be responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she leaves the hostel.
- Use of electrical appliances like heaters, hotplates, etc, in the hostel rooms is strictly prohibited.
- All fans, light and electrical appliances must be switched off when not in use.
- Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed to avoid obstruction to other residents.
- Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
- Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited.
- Residents sharing common facilities within a room of the Hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event of loss/ damage of the facility. In no case such damage or loss is attributable to a single resident.
- All the hostel articles issued to the students must be returned to the Hostel Matron before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be made good from the defaulters.
- The Hostel Management reserves the Rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the Residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Residents.

Visitors:

- Visitors are allowed into the visitor's room area during the visiting hours only.
 - All visitors must register at the Security Counter of Girls' Hostel and provide all detail and documents for verification as requested by Lady Matron.
 - No visitor shall be allowed to loiter around the Hostel vicinity except the visiting room.
 - Visitors are NOT allowed to use the hostel facilities.
 - Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Matron / Warden / Hostel Management.
 - Residents are not permitted to allow visitors (including Residents) of the opposite sex into their rooms at any time. The Hostel Section reserves the rights to evict any Residents who do not comply.
 - Engineers/ mechanics/masons/labours etc. other than authorized by college authorities shall not be allowed to enter the rooms in any case. Persons attending personal complaints of the residents, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints is to be attended in Visitors area only.
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- Visiting Hours:-
 - Mondays to Friday – 5.00 PM to 7.00 PM.
 - Saturday & Sundays – 3.00 PM to 5.00 PM.

For the safety of all Residents, the followings are to be observed:

- Residents must return to the Hostel by 6.30 PM daily for their own safety.
 - Resident who needs to stay out after the stipulated time must take prior permission from the Warden / Matron in the prescribed form available with the Matron's office and sign a declaration of their purpose in writing well in advance (4 days). It is necessary to furnish the details like, their contact numbers, expected return time and their whereabouts during the allowed time.

- Residents are not allowed to stay outside the hostel overnight for their own safety.
 - Resident who needs to stay outside the hostel can be permitted only if their parents or local guardian are with them. For this, parents or local guardian must make a declaration of their purpose; furnish their contact details and expected return date and time. This permission is to be obtained from the Warden, in writing 4 days prior.

Late permission to attend Institute Events:

In the event to attend various Institute events, Prefects are required to take permission on behalf of all the residents of GH. Late permission could be granted up to 10.00 PM depending on the schedule of the Institute event. To attend various Institute events, late permission could be granted up to 10.00 PM.

Security:

- Residents are responsible for all their personal belongings and valuable items like cell/mobile phone, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly secured at all times. The Institute is not responsible for any loss of personal items.
- Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
- Residents shall not hand over the keys of her room to anybody except the Warden/ Matron of the hostel concerned.
- Employment of a private servant is not allowed in the hostel.
- Offering of payment / Tips, rewards, token of appreciation or gifts in any kinds for any services rendered by any worker of hostel is not allowed.
- The usage of the hostel's computer network and services is value added service to Residents.
- Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc will be taken very seriously and action shall be taken against residents found guilty of such activities.

Emergency:

- In case of emergency outside office hours, the Resident needs to contact the Matron / the Warden / any other Hostel Authorities available at that point of time.

Medical Aid:

- First aid Kit is available with Matron / Warden.
- Any case of illness shall be reported to the Hostel Authorities immediately.
- If necessary, the resident will be shifted to the D.H.H. / Urban PHC immediately.

Hostel Facilities:

- It is advisable for the students to use mosquito nets, since malaria is endemic here.
- Cleanliness of the room is to be maintained by the student herself.
- Laundry Area – Residents have to keep the area clean and tidy at all times and keep the washing agents at the proper area provided.
- Badminton/ Carom / Chess – Residents are required to draw the rackets, Chess board, etc from the Matron / Warden and return it intact after their use.
 - Exclusive to Residents free of charge (use at own risk).
 - Be considerate and co-operative to keep the place clean and tidy at all times for the next fellow Resident.
 - Operational Time :-
 - Monday to Friday – 5.00 PM to 7.00 PM
 - Saturday, Sunday & Holidays – 6.00 AM to 8.30 AM & 4.30 PM to 7.30 PM.

Updates and Announcements:

- Any new updates and announcements will be posted on the Notice Board only and the announcement of it will be made during prayer.
- Resident is advised not to paste any poster / announcement on the wall.

Termination of Hostel Facility:

- Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.
- Principal / Hostel Authority reserves the right to deny / withdrawn facility of the student(s) at any point of time without prior notice.

Revision of Rules and Regulations:

- The Institute reserves the Rights to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- A resident residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.
- Residents found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this institute are liable for expulsion from the hostel / disciplinary action.

By Order – Principal

A safety and pleasant stay in hostel depends on all co-operation and consideration of each and every resident of the hostel.
