

HARYANA GOVT POLYTECHNICS HOSTEL RULES

As per clause 5 of Hostel rules, all Girl students of the Hostel are directed to comply the following guidelines strictly:

1. All hostel residents are required to maintain standards of behavior expected from the students of the institution. They are expected to behave courteously and fairly with every one inside and outside the institute hostel.
2. All residents are required to always carry their valid institute Identity Card/Hostel Identity Card issued to them by the institute /Hostel administration.
3. All residents are required to enter their details in the hostel register every time they enter or exit the hostel premises. This is important for safety and security of hostlers.
4. As far as timing of closing of gate of the hostel is concerned it will be decided by the Chief Hostel Warden with permission from the principal.
5. All residents must be properly dressed while going to hostel mess. No one is allowed to take food to her room without permission of hostel assistant warden. Hostel inmates must be aware of their mess timings and always be punctual.
6. Mess bill will be submitted to the mess cashier by 10th date of every month, after that fine will be imposed as decided by the institute.
7. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
8. Rooms are allotted to the students on their personal responsibility. Every hosteller is responsible for general upkeep of her room in hostel and its environment. If anything is found damaged in a room the occupants of that room shall be solely responsible and fine will be imposed.
9. No one is allowed to enter the hostel premises during institute working hours without permission of hostel warden.
10. No resident is allowed to bring any day-scholar/outsider to the hostel.
11. The hostel residents should not carry unauthorized/illegal material in print or in digital form in their rooms.
12. The residents of a room are responsible for any damage to the property in the room during their occupancy of that room and will be required to replace/repair the damage at their own cost.
13. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the hostel authorities with due approval from principal.
14. Ragging in any form is completely banned by Hon'ble Supreme court of India. Any student found indulging in ragging shall be rusticated from hostel/institute and will face legal action.
15. Newly admitted students should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be part of this practice, and will also be punished accordingly.
16. All students either hostellers or day scholars visiting hostel, are required to sign an Anti-Ragging undertaking form as per AICTE guidelines and submit to Hostel Warden/Assistant Warden.
17. In the hostel premises, following are strictly prohibited –
 - Smoking, consumption of alcoholic drinks/drugs,
 - Gambling
 - Entering the hostel premises in intoxicated state
 - Employing unauthorized persons for personal work such as washing clothes, etc.




18. Hostel Residents should not participate in any anti-national, antisocial, or undesirable activity in or outside the campus.
19. The use of electrical appliances such as immersion rods, electric stove /heaters, iron, electric kettle etc. and such other items which are prohibited in the hostel are not allowed in the rooms. Such appliances, if found will be confiscated and a fine of Rs. 200/- only or as decided by the competent authority will be imposed.
20. When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep the room locked. The student shall be held responsible for any damage in their room. Any type of violations will attract suitable penalty and/or disciplinary action as decided by hostel authorities.
21. All inmates are required to obey the hostel rules and regulations in true letter and in spirit. If any of the rules and regulations is not followed, the student can be expelled from the hostel premises.
22. Hostel inmates should not keep any type of expensive items like jewelry, cash etc. In case of any theft, hostel administration will not be responsible.
23. Hostel residents are allowed to meet their parents/guardians only on Sunday or as decided by the Hostel Warden/ Assistant Hostel Warden.

6. GUESTS AND VISITORS

- 6.1 No overnight guests are allowed in a students' room without permission of the Hostel Warden/Assistant Hostel Warden.
- 6.2 Male students/visitors/parents/guardians are strictly prohibited inside the girls' hostel. However, mother of a student may be allowed to stay inside the hostel for limited time depending upon the discretion of Hostel Warden / Assistant Hostel Warden.
- 6.3 Violation of any of the above rules regarding stay in the hostel will lead to strict disciplinary action.

7. DISCIPLINARY MEASURES

- 7.1. Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:
 - (a) Expulsion from the hostel.
 - (b) A record of her misconduct shall be made in hostel record register.
 - (c) The cost of damage shall be fully recovered from him/her together with penalty or fine commensurate with the offence committed as decided by Hostel Administration.
 - (d) No recommendations shall be given for her studies abroad.
 - (e) Rustication from the Institute.
- 7.2. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the seriousness of the case, the hostel administration may recommend to the Head of the Institute the expulsion of the particular student from hostel/institute.
- 7.3. Once the decision is taken shall be final and irrevocable. The following interim punishment may be awarded to any student by assistant hostel warden: if she is found indulging herself in any activity of indiscipline,




She shall be charged with a fine of Rs. 200/- for first time indulging in activity of indiscipline and Rs. 400/- for subsequent repeated indulgence in activity of indiscipline.

- In case of expulsion from hostel/institute she is supposed to vacate the room within 24 hours from the order of expulsion and the girl student will be handed over to her parents on account of expulsion from hostel. Till the arrival of parent/ guardian she may be allowed to stay in hostel under the supervision of lady hostel attendant.
- She is supposed to deposit fine in the account of hostel within two days from the date of order. If the second day is the holiday/Sunday, the third day shall be taken into consideration for the last date of submission of fine.
- If the above-mentioned time period comes under the duration of long holiday, this shall be the discretionary power of the Hostel Warden to extend the time period.
- If she fails to vacate the room or deposit the fine (as the case may be) within the requisite time, Rs. 200/- shall be charged extra for non-compliance of order.
- She shall give an undertaking for not repeating such indiscipline activities in future.
- If any toilet, electricity board, tube light frames, bulb holders etc. are found damaged of any floor/ corridor, all inmates of that floor/corridor shall be liable for punishment. The punishment will be that they must pay the cost of repairing of such damaged toilet, electricity board, tube light frames, bulb holders etc.
- All correspondence shall be made with the parent/guardian of the inmates simultaneously.
- If any inmate accommodates or tries to accommodate any such inmate who is awarded any punishment by hostel administration shall be liable to the punishment given in point 1.
- The fine is required to be deposited in the hostel account.
- No Loud Music is allowed in the Hostel Premises.
- Any type of misuse of mobile phone like making the video/taking pictures related to privacy of hostel inmates is totally strictly prohibited.
- If any hostel students is found hoisting any types of undesirable/objectionable material regarding hostel/institute or related to privacy of any hostel resident, on social platform is liable to face legal action as per cyber crime rules including expulsion from hostel/ institute.



**Assistant Hostel Warden
Girls Hostel, GP Panchkula**



**Hostel Warden
Girls Hostel, GP Panchkula**