

MORIDHAL COLLEGE

HOSTEL RULES

(Amended in 2018)



MORIDHAL COLLEGE

MORIDHAL- 787057

ASSAM, INDIA

MORIDHAL COLLEGE
HOSTEL RULES
(Amended in 2018 as approved by the College Authority)

The following rules and regulations shall apply to all the boarders of Moridhal **College Girls Hostel & Sports Boys** hostel for maintenance of discipline and good conduct within and outside the hostel premises.

GENERAL:

The College shall provide residential accommodation in its hostels at college premises to the students admitted to regular courses.

Every boarder must acquaint himself/herself with the rules and regulations of the hostel. He/She must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.

All hostels shall remain closed during the period of semester break / vacation or at any time as notified by the College authority. During such break / vacation, boarders are to vacate the rooms of the hostel. The room key and the key of the wardrobe and table shall have to be deposited by the boarders to the Prefect who in turn shall deposit the same to the Warden.

All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.

For any complaint, no boarder shall directly approach the Principal without approaching the Warden.

In the case of any outstanding dues payable by any boarder at the end of each semester/year, the Warden may report it to the Administration/ Office of the Principal for withholding of his/her result/Mark sheets until the outstanding dues are paid by the student. If a student leaves the College without clearing all the hostel dues, the Warden may recover the outstanding dues from his hostel security deposit. If any amount still remains unrecovered, notices to his guardian shall be sent who will finally be responsible to clear all outstanding dues.

All cases of illness shall be reported to the Prefect who in turn shall inform the Warden.

The Principal with the approval of the G.B., shall appoint a Warden for each hostel for a period of three years for proper management of the hostel. The Warden shall be appointed from amongst the academic staff of the College. The honorarium / charge allowance and other facilities to the Warden shall be provided with the approval of the G.B.

The Warden with the approval of the Hostel Management Committee shall appoint one Prefect for the hostel from amongst the boarders for a period of one year. The Prefect shall be exempted from paying the seat rent for his/her tenure.

The Warden with the approval of the Principal may appoint one Assistant Prefect for each hostel from amongst the boarders of the respective hostels for a period of one year. The Assistant Prefect will not be exempted seat rent for his/her tenure.

The Warden shall maintain permanent record (Stock Book) of all non-consumable articles of the hostel(s) supplied by the College.

The Warden shall be granted an imprest fund of Rs. 1000/- (Rupees One thousand) only to meet the emergency and contingency expenditures required for maintenance of the hostel.

The Warden shall administer and manage the hostel and Prefect shall assist him/her in all respects.

The mess of the hostel shall be maintained by the Mess Committee. The Warden shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable determined by the Mess Committee. Members of the Mess Committee shall be nominated by the Warden from amongst the boarders of the hostel. The Mess Manager shall be appointed by the Mess Committee normally for a period of one month.

Electric bulbs / fluorescent tubes for all boarders shall be supplied by the College only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.

Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms. However, boarders may use computers.

Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials, explosives, arms and weapons or any other items prohibited by law.

Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The Dustbins kept for this purpose should be used.

Every boarder shall leave the hostel room clean at the time of vacating his/her hostel seat failing which the Warden shall not issue clearance certificate to the boarder(s).

Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Warden.

Boarders on leaving their rooms shall always **SWITCH OFF THE LIGHTS AND FANS.**

BOARDERS SHALL NOT LEAVE WATER FLOWING FROM TAPS.

No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Warden. The boarders are also not allowed to shift / exchange furniture and other assets from one room to another.

In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

ADMISSION TO HOSTELS

Application for admission to hostels shall be submitted to the Office of the Principal in the prescribed application form, duly filled in and signed by the student and countersigned by his / her local guardian and parent / guardian.

A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her guardian to the effect that the student shall abide by the College rules, hostel rules and code of conduct.

Students shall be admitted to the hostels at the beginning of the semester (Year for HS) subject to the conditions that

- a) the student applies for the same in prescribed form on time.
- b) the student continues to be a regular student of the College.

A boarder after each semester/year shall apply for readmission to the hostel and the Warden shall recommend for readmission if the boarder maintained good conduct and discipline during his / her stay in the hostel and the boarder clears all outstanding dues, if any, to the College.

The boarder shall pay all the dues regularly, failing which the Warden may initiate disciplinary action as per rules.

A student shall occupy the seat in the hostel after depositing the prescribed fees within 7 days from the date of allotment or within the date mentioned in the admission prospectus failing which the allotment shall stand cancelled.

Provided that the allottee may request for extension of time stating reasons which the Warden, if satisfied, may consider and grant extension for not more than one month.

The students are required to pay the prescribed fees at the time of admission as detailed below.

Prescribed fees for hostel admission (per semester)*:

Sl. No.	ITEM	AMOUNT(Rs.)
i)	Admission / readmission fee	1000.00
ii)	Seat rent (@ 400/- X 6 MONTH= 2400)	2400.00
iii)	Establishment fee	300.00
iv)	Furniture fee	100.00
v)	Electricity fee	500.00
vi)	Hostel common room fee	100.00
Total amount to be paid at the time of readmission at each semester		4400.00
vii)	Hostel security deposit (only at the time of fresh admission)	500.00
Total amount to be paid at the time of fresh admission		4900.00

**Subject to revisions by Competent Authority from time to time.*

Late fine as fixed by the authority shall be charged if the hostel dues are not paid within the stipulated time.

Note: Guests of a boarder for short-term accommodation upto 3 days shall be @ Rs 50 /- per meal per person and is to be paid by the boarder to the Mess Manager.

WITHDRAWAL FROM HOSTELS

Application for withdrawal from the hostel shall be countersigned by the father / mother / guardian and submitted to the Principal through the hostel Warden. Such application shall be submitted after all hostel dues have been cleared. A clearance certificate to be attached from competent authority.

In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues including fines, upto the day he/she continues to be on the roll i.e. until his/her name is formally withdrawn.

MEDICAL FACILITIES

The college have no indoor medical facility is available in the campus. In the case of illness of a boarder, shall inform the Prefect / Warden for treatment/ help and inform the local guardian/Parents.

Cases of a boarder requiring hospitalization will be reported to the local guardian and his/her parents/guardians at respective home addresses. It shall be the duty of the local guardian / parent / guardian to take care of their wards. In case of emergency, such ailing boarder shall be shifted to his / her hospital, on the condition that the expenses shall be borne by the boarder / guardian.

In case of treatment, the boarders shall bear the entire cost of medical treatment etc. on his/her own. However, The first aid facility available in the Hostel.

HOSTEL LEAVE RULES

For seeking leave from the hostel, the boarder must apply in the prescribed form. A boarder must obtain prior written permission from the competent authority before proceeding on leave. Girl

students are required to obtain the signature of the local guardian/parents on the leave return form and submit the same to the warden after their return.

Leave from the hostel shall be granted by the Warden.

Leave from the hostel for more than three (3) consecutive days shall be recommended by the Head of the Department and shall be granted by the Warden.

Absence from the hostel without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.

6.0 GUESTS

No boarder shall keep any guest(s) in the hostel without the written permission of the Warden. No guest shall be allowed to share rooms with the boarders unless otherwise specially permitted. The host student shall have to pay the prescribed charges for the guest. No guest shall remain in the hostel for more than 2 days at a time.

VISITORS

Normally, female visitor(s) shall not be allowed to visit men's hostel rooms or vice-versa. However, in exceptional cases this may be relaxed by the Warden.

a. Visiting hours :

Working days : 3:00 P.M. - 4:30 P.M.
Holidays,
Sundays : 12:00 Noon To 5:00 pm

b. Visitors should be received in the Common room only. Under special circumstances, written permission from the Warden must be obtained to take visitors to rooms.

c. Any visitor entering the hostel gate should put his / her signature and enter relevant particulars in the columns in the Visitor's Register kept for the purpose at the hostel entrance.

NIGHT ROLL CALL

A boarder has to return to his/ her hostel latest by 5:30 P.M.

Attendance will be taken at 5:30 P.M. by the Prefect of the hostel. It is compulsory for each boarder to be present personally at the time of attendance.

Boarders are not allowed to leave the hostel after 5:30 P.M.

Late- entry to the hostel will not be allowed in any circumstances.

HOSTEL DISCIPLINE:

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. Disciplinary action shall be taken against a boarder if he/she is found to violate the rules and regulations of the College.

The following acts of indiscipline are strictly prohibited:

Ragging in any form in hostels or in the College campus.

Drinking alcoholic beverages or using any other narcotic drugs, Gutkha, Tamul pan and intoxicant of any kind inside as well as outside the College campus. **SPITING IN THE HOSTEL CAMPUS, FROM WINDOWS IS STRICTLY PROHIBITED.**

Committing insubordination or showing disrespect to the authority.

Absence from hostel and classes without permission from the Warden and Head of the Department

Playing of audio and visual systems and other musical instruments / systems inside the room or in the hostel premises causing disturbance to other boarders and neighbours.

Picking up quarrel or altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behavior or smoking, getting inebriated.

Participating in or promoting any disruptive activity in the campus.

Making false official statement to any college official, faculty or staff and altering College records.

Misuse of and/or damage caused to library books, journals and computer facilities.

Tampering with existing electrical fittings/systems.

Unauthorized possession of any property belonging to the college, hostel or any other individual.

Fraudulent use of Student Identity Card.

Organising any meeting, function etc. in the hostel without prior permission from the Warden.

Any other acts which in the opinion of the Prefect/Warden are detrimental to the interest of other boarders as well as to the University.

All kinds of shouting, hooting, violent knocking or any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.

Leaving their room with the lights and fans on.

Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel without written permission.

Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other college employees.

Cooking inside the room.

Use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.

Any form of gambling inside or outside the campus.

Keeping fire arms, weapons etc. in the hostel.

Damaging, misusing and stealing of any hostel properties or stealing others' belongings.

Boarders staying outside overnight without prior permission from the Warden.

Staying in the Hostels during a semester break without permission from Warden.

Entry and hosting of outsiders in the Hostel without permission of the Warden.

Absence of boarders from the hostel after the stipulated time as fixed by the authority.

MOBILE PHONE CANNOT BE USED AT NIGHT BY BOARDERS, WILL DEPOSITE THE SAME IN SAFE CUSTODY OF THE OFFICE OF THE WARDEN. HOWEVER ONE PHONE WILL BE PROVIDED TO PREFECT FOR EMERGENCY USE.

10.0 BREACH OF DISCIPLINE IN HOSTELS AND PUNISHMENT:

Boarders must follow the discipline as prescribed in clause No. 9.0. Violations of the same by any boarder will attract the following punishments:

Sl. No.	Acts	Punishment
i	All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others.	Warning by the Warden at first instance. On repeating the same, a fine of not less than Rs. 250/- to be imposed.
ii	Switching on lights and fans when boarders are not inside the room.	Warning by the Warden. After 3 warnings a fine not less than Rs. 250/- may be imposed.
iii	Entry of female visitors into the rooms of the boarders in Boys' hostel and male visitors into the rooms of Girls' hostel.	Stern warning by the Warden with an intimation to the HoD concerned/ Principal. On repeating the same offence, the boarders may be subjected to rustication from the hostel by Hostel Management committee.
iv	Maltreating or physical assault, abusing the hostel employees, Kitchen staff and others including outsiders, students and other College employees, teachers etc.	Stern warning by the Warden with a fine not less than Rs. 250/-. The case may be further processed in the purview of conduct probation /rustication.
v	Any meeting not relating to hostel affairs held in hostel premises without prior permission.	Stern warning with a fine of not less than Rs. 250/- by the Warden and intimation to the Principal.
vi	Cooking inside the room.	Stern warning with a fine of not less than Rs. 250/- by the Warden.
vii	The use of electric heaters, electric stove and other similar electrical appliances in the room.	Stern warning and seizure of electrical appliances by the Warden with a fine of not less than Rs. 250/- by the Warden.
viii	Any form of gambling inside or outside the hostel premises and campus.	Stem warning with conduct probation for one semester, rustication from the hostel by Hostel Management committee.

ix	Playing of audio and visual systems inside the room or in the hostel premises causing annoyance to other boarders and neighbors near the hostel.	Stern warning by the Warden at the first instance and on repeating the same the Warden may impose a fine of not less than Rs. 250/-. At the same time audio visual system will be seized.
x	Possessing or keeping fire arms, weapons etc. in the Hostel.	Conduct probation for 6 months and rustication from Hostel by Hostel Management committee.
xi	Drinking alcohol, poisons, drugs and intoxicants of any kind inside as well as outside the College Campus.	Conduct probation for six months and rustication from Hostel and College by Hostel Management committee.
xii	Boarders staying outside overnight or absence from hostel without permission from the Warden.	Stem Warning with a fine of not less than Rs. 250/- may be imposed by the Warden. The matter must be communicated to the Principal & Hostel Management committee for their record.
xiii	Damaging, misusing and stealing of any hostel properties or stealing others belonging,	Placement on conduct probation for six months and a fine of an amount equivalent to damaged or stolen items. Rustication from hostel Management committee.
xiv	Staying in the Hostels by boarders during a semester break without permission from proper authority.	Stern warning by Warden. Fine of Rs. 25/- per day.
xv	Entry and hosting of outsiders in the hostel without permission of Warden	Rustication from hostel for one Semester and Stern warning with a fine not less than Rs.250/- by the Warden.
xvi	Ragging in any form inside and outside the hostel.	Expulsion or rustication from Hostel and College and file FIR if necessary by Hostel Management committee.
xvii	Absence of students from the hostel after the stipulated time as fixed by the authority.	Rustication from hostel for not less than one month by the Hostel Management committee.
xviii	Unauthorized occupation of hostel room and locking by ex-students etc.	Warden will verify the matter and report to Hostel Management committee. Forceful vacation of room immediately by the Warden, if necessary.

xix	Keeping guest inside the room or more than stipulated time without the permission of Warden.	Stern warning with a fine of not less than Rs. 250/- by the Warden.
xx	Any form of Public Display of Affection (PDA) inside or outside the College campus.	Stern warning by the Warden with an intimation to the Hostel Management committee and HoD concerned. On repeating the same offence, the boarders may be subjected to rustication for one semester/ six months by the HMC.
xxi	Mismanagement of Hostel mess fund.	Rustication from hostel for one Semester/ six months and Stern warning with a fine not less than Rs.250/- by the Warden/HMC.

STUDENTS DISCIPLINARY COMMITTEE: Composition:

- Vice-Principal - Chairman
- Two senior teachers of the College (to be nominated by the Principal, one member must be a lady teacher) - Members
- President, Hostel Management committee - Member
- Hostel Wardens - Members
- Two students' representatives (to be nominated by Hostel Management committee) - Members
- Prefect - Member

Term: Five Years

To take a decision, at least two thirds of the members must be present in the Committee Meeting.

PLACEMENT ON CONDUCT PROBATION:

A student found guilty of violating the rules and regulations of the College/Hostel or any acts of indiscipline or misbehavior by the Disciplinary Committee, may be placed on conduct probation by the Hostel Management committee for a specified period, which shall not be less than one month. During the period of conduct probation, a student shall not be allowed to:

- a) represent the College in sports, cultural contests etc. inside or outside the University.
- b) If a student who has been on conduct probation on two previous occasions, is again found guilty of indiscipline he/she shall be rusticated from the college.
- c) In case of final year student, his/her Pass certificate shall not be issued. No character certificate will be issued.

13.0 RUSTICATION/EXPULSION

Rustication is the temporary removal of a student from the rolls of the College as a punishment for indiscipline. The minimum period of rustication shall be one semester/ six months in addition to the remaining period of the semester during which the order is passed.

Expulsion is the permanent removal from the College /Hostel. An expelled student shall not be permitted to get fresh admission to the College.

PROCEDURE FOR RUSTICATION/EXPULSION FROM THE COLLEGE:

Before a student is rusticated / expelled the following procedure shall be observed:

- i) On receipt of the complaint against the conduct of student, the Hostel Management committee shall enquire into the matter within 7(seven) days of receipt of the complaint and place it before the Disciplinary Committee not later than 15(fifteen) days from the date of receipt. If the Disciplinary Committee is satisfied that there is a prima-facie case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him/her or appear before the Disciplinary Committee to show-cause why he/she should not be rusticated/expelled.
- ii) The concerned student shall have to submit his/her explanation within 7 (seven) days from the date of issue of the intimation by the Hostel Management committee.
- iii) After receiving the explanation(s) or hearing in person, the Disciplinary Committee shall examine the case.
- iv) If at this stage the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion, the Hostel Management committee shall forward the recommendation of the Disciplinary Committee for consideration and approval of the Principal.

OTHER PROVISIONS RELATING TO RUSTICATION / EXPULSION:

- i) Every case of rustication or expulsion shall be reported by the Hostel Management committee to the HoD and all concerned immediately after the order is passed by him.
- ii) The date of rustication/expulsion: It shall be the date on which the order is issued by the Hostel Management committee.
- iii) Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

16.0 SPECIAL POWERS OF THE PRINCIPAL:

Notwithstanding anything contained in these Rules, the Principal shall have the authority to institute an enquiry against any student (s) regarding his / her misconduct and shall execute appropriate disciplinary actions.

THE HOSTEL MESS

All boarders of the hostel shall automatically be members of the respective hostel mess.

Joining the mess is mandatory for all boarders.

No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency written permission has to be obtained from the Warden.

The Warden will select one boarder as Mess Committee Convenor. He/She shall be responsible for overall management of the mess, stock etc.

There shall be a Mess Committee consisting of Hostel Warden as Chairman, Prefect, Assistant Prefect (if AP is there), Mess Committee Convenor and six members to be nominated by the Warden.

The Mess Committee shall nominate normally two boarders for each month as mess managers.

The mess managers shall perform their duties with highest degrees of honesty, integrity and commitment.

In case of gross violation of rules and mismanagement of funds by the mess managers, punishment in the form of fine may be imposed by the mess committee. The Warden may also place the matter before the Hostel Management committee.

The mess managers shall submit the accounts with all original bills for checking by the Mess Committee on the last day of every month. In this mess committee meeting, the mess managers will be nominated and the mess dues for the next month will be finalized.

Mess managers will always be in touch with the Mess Committee Convenor for day-to-day operations.

The term of office of the Mess Committee shall be for one academic year and that of the mess manager generally is not more than one month.

Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.

Guest of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours earlier.

Day scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess Committee.

Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Warden.

In addition to these rules, the respective hostel Mess Committee shall frame their own rules and regulations for proper management of the mess from time to time.

SELECTION / DUTIES

WARDEN

- i) The Warden shall be appointed by the Dean, Students' Welfare with the approval of the Vice-chancellor. In case of girls hostel Matrons may be appointed who shall assist the Warden.
- ii) Once the hostel Warden's position falls vacant, the Dean, Students' Welfare shall invite applications from the teachers with a specific time limit for submission of the same through proper channel on prescribed form.
- iii) The Dean, Students' Welfare shall constitute a committee with the following for screening and selection of the hostel warden from amongst the applicants.

Dean, Students' Welfare	Chairman
Controller of Examinations	Member
One Senior Professor nominated by the Vice-chancellor	Member

- iv) The Dean, Students' Welfare shall forward the recommendation of the committee to the Vice-chancellor for approval and shall appoint the Warden after getting the approval of the Vice-chancellor.
- v) If, in case, no application is received after the first advertisement the Dean, Students' Welfare shall propose the names of a few teachers in order of merit, for approval of the Vice-chancellor for a period not exceeding one year.
- vi) The term of office of a Warden shall be for a period of three years. On special circumstances his/her term of office may be extended for another term.
- vii) There will be an office of the Warden in each hostel with the necessary facilities such as furniture, computer with printer and telephone etc.
- viii) The Warden shall maintain proper discipline in the hostel and shall deal with any violation of discipline in accordance with the provisions under section 10.0 above.
- ix) He/she shall supervise the duty of the hostel employees and shall maintain records of leave granted to them by the appropriate authority on his/her recommendation
- x) The Warden shall submit leave, absent statement for all hostel employees every month within the date specified for the purpose.
- xi) The Warden shall maintain an Admission Register for all the students admitted / readmitted to his/her hostel in the beginning of each semester and perform other related duty not specified in the Hostel Rules and as assigned by the authority from time to time .
- xii) The Warden shall maintain an account of expenditure of the imprest fund.
- xiii) The Warden shall give a *hostel clearance certificate* to the boarders after the Final End Semester Examination or whenever it is required.
- xiv) Warden shall grant CL to the regular employees engaged in the hostel and keep the record of CL with him. The application of EL shall be recommended by the Warden and forwarded to the Registrar for further action.
- xv) When the Warden is on leave and /or remains outside the head quarter, the DSW will place Assistant Warden of the concerned hostel or Warden of some other hostel or some other members of the teaching staff in charge of the hostel for the period.

ASSISTANT WARDEN

- i) The Dean, Students' Welfare with the approval of the Vice-chancellor, may also appoint one Assistant Warden for each hostel.
- ii) The procedure of appointment of an Assistant Warden is same as Warden as stated before.
- iii) The term of office of an Assistant Warden shall be for a period of three years.
- iv) The Assistant Warden will assist the Warden for smooth functioning of the hostel.


PREFECT


- i) There shall be a Prefect for each hostel. The Prefect will assist the Warden in administration of the hostel affairs. The Warden with the approval of the Dean, Students' Welfare shall appoint one Prefect for each hostel. The Prefect shall normally be appointed for one year. The Prefect shall be exempted from paying the seat rent and hostel common room fee for his/her tenure.
- ii) The Prefect shall take the roll call of his/her hostel as mentioned in the hostel rules and shall report to the Warden about all the absentees at the time of taking the roll call as well as absentees for the whole night. Failure of the Prefect to report such cases to the Warden shall be considered as gross negligence of duty on his/her part for which he/she shall be liable to be removed as Prefect with immediate effect.
- iii) The Prefect shall ensure that all hostel rules are observed by the students.

- iv) The Prefect shall ensure that an atmosphere conducive to academic pursuit is maintained in the hostel.
- v) The Prefect will report sickness of any boarder to the Warden and the University Medical Officer.
- vi) The Prefect shall report to the Warden any case of emergency, misconduct and breach of any discipline on the part of the boarders
- vii) The Prefect shall monitor proper cleanliness and sanitation in the hostel and report to the Warden for improvement.
- viii) The Prefect shall be required to perform any other related duty not specified above as may be assigned by the Warden/Assistant Warden

ASSISTANT PREFECT

- i) The Warden with the approval of the Dean, Students' Welfare may appoint one Assistant Prefect for each hostel from amongst the boarders of the respective hostels for a period of one year.
- ii) The Assistant Prefect shall assist the Warden/ Prefect for smooth functioning of the hostel. In the absence of Prefect, the Assistant Prefect will act as Prefect-in-charge.


Principal
Moridhal College
Moridhal, Dhemaji, Assam.


Principal
Moridhal College
P.O. Moridhal, Dhemaji

SPORTS BOYS'/ GIRLS' HOSTEL

Moridhal College, Moridhal Dhemaji Assam

(HOSTEL CLEARENCE CERTIFICATE)

This is to certify that _____,
Room no _____ has cleared all the hostel mess dues/fines for the
session _____.

His room has been inspected and the following remarks are made.

Sl. No.	Items	No.	Remarks
1.	Bed		
2.	Table		
3.	Chair		
4.	Alnah		

He is permitted / not-permitted to leave the hostel.

Hostel Caretaker

Prefect

Prefect's Remarks:

Principal
Moridhal College
Moridhal, Dhemaji, Assam.

**MESS RULES AND REGULATIONS
FOR BOTH BOYS' AND GIRLS' HOSTEL
(Revised on 03/03/2018)**

GENERAL MESS RULES & REGULATIONS:

1. All boarders of the hostel shall automatically be members of the respective hostel mess.
2. Joining the hostel mess is mandatory for all boarders.
3. No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency written permission has to be obtained from the Warden.
4. Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.
5. Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Warden.
6. Boarders shall refrain from entering the dining hall without being appropriately dressed.
7. Guest of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours earlier.
8. Day scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess Committee.
9. All boarders shall pay their mess dues on or before 15th day of every month. Receipts shall be issued at the time of payment and boarders are advised to retain the receipts till the end of each semester. For special months decision of the warden will be final.
10. Failure to pay the mess dues on or before 15th day of each month attracts additional charges as notified from time to time. For special months decision of the warden will be final.
11. Prefect, Assistant Prefects, shall pay 25% and Mess committee members shall pay 35% Of mess dues for a month. Mess managers are exempted from paying the mess dues of the particular month, however if the mess faces deficit, or any discrepancy found, mess managers shall pay full mess dues of the month including fine imposed by the warden.

DUTIES OF MESS COMMITTEE:

1. There shall be a Mess Committee consisting of Hostel Warden as Chairman, Assistant Warden, Prefect, Assistant Prefect(s), and student representatives to the Mess Committee as Nominated by the Warden.
2. The term of office of the Mess Committee shall be for one semester and that of the mess manager generally is not more than one month.
3. The Mess Committee shall nominate normally two boarders for each month as mess

managers. Generally, the nomination of mess managers shall be on the basis of menus submitted by boarders willing to act as mess managers. If no application for mess managers is received then the mess committee can nominate any boarder of the hostel as mess manager.

4. The mess committee shall be responsible for ensuring smooth & timely operation of the mess and also verify the quality of food being served in the mess. The mess committee shall ensure that the menu proposed by the mess managers is strictly followed.
5. The mess committee shall review the mess account & bills submitted by the mess managers on the last of each month. The nomination of mess managers and determination of mess dues for the upcoming month shall also be executed by the mess committee during this meeting.
6. Any suggestion for improvement of food quality should be conveyed to the mess committee. If no satisfactory action is taken by the mess committee, boarders can approach the Warden with written application.
7. Mess committee can nominate any boarder as external auditor for that month. Mess auditor will be given rebate in mess dues for the number of days he served

DUTIES OF MESS MANAGERS

1. Boarders willing to act as mess managers shall submit a menu to the office of warden as no. The menu should be prepared in a way that it is nutritional, within the hostel mess budget and represent the food habits of all boarders.
2. The mess dues/guest dues/monthly mess dues shall be collected by the mess managers against valid receipt. The mess committee shall verify all the mess dues collected on daily basis and arrange to deposit the sum in designated bank account of the hostel.
3. The mess managers shall keep a daily stock of the mess store and arrange for the procurement of the required items from approved vendors only. The mess managers shall verify both the quality and quantity of items being supplied by the vendors and any discrepancy found should be immediately reported to the mess committee.
4. Payment to all vendors shall be made quarterly only through cheque and the mess managers shall not make any cash payment. Payment to LPG vendor shall be made through cheque on delivery. However cash payment for miscellaneous items e.g. sweets, disposable crockery, fruits etc. is possible only against valid receipt. For urgent cash payments the mess managers may request to withdraw a fixed sum from the hostel bank account only once in a week.
5. The mess managers should frequently review the budget and shall be held accountable for any deficit in the mess budget. Inordinate amount of deficit shall be treated as gross negligence of duty on part of the mess managers. In such cases, the mess committee shall recover the amount they deemed to be fit from the mess managers.

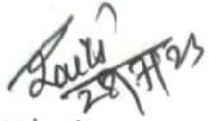
HOSTEL MESS DUES REBATE RULES:

1. Rebate on mess dues is applicable only if the boarder is absent from the hostel for more than three days by submitting the hostel leave record to the warden office duly signed by the competent authority prior to the leave.

2. If the leave is granted the rebate shall be given as mentioned below:

Sl No	Number of days on leave(days)	Rebate per day for all the days of leave (in Rs.)
1	4-8	30
2	9-15	40
3		

3. Any boarder unable to pay the mess dues due to unavoidable circumstances may write an application to the warden in that particular month itself, later it will become invalid. Application shall be verified by the office of Warden, if it is found valid additional time will be given to pay the mess dues.
4. However fine will be collected if the application is submitted after the last date of paying the mess dues for that particular month. Fine will be collected till the date mentioned on the application.
5. In any other case decision of the Warden will be final.


Principal
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