

SHAILABALA WOMENS (AUTO) COLLEGE, CUTTACK

Hostel / Residential Policy

Hostel/Residential policy is a statement of procedure or protocol. It is a system of guidelines to carry out decision and achieve desirable outcomes. The hostel/residential policy of the college is based on Government rules and resolutions of Residential Committee held time to time. Hostel activity is based on strictly on some written Rules which clearly shows the forbidden practices. Violation of these rules leads to punishment and action by the Superintendent and College Authority. All the hostel of the college follow a common rule.

1. Location

All the hostels of the college are in the campus of the College. Presently boarders are staying in four hostels where and a newly built hostel with 400 seats is made recently for the benefit of the students.

2. Boarder Strength

The four hostels are for under graduate students and one hostels for post graduate students out of four one hostel is for PH and one hostel for SC/ST students.

Table - 1 : Boarder Strength

Sl. No	Hostel	Intake capacity
1	M.S Hostel for differently able	50
2	MS New Hostel	160
3	M.S New Hostel	120
4	M.S P. G Hostel	40
5	M.S SC/ST Hostel	40
Total Intake capacity		410

3. Management

Hostel is managed by Superintendent and Asst. Superintendent selected by Principal who happens to the Warden of the hostel. All activities are made as per order of the Government

For management of official work an Accountant and a cashier are selected by the Principal from the College of non-teaching staff of the College.

4. Residential Committee

A residential Committee is constituted in each academic year by the Principal and notify in the co-curricular/ extra-curricular activities. The Principal is the Chair Person of the committee. All the Bursars Superintendents, Asst Superintendents are members of the.

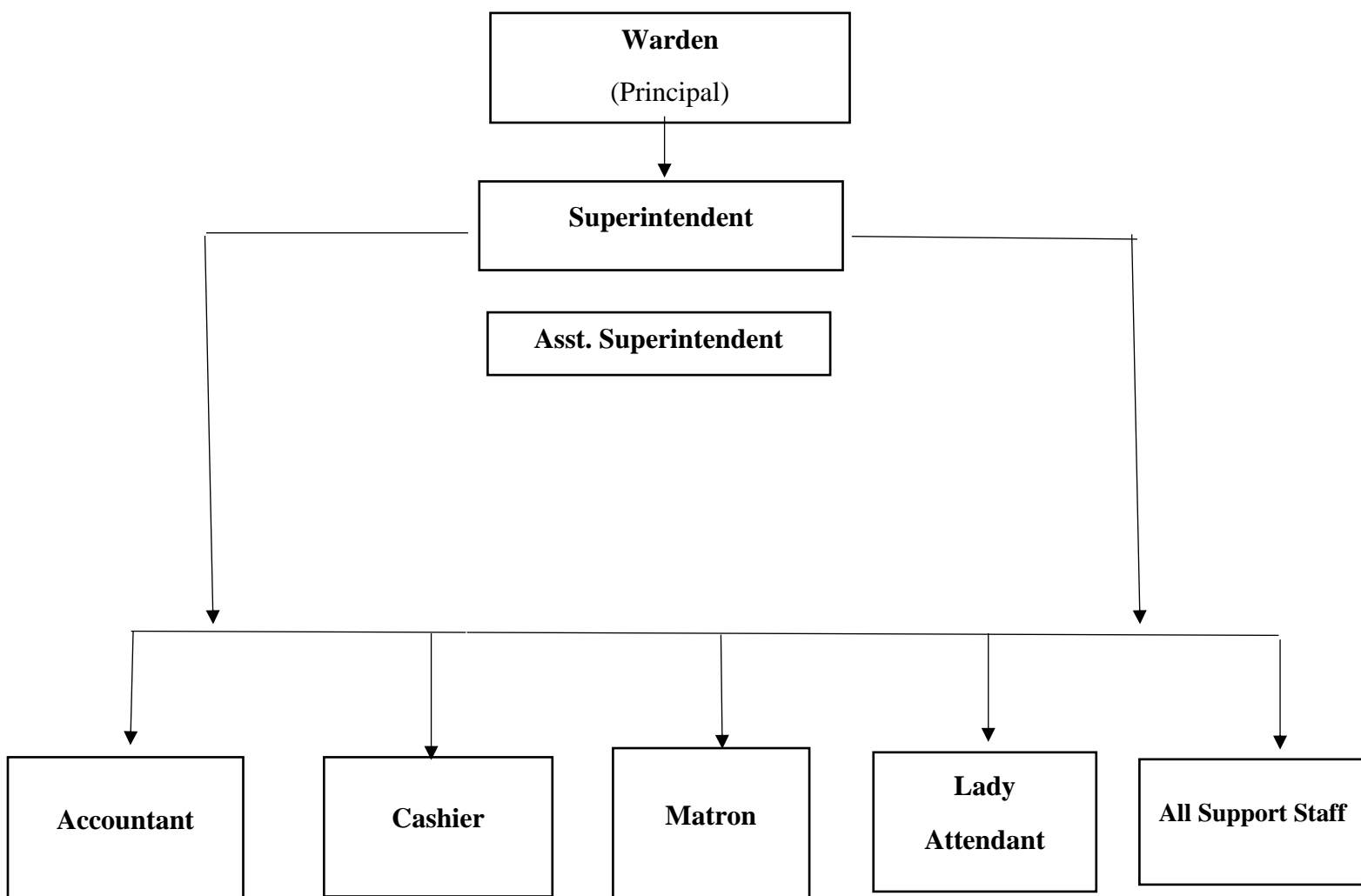
5. Accounts & Audit

Accounts is maintained by Accountant and Cashiers and verified by the Superintendents. The practice is made as per the government guidelines.

Audit of the financial Accounts are made by govt auditors at the time of audit of college accounts.

Internal Audit is made by a team of members selected by Principal

Hostel Administration (Organogram)



6. Selection Procedure for Admission

Boarders are selected purely on merit basis .After selection they have to deposit Rs. 62/- as seat rent Those who have paid seat rent are allowed to get admission into hostel Once selected they are abide by hostel rules.

HOSTEL RULES

1. Admission - Candidates apply through online in common application form and duly signed in hard copy as well as by their natural guardian before submitting at the SAMS nodal centre. Seats will be carefully selected on Merit basis and allotted after the admission.
2. Control - Students living in the hostel will be under the direct control of the Head of the Institution not only during college hours but also at all other times.
3. Leave of Absence - Leave of absence from the hostel must in all cases be obtained 24 hours in advance from the Hostel Superintendent or as the hostel authority may direct, It will not be granted unless a written request is made by the parent or the guardian.
4. Overstaying Leave - A boarder may overstay leave if she brings a satisfactory written explanation from her parent or guardian. If no satisfactory explanation is produced disciplinary action is to be taken.
5. Application for withdrawal of boarder ship should be made by guardians. No boarder will be permitted to leave a hostel without prior permission of the Superintendent who will ascertain that all dues to the hostel have been paid before departure
6. The hostels are closed during summer the vacation and puja holidays.
7. Forbidden practices

The following practices are forbidden in all hostels :

- i. The entry of any person unauthorised by the Principal / Superintendent into the hostel.
 - ii. The bringing of paper, periodicals not on the list of papers and periodicals approved by the Government / College Authority into the Hostel Common Room .
 - iii. Singing or playing musical instrument except during hours authorised by the Superintendent.
 - iv. The holding of any meeting except with the approval of the Superintendent.
 - v. They are not allowed to carry or consume intoxicated material inside hostel or campus.
8. Boarding Arrangement- No boarder will be permitted to have her meals in any part of the hostel other than the dining hall.
 9. The Boarders are responsible for the furniture issued to them and are required to make payment for any damage or breakage.
 10. Visitors- Only boarders are ordinarily permitted to enter the hostel Premises. Only in exceptional case parents, local guardians and those visitors whose names are given in the admission forms by the parents are entitled to visit their wards during the visiting hours. Visitors will meet their ward

Saturdays from 4 pm to 6 pm and Sundays only from 10 a.m. to 6 p.m. No visitors are allowed after 6 p.m. except in emergency cases.

11. Common Room - The Common Room of the hostel provides selected newspapers and periodicals for the use of the boarders. Rules for the use of the common room should be framed by the Superintendents.
12. Hostel Dues - The hostel fees are collected on the 5th, 10th, 15th and 25th of the month. Boarders who fail to pay on or before the 30th will pay a fine of Rs. 50/- p.m.
13. Hostel Discipline
 - i The internal management of the hostel rests with the Superintendent.
 - ii The study hour is from 6.30 a.m. to 8 a.m. and 6.30p.m. to 9.30 p.m.
 - iii No boarder shall remain absent from the hostel during the study hours without the prior permission of the Superintendent. Frequent absence will be treated as breach of discipline.

 - iv Prefects will be nominated by the Superintendent and each prefect will help the different secretaries in various duties.
 - v Boarders should in all cases obtain the permission of the Principal through the Superintendent before joining any association or meeting outside the college.
 - vi All steps of the students either for calling, meting or circulating notices or raising subscriptions must receive the prior sanction of the Superintendent / Principal.
 - vii The Superintendent has the power of censoring all reading materials brought into the hostel. The introduction of objectionable reading materials into the hostel will be regarded as a breach of discipline. Boarders are not permitted to use personal Iron, Heater and keep personal Radio & T.V. and such other devices in their room.
 - viii The Superintendents will be responsible for the maintenance of order and discipline and have the power to punish any boarder for breach of discipline. All types of misconduct shall be reported to the Principal.
14. The following practices are considered as breach of the discipline.
 - i. Absence from the hostel without leave permission.
 - ii. Continuous neglect in study.
 - iii. Want of cleanliness and tidiness in the room.
 - iv. Spitting in the rooms and verandas and throwing garbage,
 - v. Absence from the hostel in the evening without prior permission of the Superintendent.
 - vi. Writing on or in any other way disfiguring the wall, doors or windows of the building.
 - vii. Holding any special meeting in the hostel without the approval of the Superintendent.
 - viii. Misconduct of any other description.
15. Students may be removed from the hostel on the report the Superintendent of doing forbidden practices.
16. In case of communicable disease, she can be isolated and sick room will be used for her.
17. The local guardians are generally allowed to take their wards out on permission of the Superintendent once a month.
18. All letters and communications etc, are to be sent and received though the Superintendent or Assistant Superintendent.

19. There will be a roll call in the evening after prayer at 6. P.M
20. Complete silence will be observed in the hostel after the roll call.
21. Student admitted to the college hostel are directed to give their telephone numbers and address where their guardians can be intimated in emergency.
22. Hostel Mess
 - i. A mess committee consisting of the. Secretary (+3 or PG Final Year student) and Assistant Secretary who will assist the hostel authorities in running the mess in normal situation. The Superintendent is authorised to make changes if required.
 - ii. When a boarder falls sick, the Superintendent immediately takes the boarder to the health centre for treatment and parents are informed accordingly. Till the arrival of parents the hostel takes utmost care of the student.
 - iii. The full mess dues are to be collected from all the Boarders in each month
 - iv. irrespective of the fact that they remain present absent other than summer vacation or puja holidays During holidays and vacation it will be collected proportionately.
 - v. Boarder who claim for the rebate of their mess charges (as decided by the superintendent) when they are permitted to remain absent 10 days or more continuously on medical case only.
 - vi. If a boarder remains absent entire month on medical ground, the minimum mess dues will be collected.
 - vii. Mess will function on the reopening day after summer vacation and puja holidays.
23. Establishment Charges: - When a boarder joins the hostel irrespective of the date of joining, she has to pay full establishment charges for that month. Also, if a boarder leaves the hostel in the middle of the month she has to pay full establishment charges for that month.
24. Medical Supervision to be made Medical officers by their visit to hostel on requisition.
25. Other rules and regulations regarding discipline in the hostels may be introduced by the Principal or the Superintendent.
26. Annual function will be held collectively :
 - a) All boarders automatically become members of the Hostel Committee.
 - b) Committee meeting are held from time to time to arrange regular discussion on literary, social and economic subjects.
 - c) The affairs of the Committee shall be managed by an Executive Committee constituted by elected/nominated representatives.
 - d) All important matters relating to the mess, reading room, sanitation, hygiene, games and garden etc. will be placed before the Hostel Executive Committee. The Superintendent will be Ex-official member of it. The Executive Committee shall consist of the following Secretaries and members in charge.
 - i. Superintendent - Ex-official Member and President,
 - ii. One / Two Assistant Superintendents - Ex-Officio Members
 - iii. One General Secretary (Elected/Nominated).
 - iv. One Assistant General Secretary (Elected/Nominated).
 - v. One Garden Secretary (Elected/Nominated).
 - vi. Asst. Garden Secretary (Elected/Nominated).
 - vii. One Health and Sanitation Secretary (Elected/Nominated).
 - viii. One Asst. Health and Sanitation Secretary (Elected/Nominated).
 - ix. One Common Room Secretary (Elected/Nominated).
 - x. One Mess. Secretary, One Asst. Mess Secretary (Elected/Nominated).

xi. One Dramatic Secretary, One Asst. Dramatic Secretary (Elected/Nominated).

- (e) Any casual vacancy in the Executive Committee shall be filled by nomination by the President.
- (f) The meeting of the Executive Committee shall be held at least once in each term.
- (g) No meeting of the Executive Committee should be held unless the President or the Vice-President is present.
- (h) The President may suspend or remove any member or office-bearer of the Executive Committee if her work is not satisfactory or if she is guilty of misconduct or if it is necessary in the interest of the Union/Committee
- (i) The action of the President shall be final and it cannot be raised or discussed in any meeting of the Union or the Executive Committee.
- (j) Any Amendment of the constitution or the rules can be recommended by the Committee to the President provided it is accepted by two thirds of members present in the meeting or a special meeting called for the purpose.
- (k) Notwithstanding anything contained in the constitution or the rules, the Superintendent has the right to veto all proposals made either by the Union or the Executive Committee to change or modify any of the provisions of the constitution or the rules.
- (l) A boarder should not take away any property from the Common Room e.g. papers etc. belonging from the Common Room without the permission of the proper authorities.
- (m) No noise or disturbance should be made in the Common Room. The opening hours of the Common Room will be fixed by the Superintendent.

Each hostel is supervised by their respective Superintendent. All hostels are supervised by the Warden of the hostels.
