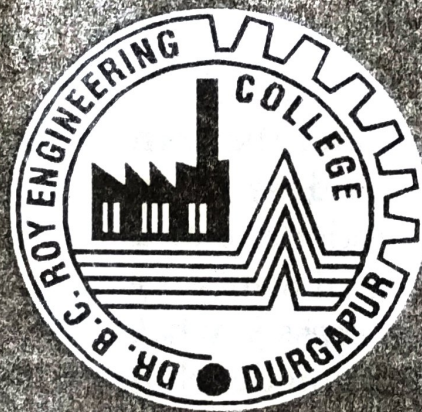


2019

221

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

SWAMI VIVEKANANDA TO YOUTH

"Supreme value of youth period is incalculable and indescribable. Youth life is the most precious life. Youth is the best time. The way in which you utilize this period will decide the nature of coming years that lie ahead of you. Your happiness, success, honour and good name all depend upon the way in which you live now, in this present period. Remember, you can wisely mould your life, your character, your physical health and strength.

God watches you graciously, ever ready to help and guide. The world has put its faith in you. Your eldest keep their hopes in you. Practise virtue, persevere in virtue. Become established in virtue. Shine as an embodiment of noblest virtue and heroic adherence to goodness. The shaping of your life is indeed in your own hands. Youth life is the active development and fulfilment of these processes. It signifies the creation of noble personality. It is *Atma-Viakasa*. It is *Atma-Nirmana*.

Please try to understand the correct implication of the term successful life. Success does not merely mean succeeding in everything that you undertake or do; it does not merely mean succeeding in fulfilling all wants or getting whatever you desire. The essence of true success is what you make of yourself. It is the conduct of life that you develop, it is the character that you cultivate and it is the type of person you become. This is the central meaning of successful living. Successful life is one that succeeds in producing an ideal individual, a noble man. Your success is not measured in terms of what all you obtained but in terms of what you become, how you live and what actions you do. Upon this point reflect well; it would fetch great happiness. The strong and continued existence of the building depends certainly upon the foundation. This is the stage you are now in. Our culture refers to this stage as the Brahmacharya Ashram or *Vidyarthi Jivan*. Here, you acquire knowledge of not only subjects like History, Geography, Mathematics, etc., but also about human nature, correct *Vyavahara*, science of self-control, art of developing pure mind, *Dharma*, the duties of man and the proper relationship between you, your family, your society and the world.

(1)

1. Dr. B.C. Roy Engineering College is one of the Premier Institutes not only in Durgapur but also in West Bengal. Hostel accommodation is not compulsory; only willing candidates will be admitted on the basis of availability of accommodation, subject to student's willingness to abide by all rules and regulations of hostel.
2. **Hostel Committee** : In each hall there will be a hostel committee. Participation in the hostel management will be considered as an extra curricular activity and a certificate of efficiency will be awarded to each participating student. The members of the hostel committee of the respective hostel will either be elected or selected among the students of the hostel. Each hostel has the following clubs:-
 - (a) Sports Club
 - (b) Debating Club
 - (c) Photographic Club
3. Two hall secretaries will be elected from the hostel committee. The hostel committee will be guided by the hostel superintendents of the hall and day-to-day functioning of hostel committee will be supervised & monitored by the wardens of the respective hostel & they will report the activities of the hostel committee to the Director in writing every day through the Campus Administrator. The hostel committee will be composed of:-
 - (a) Chief Hostel Superintendent
 - (b) Hostel Superintendent
 - (c) One member each from each year
4. **Wing Prefect**: One Student each from each year. The nominated students by the college will assist the Warden / Matrons in the following activities:-
 - (a) Maintenance of the corridors
 - (b) Bathroom and electrical fittings
 - (c) Overall cleanliness of all floors
 - (d) Assist the Superintendent / Warden to keep the discipline of the hostel
 - (e) Inform and assist the warden in case of any student falling ill
 - (f) To perform any other duty as assigned by the Superintendent/Warden/college authority in any other task that may be assigned

(2)

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

(3)

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

(4)

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/-.

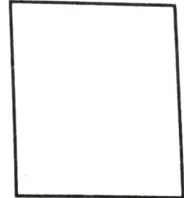


DR. B. C. ROY ENGG. COLLEGE, DURGAPUR

OFFICE COPY

Sl.-No.- 221

Date of issue -



Application From for Hostel Accommodation (Boys / Girls)

- 1 Name of the Student : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ 5. Blood Group _____
6. Year / Branch Roll No. : _____ / _____ / _____
7. Address for Correspondence with Telephone No. : _____
Tel. No. _____
8. Address of Local Guardian with Telephone No. : _____
Tel. No. _____
9. Serious Ailment / Disease (if any) : _____
10. Immediate Contact Person with Telephone No. / Address in case of emergency : _____
Tel. No. _____
11. Father's / Guardian's Occupation and Monthly Income. : _____
Rs _____
12. Any other information concerning the Student : _____

DECLARATION BY STUDENT

I do hereby undertake to abide by the **Hostel Rules** and pay the dues within specified date. Further, I promise to maintain discipline and promise not to take part in any activity which may bring disrepute to the college and hostel and result into breach of discipline. In case of any gross violation of Hostel Rules by me, authorities may expel me from the hostel / college or may impose a fine upto Rs, 5000/-

I undertake to stay at hostel at least from _____ 2019 to June 2020

I understand that mere application for a seat in the college hostel does not entitle me to get a seat in the hostel.

Signature of Application

DECLARATION BY GUARDIAN & LOCAL GUARDIAN

I/We do hereby undertake that in case my / our ward is asked to leave the hostel by the college authority on any ground without assigning any reason, I / We will make an alternative arrangement to put-up my ward elsewhere within seven days from the issue of the Notice or earlier. My / Our ward shall not leave the hostel in mid of any session, if / she compels to leave the hostel in the mid of the session, I / We shall be bound to pay the entire amount of fooding and lodging charges for the whole session. I / We shall be compelled to obey if any disciplinary measures is taken against my / our ward in case of any act of indiscipline done by him / her during his / her stay in the hostel.

Signature of the Local
Guardian (if any)

Signature of Father / Guardian
of applicant

(For office use only)

Approved Not Approved

Room No.

Date :

Principal

Dr. B. C. Roy Engineering College, Durgapur

Sl. No. 221

Date of issue :

Name : _____
Roll No. _____ Stream _____ Year _____

Signature



WARDEN'S COPY



Sl. No.- **221**

Date of issue -

Application Form for Hostel Accommodation (Boys / Girls)

- 1 Name of the Student : _____
2. Father's Name : _____
3. Mother's Name : _____
4. Date of Birth : _____ 5. Blood Group _____
6. Year / Branch Roll No. : _____ / _____ / _____
7. Address for Correspondence : _____
with Telephone No. _____
Tel. No. _____
8. Address of Local Guardian : _____
with Telephone No. _____
Tel. No. _____
9. Serious Ailment / Disease (if any) : _____
10. Immediate Contact Person : _____
with Telephone No. / Address : _____
in case of emergency _____ Tel. No. _____
11. Father's / Guardian's Occupation : _____
and Monthly Income. Rs _____
12. Any other information concerning : _____
the Student

DECLARATION BY STUDENT

I do hereby undertake to abide by the **Hostel Rules** and pay the dues within specified date. Further, I promise to maintain discipline and promise not to take part in any activity which may bring disrepute to the college and hostel and result into breach of discipline. In case of any gross violation of Hostel Rules by me, authorities may expel me from the hostel / college or may impose a fine upto Rs, 5000/-

I undertake to stay at hostel at least from _____ **2019 to June 2020**

I understand that mere application for a seat in the college hostel does not entitle me to get a seat in the hostel.

Signature of Application

DECLARATION BY GUARDIAN & LOCAL GUARDIAN

I/We do hereby undertake that in case my / our ward is asked to leave the hostel by the college authority on any ground without assigning any reason, I / We will make an alternative arrangement to put-up my ward elsewhere within seven days from the issue of the Notice or earlier. My / Our ward shall not leave the hostel in mid of any session, if / she compels to leave the hostel in the mid of the session, I / We shall be bound to pay the entire amount of fooding and lodging charges for the whole session. I / We shall be compelled to obey if any disciplinary measures is taken against my / our ward in case of any act of indiscipline done by him / her during his / her stay in the hostel.

Signature of the Local
Guardian (if any)

Signature of Father / Guardian
of applicant

(For office use only)

Approved Not Approved

Room No.

Date :

Principal

Dr. B. C. Roy Engineering College, Durgapur

Sl. No. **221**
Name : _____
Roll No. _____

Date of issue :

Stream _____

Year _____

Signature

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 hostel 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 be 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.