



# GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar  
ISO Certified 9001:2015

S. Ashish Daniel  
Secretary & Director

C. Rama Gopal  
Principal

Ref. No.: GPC/IQAC/POLICY/18

Date: 17.05.2021

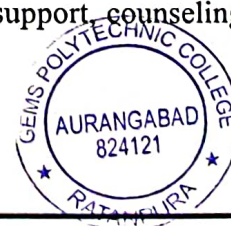
## Policy document for Hostel Committee

### Preamble:

The Hostel Committee of Gems Polytechnic College (GPC) is committed to fostering a safe, inclusive, and conducive living environment for all residents. Recognizing the importance of community, respect, and cooperation, this policy document aims to outline the rights, responsibilities, and procedures governing hostel life. By upholding principles of fairness, accountability, and mutual respect, we endeavor to cultivate a vibrant and harmonious residential experience that promotes academic success and personal growth

### Objectives:

1. Ensure the safety and security of all residents within the hostel premises through the implementation of robust security measures and protocols.
2. Foster a conducive living environment that promotes academic success, personal growth, and community engagement among hostel residents.
3. Facilitate effective communication and collaboration between hostel authorities, residents, and college administration to address concerns, resolve conflicts, and enhance the overall living experience.
4. Promote cultural diversity, tolerance, and mutual respect among residents, fostering a harmonious and inclusive hostel community.
5. Provide comprehensive support services and resources to address the varied needs and concerns of hostel residents, including but not limited to academic support, counseling, and recreational activities.



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**HOSTEL MANAGEMENT:**

The following officers constitute the Hostel Management:

- A. Chief Warden
- B. SRA (Boys & Girls)
- C. Hostel Disciplinary Committee
  - The students should approach their respected SRA for any reasonable needs, guidance, and grievance redress.
  - Representations to higher officers must be forwarded through the allotted SRA.

**HOSTEL RULES:****Dress Code:**

General Dress Code: All students are expected to be properly dressed both inside and outside the hostel premises.

**Boys Dress Code:**

- Residents shall dress in appropriate outfits with track shorts, bermudas, and T-shirts. Shorts are not allowed.

**Girls Dress Code:**

- Residents shall dress in appropriate outfits with a dupatta at all times within the hostel vicinity, especially in the dining area.
- Wearing shorts, tight-fit clothes, bermudas, nightdresses, and short/mini-skirts is not allowed.

**Mobile Phones:**

- For Girls: The residents must strictly submit their mobile phones to their respective SRA.

**Electronic Devices Usage:**

- Any misuse of mobile phones or laptops will be taken very seriously, and action shall be taken against residents found guilty.
- Laptops can be used for reasonable learning purposes only; otherwise, they will be confiscated.



**Attendance and Roll Call:**

- Roll call will be taken at 6:30 pm. All residents should remain present at the time of the Roll Call. Disobedience will result in disciplinary action.

**Leave and Out-pass:**

- Students proceeding on leave from the campus should get the leave form and out-pass from the SRA, duly signed by submitting the supporting documents at the time of their departure.

**Disciplinary Actions:**

- Indulging in undesirable activities will lead to immediate rustication from the hostel if found guilty, and the fee amount will strictly be refunded at the end of the course.

**Property Damage:**

- In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the authorities.

**Room Rules:**

- The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- Students must occupy the rooms allotted to them and should not change/exchange rooms without prior permission from the SRA.

**Anti-Ragging Policy:**

- Ragging of students admitted to the Institute is totally banned, and any violation will be dealt with severely.

**Prohibited Substances:**

- Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises are strictly prohibited.
- The hostel zone is a smoke-free zone, and smoking is prohibited within the hostel premises.





**Visitors and Privacy:**

- Visits of persons of the opposite sex to the hostel are restricted.
- Students should not paste any posters/pictures on the walls, doors, windows, and shelves.
- Misuse of computers and mobile phones in hostel rooms will result in expulsion from the hostel.

**Noise and Disturbances:**

- Activities like playing loud music that may cause disturbance to roommates or neighbors are not allowed in the hostel rooms.

**Functions and Meetings:**

- Students should not arrange any functions or meetings within the hostel/college campus or outside the campus without prior permission from the Chief Warden through SRA.
- Students can celebrate their birthdays inside the hostel with prior permission, but improper behavior will result in the function being stopped immediately.

**Leaving the Hostel Premises:**

- No student should stay away from the hostel on any day without the prior permission of the concerned authorities.

**Security and Valuables:**

- The hostel authorities do not hold themselves responsible for any loss of private property belonging to residents.
- Students are not permitted to cook any food in the hostel.
- Students should not keep large amounts of cash or costly items like mobile phones, cameras, electronic gadgets, jewelry, etc., in their rooms. Complaints about loss or theft of such items are discouraged.



**Room Allocation and Inspection:**

- The Hostel Management reserves the right to move residents to other hostel units if necessary.
- All visitors to the hostel, including parents/guardians, must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard. No visitors will be permitted to stay overnight in the hostel premises.
- The use of audio/video systems that may cause inconvenience to other occupants is not allowed.
- The use of high-power-consuming electrical appliances such as immersion heaters, electric stoves, room heaters, electric iron, etc., is banned in any of the rooms. Such appliances, if found, will be confiscated, and a minimum fine of Rs. 500/- will be imposed.

**Reporting Incidents:**

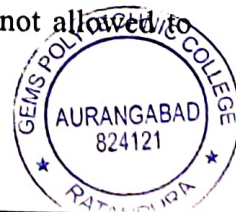
- Residents are duty-bound to report any unwanted incidents or undesirable activities going on in the hostel to the respective SRA. Any case of theft should be reported promptly to the SRA.
- The hostel authorities may inspect students' belongings/rooms at any flexible time if misconduct is suspected. Students are expected to cooperate in such situations.

**Disciplinary Actions:**

- Hostel facilities may be withdrawn at any time without notice if a resident is found misusing the facility or not following the hostel rules and regulations or is involved in any illegal activity inside or outside the hostel.
- Residents will be subjected to severe disciplinary action if they fail to follow the above-mentioned rules and regulations.
- Residents are strictly prohibited from misbehaving with staff. Severe action will be taken if any such behavior is observed.

**STUDY HOURS RULES:**

- Mobile phones are strictly prohibited during study hours. Students are not allowed to keep them in their pockets.



- Laptops can be used according to the seating arrangement determined by the SRAs and the Chief Warden.
- Any unwanted behavior during study hours will be subject to serious disciplinary action.
- Every student must strictly follow the study hours; no other activities are allowed during this time.

### Hostel Relieving Policy

- **Hostel Relieving Form:** The resident is required to fill out a hostel relieving form before checking out. This form likely includes essential information and serves as documentation of the relieving process.
- **Dues Clearance:** Residents must clear any outstanding dues or fees before they are allowed to check out and relieve the hostel. This ensures that all financial obligations to the hostel are settled.
- **End of Academic Year Relieving:** Residents are permitted to check out and relieve the hostel only at the end of the academic year. This indicates that the hostel primarily accommodates students for the entire academic year and doesn't allow short-term stays.
- **Full Residential and Mess Fees:** If a resident chooses to relieve the hostel in the middle of the academic year, they will be required to pay the full residential and mess fees for the entire academic year. This policy incentivizes residents to complete the academic year's stay and discourages mid-year departures.
- **Permission from Parents:** Residents may be required to obtain permission from their parents or guardians before they are allowed to leave the hostel. This ensures that parents are informed and in agreement with their child's decision to check out.

### Long leave Reimbursement:

Reimbursement for extended absences due to legitimate reasons such as medical leave, academic commitments, or other unforeseen circumstances.

- **Document Reason for Leave:** Gather any necessary documentation to support your reason for the extended leave, such as medical certificates, academic schedules, or other relevant paperwork.
- **Communicate with Hostel Administration:** Reach out to the hostel administration or management to discuss your situation and inquire about the possibility of reimbursement. Explain your circumstances clearly and provide any supporting documentation.





**MESS RULES:**

- Once a student joins the hostel, they are considered a member of the mess until they officially vacate the hostel.
- The mess provides three meals, two teas, and one snack per day.
- Strict discipline should be maintained in the dining hall.
- Day scholars cannot be entertained as guests in the mess.
- A self-service system will be followed in the mess.
- Food will not be served in rooms, and residents are not allowed to take food to their rooms.
- Wasting food is discouraged. If residents are caught deliberately wasting food, they will be fined an amount equivalent to one month's mess fees.
- If a resident is ill, the SRA will approve and assist in making suitable arrangements.
- Residents should not enter the kitchen.
- Students should not waste food. Such wasteful behavior is not socially conscious. If it continues after several warnings, fines will be imposed.
- Food will not be served during college working hours.
- Food will be served only at the scheduled time provided by the Mess.

**Approval:**

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 17.05.2021

College Seal:



Reviewed by

*P. S. S.*  
17/05/2021

**Principal**  
**PRINCIPAL**  
GEMS Polytechnic College  
Ratanpura, Aurangabad  
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Approved by

*[Signature]*  
17/05/2021  
**DIRECTOR**  
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