



DR. B. C. ROY ENGINEERING COLLEGE DURGAPUR

Jemua Road, Fuljhore, Durgapur-713206, West Bengal, India



1ST REVISION OF THE **SERVICE RULES**

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🌐 www.bcrec.net.in / www.bcrec.ac.in

5.19.12 Submit the Annual Report of the Society to Statutory Authorities.

5.19.13 Any other function assigned by the Society.

CHAPTER 6: CONDUCT, DISCIPLINE & REVIEW RULES PART I

CONDUCT RULES

6. General

6.1.1 Every employee shall conform to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, 'superintendence and control he may, for the time being, be placed.

6.1.2 Every employee shall put his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.

6.2 Integrity:

Every employee will at all times maintain integrity and devotion to duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

6.3 Misconduct

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct, which may be either minor or major:

Minor:

- 6.3.1 Acting in a manner prejudicial to the interests of the Institute
- 6.3.2 Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation
- 6.3.3 Irregular attendance
- 6.3.4 Habitual absenteeism
- 6.3.5 Neglect of work or negligence in the performance of duty
- 6.3.6 Damage to any property of the Institute
- 6.3.7 Violation of any rule or regulation including Conduct Rules that have been prescribed
- 6.3.8 Commission of any act subversive of discipline or of good behavior

Major:

- 6.3.8 Theft, fraud or dishonesty with the activities or property of the Institute or of the property of another person
- 6.3.9 Taking or giving bribes or any illegal gratification

6.3.10 Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment

6.3.11 Commission of any act which amounts to a criminal offence involving moral turpitude.

6.3.12 Arrest by Civil Authorities and conviction by a Court of Law for criminal acts

6.3.13 Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof

6.3.14 Drunkenness or riotous or disorderly or indecent behaviour in the premises of the college.

6.3.15 Unauthorised use of college's premises, quarters or land

6.3.16 **Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his controlling officer and/or Competent Authority**

6.3.17 Threatening, abusing or assaulting and/or obstructing employees in the discharge of their duties or instigating other employees to act against the Institute or any of its officials

6.3.18 Malicious or false allegation against any employee of the college

6.3.19 Tampering with official records of the college

6.3.20 Sexual harassment and causing gender-sensitive issues amongst lady employees

6.3.21 Anti-communal and Anti-national activities

6.3.22 Extending corporal punishments to the students

6.3.23 To maintain confidentiality and disclosure of any information related to work place

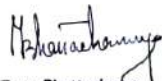
NOTE: The above instances of misconduct are illustrative in nature, and not exhaustive.

PART II DISCIPLINE & REVIEW RULES

6.4 Disciplinary Authority:

6.4.1 Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule 6.5.

6.4.2 Disciplinary Authority for all categories of employees shall be the General Secretary in consultation with Director/Principal with regard to misconduct coming under the purview of "Major Penalties". Director/Principal will be the Disciplinary


Tarun Bhattacharya
General Secretary
Dr. B. C. Roy Engineering College
Durgapur

authority in case of "Minor misconduct", who may refer the matter to General Secretary depending on the gravity of the case.

6.5 Penalties

The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons:

6.5.1 Minor:

6.5.1.1 Censure/warning in writing which will be noted in his personal file

6.5.1.2 Recovery from pay or any other dues in part or whole the pecuniary losses suffered by the college

6.5.2 Major:

6.5.2.1 Withholding of promotion for a specified period

6.5.2.2 Withholding of increments for a specified period

6.5.2.3 Demotion to a lower post or to a lower salary slab

6.5.2.4 Removal from service which will not be a disqualification for future employment

6.5.2.5 Dismissal with disqualification which will affect his future prospects.

6.6 Suspension

6.6.1 The Appointing Authority may place an employee under suspension

6.6.2 where the disciplinary proceedings against him are contemplated or are pending

6.6.3 where a case against him in respect of any criminal offence is under investigation by civil authorities.

6.6.4 Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside or reviewed under these Rules or by a decision of a court of law and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to continue in force on and from the date of original order of dismissal or removal and shall remain in force until further orders.

6.6.5 An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority.

6.7 Subsistence Allowance

6.6.1 An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of his basic pay. In addition, he shall be entitled to Dearness Allowance admissible on such subsistence allowance and other allowances of which he was in receipt on the date of suspension.

6.6.2 The scale and extent of other service benefits of the suspended employee would depend on the merit of each case, for which orders would be issued on consideration of the application of the suspended employee.

6.8 Treatment of the period of suspension

6.8.1 When the employee under suspension is reinstated, the Disciplinary Authority may grant to him the following pay and allowances for the period of suspension:

6.8.2 if the employee is exonerated and not awarded any of the penalties mentioned in Rule 6.5, the full pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him and

6.8.3 if, otherwise, such proportion including full amount of pay and allowances as Disciplinary Authority may prescribe.

6.8.4 In case falling under sub-clause 6.5.1, the period of absence from duty will be treated as a period spent on duty. In case falling under sub-clause 6.5.2, it will not be treated as a period spent on duty unless the Disciplinary Authority so directs.

6.8.5 No increment will be allowed during the period of suspension.

6.9 Procedure for imposing penalties

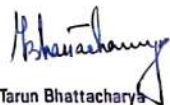
6.9.1 Where it is proposed to impose any of the minor penalties specified in clauses 6.5.1.1 to 6.5.1.2 of Rule 6.5, the employee concerned shall be issued a "Show-Cause" of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the charged employee shall be taken into consideration by the Disciplinary Authority before passing orders. The record of the case shall include –

6.9.1.(i) a copy of the statement of imputations of misconduct or misbehaviour, delivered to the employee;

6.9.1.(ii) his defence statement, if any;

6.9.1.(iii) the orders of the Disciplinary Authority together with the reasons there for.

6.9.2 On the basis of the material available with the Disciplinary Authority, if he comes to a provisional conclusion that a penalty as provided for under rule 6.5.2.1 and 6.5.2.2 is to be imposed on an employee, he shall frame a charge sheet which would also indicate the allegations on which the charges are based along with such other material that he considers relevant to the various charges.


Tarun Bhattacharya
General Secretary
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6.9.3 The employee proposed to be proceeded against shall be served with this charge-sheet within 180 days of suspension and the charge-sheeted employee shall furnish his reply in writing within a period specified in the charge-sheet.

6.9.4 If the charge-sheeted employee accepts the charges then the Disciplinary Authority shall record his findings on each charge. If the charge-sheeted employee does not plead guilty to the charges, the Disciplinary Authority shall hold an enquiry by himself or by any other committee constituted for this purpose and the Enquiry Officer should not be below the grade of charge-sheeted employee.

6.9.5 The Enquiry Officer may make use of all the evidence already collected, either documentary or oral, and, if needed, can collect further evidence which could also include the examinations of the concerned employee and such other evidence as the charge-sheeted employee may desire to produce and the Enquiry Officer considers relevant to the charges. He shall then submit his findings on the various charges to the Disciplinary Authority.

6.9.6 If the employee does not submit his written statement of defence referred to in sub-rule 6.9 B(ii) on or before the date specified for the purpose and does not appear in person, or otherwise fails or refuses to comply with any of the provisions of these Rules or purposely delays the enquiry, the Enquiry Officer may hold the enquiry ex-parte.

6.9.7 Suspended or Charge-sheeted employee will not be allowed to submit his resignation during the process of enquiry.

6.10 Action on the Enquiry Report

6.10.1 The Disciplinary Authority shall, if he disagrees with the findings of the Enquiry Officer on any of the charges, record his reasons for such disagreement and record his own findings on such charge, if the evidence on record is sufficient for the purpose.

6.10.2 If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that major penalties specified in Rule 6.5 should be imposed on the employee, then he shall make an order imposing such penalty.

6.10.3 If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that a major penalty is not called for, then he may pass an order imposing any of the other penalties if called for, or exonerate the employee concerned.

6.10.4 If the employee is acquitted, then he may be entitled to get pay and allowances for the interim period

6.11 Communication of orders

Orders made by the Disciplinary Authority under Rule 6.10 shall be communicated to the employee concerned in writing.

6.12 Review

6.12.1 The Disciplinary Authority or the next higher authority may, on his own, review the order of punishment imposed.

6.12.2 An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him any of the penalties specified in Rule 6.5 along with a written statement containing the grounds on the basis of which he wishes to get his case reviewed.


6.12.3 Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested.

6.12.4 The authority reviewing the case may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as he may deem fit in the circumstances of the case.

6.12.5 The appeal for review will be time-barred by limitation after six months from the date of order of punishment.

Prof. (Dr.) G.C.Debnath
Chairman, Board of Governors of
Dr. B.C.Roy Engg College, Durgapur
& Former Director of Tech.Education,
Durgapur, Govt. of West Bengal

Prof. (Dr) P. Pal Roy
Director & Member-Secretary
Board of Governors
Dr.B.C.Roy Engg College,


Tarun Bhattacharya
General Secretary
Dr. B. C. Roy Engineering College
Durgapur

CODE OF CONDUCT

All students must abide by the Rules and Standing Orders of the College. Violation of Rules and Standing Orders of the college or any misconduct inside and outside the College Campus or in Halls of Residence, will render a student liable to disciplinary action and may lead to expulsion from the college. At the time of admission, students will have to sign an undertaking to this effect and also to be endorsed by the guardians.

Further, if as a result of any demonstration or strike, any property of the College Campus or Halls of Residence is damaged, the cost of the same will be recovered directly from the students identified wherever possible or else collectively from such group of students as are responsible for the demonstration or strike.

Attendance and Examination

The strict observance of attendance and the examination sanctity has been a prime asset of the institute. Each student is required to secure atleast 75% attendance as per WBUT norms in both theory and practical classes. Failure to attain the required percentage debars a student for appearing in semester examinations.

Examination Misconduct

Any action which prejudices the integrity of the University Examinations shall be considered to be an academic misconduct and shall be punishable by appropriate disciplinary action. Academic Misconduct includes cheating in examinations, assignments, project or any other test used in judging students performance in the course of a programme of study. Impersonating another student or entering into agreement with another person to be impersonated is an act of examination misconduct.

Discipline

All students must abide by the rules and standing orders of the college, violation of which or any misconduct inside or outside the college campus may lead to disciplinary action as per the regulations and render a student liable to expulsion from the college. Students have to sign an undertaking to this effect for the above during admission. Further, if as a result of any demonstration or strike, any college property is damaged, the cost will be covered directly from the students who are identified or collectively from such group of students who are responsible for it. In case of non-identification of any student(s) mass fine shall be imposed thereon.

Anti-Ragging Measures

As per the latest amendment to UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009 [<http://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx>] ragging is defined as – "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."

Ragging in any form on any student inside or outside the college campus or hall of residence is strictly prohibited as per W.B. Govt. Anti-Ragging Act. Students found indulging in ragging shall be subject to strict disciplinary action including expulsion from the college.

Supreme Court also has declared ragging as a nasty crime and advised for immediate serious action leading to even jail. The decision of the Principal and the anti-ragging committee regarding all matters on ragging based on the report of the anti-ragging committee will be final.

The following numbers could be contacted in terms of emergencies: Proctor (09477305580). Asst.Proctors-09674471399, 0915320605.

Dress Code

Proper dress code helps to bring a sense of discipline, sense of belonging and professional attitude leading to students' achieving a better edge in today's highly competitive job market.

The Institute strictly maintains its Dress Code and ID Card as compulsory for all students. Students not in prescribed uniform and/or not possessing a valid ID Card are liable to be debarred from entering the campus / attending classes. To maintain uniformity of colour and quality, the uniform has to be ordered from the authorized shop in Durgapur, duly approved by the college. Name of the shop will be given during admission. Please note that Dress Kit may be procured from outside as per College uniform sample.

For Boys: Grey Trousers with off-white (light cream) shirts with emblem emblazoned ties, black ties, black shoes with white socks.

For Girls: Grey Skirt with off-white shirt with emblem emblazoned ties, black shoes with white socks. Grey Salwar (Churidar) with off-white (light cream) kameez for girls also may be allowed but is not encouraged. Winter Navy Blue Blazers from November to February for both boys and girls is compulsory. Girls students opting for Salwar-Kameez may wear navy blue cardigan during winter. Earmarked Tie and Metal Emblem will be supplied to each student by the college at a nominal cost during admission.

THE ADMINISTRATIVE AUTHORITIES AND THE OFFICIALS

Prof. (Dr.) P. Pal Roy
Director

Ms. Ruma Mitra Registrar	Suman Das Senior Executive	Mintu Das Asst. Telephone Mechanic	Ganesh Badyakar Attendant
Dr. Aloke Kahali Head (Admin.)	Amit Mukherjee Junior Executive	Ajit Kumar Gangopadhyay Language Counsellor	Aloke Chowdhury Attendant
Amitava Chakravarty Chief (Corporate Affairs)	Sreeparna Bhattacharya Jr. Executive	Tapan Kr Goswami Supervisor/Civil and Maint	Binay Nayak Attendant
Rajesh Chatterjee Sr.Manager (Admin)	Biplab Paul Supervisor	Bishnu Das Stores and Maint. Asst.	Basudeb Chakraborty Attendant
Showick Kumar Chandra Sr.Manager (Public Relations)	Sukanta Mukherjee Supervisor	Dhananjay Kr. Mondal Office Assistant	Mamata Bera Attendant
Amit Baran Dutta Manager (Corporate Affairs)	Rupak Kr Ghosh ESupervisor	Debashish Paramanik Office Assistant	Lalit Nayak Attendant
U.K Sharma Manager (C.A. & E.)	Shyamapada Chakraborty Sr. Caretaker	Md.Saidur Rahman Sr.Electrician	Dharamdas Koner Attendant
Indranil Sengupta System Administrator	Baidyanath Nayak Pharmacist	Bhagwan Sharma Helper Electrician	Supriyo Chatterjee Attendant
Shibnath Talukdar Resident Construction Engrg.	Kunal Kumar Ghosh Executive Assistant	Abhishek Misra Technician	Asit Kr Ghosh Attendant
Amitava Ghosh Development Manager	Jayitre Sikdar Executive Assistant	Sanjay Kr Sharma Carpenter	Chayan Mukherjee Attendant
Sumantra Banerjee Asst.Registrar	Bivas Roy Sr. Office Assistant	Ashish Chatterjee Priest	Samir Kr Ganguly Attendant

DEPARTMENT OF TRAINING & PLACEMENT

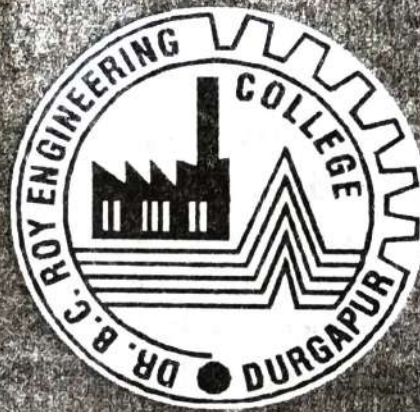
Kolkata/Durgapur		Durgapur Campus (T&P)
Atanu Maity	Head (Training & Placement)	Prof. (Dr) Shyama Charan Chakraborty - Chairman (Placement Cell)
Deepraj Mondal	Manager (Training & Placement)	Prof. (Dr) Arunava Mookherjee
Indrajit Ghosh	Training & Placement Officer	Prof. Siddhartha Bhowmik
Arijit Bose	Training & Placement Officer	Prof. Suvobrata Sarkar
Sanjoy Chattaraj	Training & Placement Officer	Prof. Probal Kr. Sahu
Bipul Chanda	Training & Placement Officer	Mrs. Firdausi Sayed - Sr. Executive
Ayan Sengupta	Jr.Executive	
Debashish Chakraborty	Attendant	

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DR. B. C. ROY ENGINEERING COLLEGE

DURGAPUR



Satyendra Nath Bose Hall of Residence For Boys'
Aurobindo Boys' Hostel
Chittaranjan Boys' Hostel
Mother Teresa Hall of Residence for Girls'
Nivedita Girls' Hostel

Hostel Rules & Regulations for the Residents

RESPONSIBILITIES OF STUDENTS :

5. Students joining the hostel will bring with him all his requirements and will keep in his/her own custody.
6. 1st year student must bring **FORMAL** shirt, pant and shoes for wearing in the classes till the college uniforms are provided with. Girl students may also bring salwar-kameez. **NO CASUAL DRESS OR SHOES ARE ALLOWED IN THE CLASSES.**
7. The students will keep with him/her record of furniture allotted to them by the estate which they will handover to the estate offices at the time of leaving the hostel. In case of loss of furniture or breakage thereof, cost will be recovered from the caution money deposited by them at the time of admission. However, cost of window glass panes and other items broken by students will be collected immediately. In case of major damage during turbulence, collective fine will be imposed to compensate the loss.
8. All students will clear their hostel & college dues before filling the Examination Form in each semester positively, failing which the examination forms will not be sent to the University.
9. All hostel residents should take written permission from the Hostel Superintendents / Campus Administrator/Warden before leaving the hostel.
10. No student is allowed to leave the hostel on **weekdays** when the classes are in full swing **except special permission from Hostel Superintendent**, who will take the approval from the HOD or Director, if need be.
11. All students of boys' hostel should return to the hostel by 19.30 hrs (7.30 pm) in summer (April to September) and 19.00 hrs (7.00 pm) in winter (October to March) positively, failing to do so will attract disciplinary action. Boy student should not come to campus from home after 10.30 pm or leave the campus for going home after 10.30 pm.
12. All students of the girls' hostel should return to the hostel by 19.00 hrs (7.00 pm) in summer (April to September) and 18.30 (6.30 pm) hrs in winter (October to March) positively, failing to do so will attract disciplinary action. **Girl students should not come to campus from home after 8.00 pm or leave the campus for going home after 8.00 pm due to security reasons.**
13. All students of the girls' hostel may go outside for four hours with permission from Hostel Superintendent / Matron on

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Weekly holidays (Sunday/Monday) or any declared holiday. **1st Year girl students are not allowed for such outings for the first 3 months to avoid any kind of ragging/harassment.**

14. All students of the girls' hostel may be is it outside? the campus for some specific reason for four hours with permission from Hostel Superintendent/Matron on weekly holidays (Sunday / Monday) or any declared holiday.
15. Hostel Main gate will be locked at 22.30 hrs (10.30 pm) for boys and 20.30 hrs (8.30 pm) for girls. No one will be permitted to enter the hostel beyond above timings.
16. Common room will be locked at 23.30 hrs (11.30 pm), and keys will be deposited to the hostel warden.
17. No student will enter the other student's room if objected to by the other concerned student.
18. There is a separate hostel accommodation for 1st year students, with separate dining hall and common room. No 1st year student is allowed to visit the seniors' hostel and vice-versa; no senior student is allowed to enter the 1st year students' hostel.
19. Students residing at the hostel are required to attend 100% classes except due to their illness. Any student not aggregating 75% attendance, his / her name will not be forwarded for the University Examination.
20. Student should not bring liquor in the hostel. At the entrance of main gate and hostel, students will be physically searched. No boarder singly or in group should consume alcohol or any intoxicating substances in the hostel room; they should not also enter the hostel or campus in drunken state. If any student is caught, **SEVERE PUNISHMENT** will be awarded and he/she may be rusticated from the college.
21. Smoking, consumption and use of intoxicating substances is strictly prohibited in the college complex.
22. Gambling and possession of arms are prohibited in the college.
23. No outsider including non-resident boarders are allowed to visit the hostel except with prior permission from the authority.
24. No student is allowed to stay out overnight without the written permission of the authority.
25. No meetings, get-together, video shows etc are to be held in the hostel without permission from the college

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authorities.

26. Electrical switches including fans must be switched off in the hostel rooms when the student leaves the rooms. Penalty may be imposed in case of violation of the said rule for unnecessary wastage of electrical energy.
27. The students should not use any electrical gadgets/ equipment in their hostel rooms; only laptops can be used by the students.
28. The students should remain in the allotted rooms and should not change his/her room without prior permission of the competent authority.
29. They shall take their breakfast, lunch, evening snacks and dinner in the hostel canteen only within the stipulated time.
30. Students should not create nuisance in the canteens / dinning halls; should maintain decency while taking their foods. Except medical emergency, **no student is allowed to take food in his/her room from the canteen.** Disobeying the same shall be treated as indisciplined act.
31. Students are responsible to get their rooms cleaned by the maintenance staff who shall be attending the job once in everyday.
32. Students shall record their problems / difficulties with regard to repair / maintenance of civil, electrical & other matters in the Complaint Register kept with hostel warden.
33. Guardians of the students are not permitted to have access to the hostel rooms of their wards without permission. Male members are not allowed to go to the hostel rooms in girls' hostel under any circumstances.
34. Cases of serious illness, if any should be reported immediately to the Warden for the first aid or transfer to hospital.
35. Students are advised not to keep their valuables and cash in their rooms. The college authorities will bear no responsibility for any loss or theft.
36. Display of indecent photos/ posters/ calenders etc. are prohibited in hostel rooms and anywhere in the college premises. Any violation of the above rule will attract a minimum fine of up to Rs 5000/-.

37. It is the responsibility of the Hostel Committee to ensure no unauthorised outsider gets entry into the common room / dining hall or in the hostel. This is strictly prohibited.
38. No casual student will be allowed to stay in the hostel; however a student can apply for fresh allotment in the hostel after clearing their backlog papers.
39. Unsuccessful final year students will not be allowed to stay back in the hostel.
40. No regional or communal activities are permitted in the college complex. Group clashes among students and students creating nuisance will be dealt with strictly and the guilty will be expelled from the college.
41. No private Welcomes and Farewells are permitted in the college.
42. No boy student is allowed to enter the Girl's hostel and vice-versa.
43. Students or students' body collecting any money should take prior permission from the college authorities.
44. Students are strictly prohibited to form any association, society, club in the hostel without permission.

RAGGING

45. **Ragging in any form is banned as per the Supreme Court order. Any one found indulging in this menace will be summarily dismissed from the college, and may even be rusticated from the college.**
- 45a. Senior students should not force their juniors to write assignment papers or to do any personal work on their behalf. Such acts fall under the purview of "Ragging". If any student is found involved in such act, appropriate action will be taken as per order of the Supreme Court. As per AICTE / MHRD directions, college will lodge F.I.R. against the offender in case he/she is involved in ragging.
46. Manhandling in the campus is a serious offence and students involved in this type of activities will be punished by financial penalty/suspension/expulsion.
47. Students should not involve themselves in any indisciplined-act including any unlawful activities outside the Campus.

48. Students leaving the hostel on short outing / visiting home during the currency of the college session will take prior permission from the appropriate authority and enter in the Outgoing Register. Failure to do so will be treated as unauthorised absence & shall invite disciplinary action.
49. Under no circumstances, any student shall be allowed to leave the hostel midway of the academic session i.e. MONTH OF JULY OF THE CUIRRENT YEAR TO MONTH OF JUNE OF NEXT YEAR. If any student wants to leave mid-session on valid personal grounds he/she will apply to General Secretary, BCREC through proper channel and the decision will be solely at the discretion of the college authority. The student has to clear **SEAT RENT , MESS CHARGES AND ALL OTHER CHARGES** as per payment rules for the remaining period of the session.
50. A separate affidavit should be given on non-judicial stamp paper of Rs. 10/- (Rupees ten only) both from student and parent / guardian, as per AICTE notification (Form enclosed)

CLOSURE OF HOSTEL

51. The hostel will remain closed during the declared vacations (e.g. summer, puja & winter).
52. Boarder (s) may be asked to vacate the hostal with short notice at any time / with or without assigning any reason, if deemed fit, by the Management. Management also reserves the right to close down and / or vacate the hostel any time without assigning any reason whatsoever, if the situation so demands.
53. Shifting of boarder from one floor to another floor / one room to another room / one hostel to another hostel may be carried out due to administrative reasons, and will be solely at the discretion of the management.

FACILTIES PROVIDED IN THE COLLEGE

54. The following facilities are offered in the college:-

(a) Accommodation:

- (i) Four Students per room
- (ii) Semi-furnished accommodation with one cot, one table & chair and wardrobe for each student
- (iii) Two ceiling fans per room, tube lights, one extra point for each students for using computer, one table lamp of 15 amp, point in each room for hot watwer,

(b) Sport and Recreation:

- (i) Indoor and Outdoor games facilities in terms of Football, Volley ball, and Basket ball fields have been provided.
- (ii) College has a large and well equipped Gymnasium.
- (iii) Besides the above, every hostel has common room where TV, News Papers, Magazines, Carom boards have been provided.

(C) Medical Facility : The College has a medical unit in collaboration with the Mission Hospital, Dugapur where a Doctor and a Pharmacist have been employed. They provide medical cover for minor ailments. Serious cases on advice from the doctor are sent to Hospital / Nursing home at Durgapur. All students are advised not to seek any treatment from any unauthorised medical practitioners. Need - based ambulance facilities are also available through the TMH.

(d) Boarding and Lodging facility:

- (i) The college provides boarding and lodging facilities. Food is served in the hostel dining hall
- (ii) Residents are to **refrain from wasting food**
- (iii) Meals will served in the dining hall & students are expected to have their meals in the dining hall only. **Dining plates should not be taken out of the dining hall**
- (iv) No one is permitted to enter the kitchen / cooking area

(e) Meals will be served as per the following timings except holidays:-

(i) Morning Tea & Biscuits	0700 hrs	to	0800 hrs
(ii) Breakfast	0830 hrs	to	0930 hrs
(iii) Lunch	1300 hrs	to	1400 hrs
(iv) Evening Tea & Tiffin	1730 hrs	to	1830 hrs
(v) Dinner	2030 hrs	to	2200 hrs

(f) Holiday Meal Timings:-

(i) Tea & Biscuits	0830 hrs	to	0930 hrs
(ii) Lunch	1230 hrs	to	1300 hrs
(iii) Evening Tea & Tiffin	1730 hrs	to	1830 hrs
(iv) Dinner	2100 hrs	to	2200 hrs

Hostel Fees & Other Mandatory Charges (Charges are subject to change from time to time)

55. Seat Rent for each student as follows :-

- (a) Jul 19 - Dec 19@ Rs. 9000/- per Semester.
 - (b) Jan 20 - Jun 20@ Rs. 9000/per Semester.
- (As applicable as per Admission Session)

MESS CHARGES

- (c) Jul 19 - Dec 19 Rs. 24000/- (Rs. 4000/- per month).
- (d) Jan 20 - May 20 Rs. 20000/- (Rs. 4000/- per month).
- (e) All the above charges are subject to change from time to time as may be necessary.

Note :- Charges are to be paid for 11 Months instead of 12 Months on account of declared vacations (Summer, Puja, Winter etc.)

56. Payment Rules

- (i) All payments referred above must be paid in advance within 15th of July / 15th of January month. In case of failure fine to be paid:-

Semster fee paid by the month of January / July	:	No fine
Semster fee paid between 1st February / August to 15th February / August	:	100/-
Semster fee paid between 16 th February / August to last day of February / August	:	300/-
Semster fee paid by the month of March / September	:	500/-
Semster fee paid by the month of April/ October	:	2000/-
Semster fee paid by the month of May / November	:	4000/-

Before exam form fillup, all dues must be paid

- (ii) All payments related to hostel are to be paid in the office of the Accounts Department at Management House against proper money receipt.
- (iii) No payment should be made without money receipt. Management shall not be responsible for any payment made without valid money receipt.

Fines & Penal deductions

57. **VIOLATION OF ANY HOSTEL RULE IS PUNISHABLE**

- (a) It may lead to expulsion from the college or fine up to Rs 5000/- or as decided by the Disciplinary committee of the college.
- (b) Display of indecent photos / calendars etc in the room or anywhere in the hostel premises is a punishable offence, it may lead to a fine of up to Rs 5000/-
- (c) Breakage or damage to fitting/furniture/property of the hostel/college during their stay will be recovered from the residents individually / collectively.

- (d) Healthy & congenial atmosphere within the hostel premises and fellow-feeling amongst boarders should be maintained with highest regard. Any breach in this regard will invite immediate expulsion from the hostel/ college or lead to a fine of Rs 5000/-.
- (e) Involvement in any kind of blockade in smooth administration and / or misbehaviour / fellow member with hostel warden/ hostel super / faculty & staff / Management shall lead to immediate expulsion from the hostel/ college or a minimum fine up to Rs 5000/-. In case, any student found guilty and is punished by the Disciplinary Committee, the fine may be imposed upto Rs. 25000/-, considering the gravity of offence.
- (f) Student being advised to vacate the hostel on disciplinary ground, he / she has to pay the full seat rent for the semester and the mess charges are to be paid till the end of that particular month when he / she is discharged.
- (g) Any student found guilty by the Disciplinary Committee or Campus Administrator and the student leaves the hostel on personal ground, he / she has to pay the full seat rent for the semester and the mess charges are to be paid till the end of that particular month when he / she is leaving the hostel.
- (h) When a monetary fine is being imposed on any student on disciplinary ground by the Disciplinary Committee or Proctor, he / she has to pay the fine within 15 days. If he / she defaults, then additional late fee may be imposed (Rs. 5/- for each day). If a defaulting student fails to pay fine his / her semester fees and hostel charges will not be accepted till he / pays the fine first. Under no circumstances, the fine amount will be adjusted from the security deposit.

58. All the above rules are subject to change from time to time as may be necessary. These rules will remain valid until further orders.

59. **HOSTEL CLEARANCE CERTIFICATE**

Students must take hostel clearance certificate from the hostel warden at the time of leaving the hostel, under any circumstances.