

# Shyampur Siddheswari Mahavidyalaya

Ajodhya • Howrah • Pin - 711312

(Affiliated to the University of Calcutta)  
(Accredited by NAAC at the 'B' level)

President :  
**SRI KALIPADA MANDAL**



Principal & Secretary :  
(Ex officio) Governing Body  
**DR. SANTU KUMAR BOSE**

Ref. No. ....

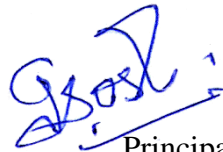
Date .....

## Notice

This is to notify that all students and staffs are instructed to go through and abide by the Code of Conduct of the institution.

- Attachments: 1. Code of Conduct for Students.  
2. Code of Conduct



  
Principal  
Shyampur Siddheswari Mahavidyalaya  
Principal  
Shyampur Siddheswari Mahavidyalaya  
Ajodhya, Howrah

## Code of Conduct for Students:

### 1. CLASS ATTENDANCE:

As mentioned in the resolution of the Academic Council:

In addition, students involved in Co & Extra - Curricular activities and hence missing regular classes or absent due to illness, should contact the respective authority (HoD of the Dept.) who will recommend the case to the principal for attendance within the next five working days.

N.B: Submission of application for absence with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.

### 2. Misconduct

2.1 If anybody is found in violation of the instructions of the Security Guard, misbehaving with any faculty or office staff of the college, misbehaving in the college premises, on a nearby road and using unfair means, which will make negative perceptions about the college, is liable for the punishment.

2.2 Malpractice such as cheating, bribing, gambling, copying in tests and exams, giving false declarations wherever it is necessary, spreading rumors / unfounded accusations / writing / printing / distributing / displaying unauthorized notices of any kind, etc., in the campus or anywhere else.

2.3 Use of cellular phones inside buildings / corridors which may lead to disturbance in any academic activity is strictly prohibited.

2.4 The students are required to move silently through the corridors without disturbing the nearby classes and practicals. Any kind of wild noisy and disturbing behaviour/ celebrations in the campus is strictly prohibited. Nobody should sit on the corridor walls/railings.

2.5 Students studying in the college, if found indulging in anti-national activities contrary to the provisions of National and State Acts and Laws enforced by the Government or in any activity contrary to the rules of discipline framed by the college, is liable to be expelled from the college without any notice by the Principal of the college.

2.6 Smoking in the campus (including the college hostel) is strictly prohibited.

2.7 Consumption or possession of alcohol in the campus or in the hostel is strictly prohibited.

### 3. Assault

3.1 The college considers assault a serious offense. Assault generally refers to any willful attempt or threat to inflict injury or other physical contact/torture upon another person or the actual unwanted physical contact with another person, all without the consent of the alleged victim. Examples of assault include, but are not limited to, punching; beating; kicking; spitting; and any other unwanted physical contact.

3.2 Assault may include the use of force or coercion. Force may involve the use or display of a weapon or other threatening behavior which causes immediate fear of bodily harm, or involves the physical battering or immobilization of the alleged victim. This may include an attack on someone who is physically helpless (e.g., asleep, unconscious, or otherwise incapable of giving consent). Coercion involves psychological pressurizing or threats that are generally other than physical, including,

but not limited to, the abuse of a power relationship (e.g., campus leader to student member of group) and the use of alcohol or other drugs intended to hinder resistance.

3.3 In cases of fighting, all involved parties may be charged and a thorough investigation will be made. The adjudicating body will determine who is responsible in the case.

3.4 When a student is found responsible for violating the Assault policy framed by the college, the recommended sanction is a minimum of one semester suspension.

3.5 Shyampur Siddheswari Mahavidyalaya welcomes and encourages serious discussion on any issue from all points of view, but it cannot condone the behavior intended to prevent, obstruct, or interfere with any of its activities and programmes. Serious disciplinary actions will be taken against students involved in such activities.

## 5. Damage

Negligent or intentional damage to personal or College property (e.g., kicking or shaking pole lights, damaging floor tiles, railings and furniture) is prohibited, and it will subject an individual or organization to disciplinary action and repair or replacement costs. Acts of intentional damage will result in an additional monetary fine.

## 6. Roofs

Students are strictly prohibited from going to the roofs of the College or residences of Professors or students' hostels or any other buildings. Students who allow others to access the roof from their room will also be held accountable. The Authority assumes no financial or legal responsibility for injury due to this prohibited act.

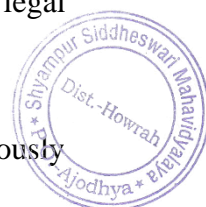
## 7. Fire Safety

Fire is a serious and constant threat to people and property. The College takes very seriously issues related to fire safety.

Residences are to be evacuated immediately whenever a fire alarm sounds, day or night. In addition, all living space is inspected by College personnel for issues of maintenance, health, and fire safety throughout the year. Students are expected to cooperate fully in these matters and to be conscious of fire-safety precautions.

The following are important standards and regulations of the college concerning fire safety:

1. The setting of a fire in a College building, whether deliberately, will result in dismissal from the College and a minimum fine of Rs. 5000/-. This includes, but is not limited to, setting fire to papers in a student residence, and improperly extinguishing smoking materials such that a fire results.
2. Setting off a false alarm will result in suspension and/or dismissal from the College and a minimum fine of Rs. 2000.
3. Improper use, vandalism, or destruction of fire-safety equipment (e.g., fire extinguishers, fire hoses, exit signs, emergency lights) will be grounds for suspension or dismissal from the College, as well as a minimum fine of Rs. 5000/-
4. Any student and/or student group found participating in any of the following will be subject to College discipline, plus a minimum fine of Rs. 2000/-.
  - a. Failure to evacuate a building during a fire alarm.
  - b. Tampering with wiring, including electrical or cable television wiring.
  - c. Possessing or discharging fireworks.
  - d. Causing or contributing to a fire-safety hazard. This includes, but is not limited to, obstructing exits, stairwells, hallways; careless use of smoking material; and using non-College-issue waste containers.



- e. All decorations must be fireproof. Decorative holiday lights must be of "mini-light" specifications. Decorations or lights may not be placed on the exterior of buildings or windows, and they may not block entrances, exits, hallways, room doors, or stairwells.

Where required by the state law, College authorities will report fire-safety violations to law enforcement authorities for investigation and possible criminal charges.

## **8. Vehicle Usage & Parking**

Students who come to College by a two or a four-wheeler must register about their vehicle to the gatekeeper at the college gate. The vehicles must be parked only in the parking lot. Students are not allowed to pass any time in parking places and chat during class hours. Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any description outside the parking area in the campus will be severely reprimanded.

## **9. Transport**

Any kind of misconduct / misbehavior inside / outside the campus (in public places, buses, trains, etc.) or detection of foot - board travel, blocking the traffic, unruly behavior in buses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all student travel concessions and the scholarships.

## **10. Drug Policy**

10.1 The sale or possession of drugs can result in substantial fines or prison terms under Government laws. It prohibits the use, possession, sale, manufacture or advertisement of drug paraphernalia and requires its seizure.

10.2 Shyampur Siddheswari Mahavidyalaya Institutions will not tolerate student involvement with illegal drugs or possession of drug paraphernalia (e.g., bong, water pipes, roach clips, hookahs). (This includes the illegal possession, use, abuse, or distribution of prescription or non-prescription medications.) Violations of the law will result in disciplinary action; penalties may include suspension or dismissal, depending on the seriousness and extent of the offense. The College will also take disciplinary action against any student who endangers his or her own or another student's health or academic performance through drug abuse or distribution. Students found guilty of violating this policy may also be required to participate in counseling, assessment, and/or treatment; this may need to take place off campus at the expense of the student. If drugs or drug paraphernalia are found in a shared living space, all occupants will be held accountable.

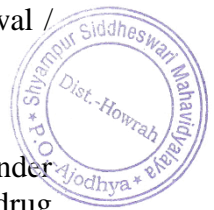
10.3 Students found responsible for manufacture and/or distribution of drugs will be dismissed and referred to appropriate legal authorities.

## **11. Dress Code/Uniform/Grooming**

Every student is required to wear a simple and modest formal dress with reasonably sensible design of clothing. Every student should be very well groomed according to the checklist given to them.

## **12. Sexual Misconduct**

Sexual misconduct of any form is a serious violation of College and community standards, and it will not be tolerated at our Campus. Thus Shyampur Siddheswari Mahavidyalaya will not condone any explicit sexual behavior within the college campus or at any other places where the students are representing the college.



A student charged with sexual misconduct by Shyampur Siddheswari Mahavidyalaya can be prosecuted under State criminal statutes and also disciplined under the College's own policies, rules, and regulations. These actions are separate, and they are not dependent upon one another. On campus, cases of sexual misconduct are resolved through the internal judicial process of the college, and they are normally heard by the Disciplinary Committee. Campus proceedings will not be unduly delayed even if legal proceedings are also in progress as these are distinct processes.

### **13. Computers, E-mail & Cyber policy:**

Academic computing at the Campus of Shyampur Siddheswari Mahavidyalaya is a vital tool in the educational experience. Computer access is a privilege extended to all students and members of the administration, faculty, and staff at the College. All students are responsible for knowing Library and Information Services (LBIS) policies regarding the use of computer. All students are given computing accounts, including Internet access, which may be used at stipulated time without charge. The following policies are in place to maintain control and availability to the community at large.

13.1. Users of computing systems are not charged for their use of the systems. The College provides reasonable supplies of expendable resources. Charges may be levied for unusual consumption of supplies, such as paper, or for access to commercial services over the network. Students are expected to provide their own diskettes/CD for data storage.

13.2. Never use any computer account of the College other than your own.

13.3. Never lend your account to someone else. You are fully responsible for anything which happens through access to your account.

13.4. Do not access files other than your own, unless you have specific permission to do so. This includes any effort to obtain root access to the campus computer network.

13.5. Do not use computing resources of the college for any activity which may intimidate, harass or threaten others.

13.6. Do not use the computing resources of the college or facilities for profit-making purposes.

13.7. Do not use College-provided computing resources to invade or alter private records, data, or communication belonging to individuals, to the College, or to others.

13.8. Do not waste computing resources, either tangible such as printer paper, or "soft" resources such as time or access to terminals.

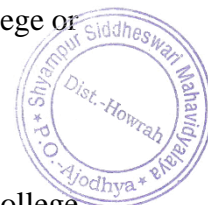
13.9. Unauthorized copying of software is illegal. You may not use or store pirated software on any computing system of the college. Library and Information Services (LBIS) staff members will not help you solve problems with unlicensed software.

13.10. If you violate computer and network use policies, LBIS may temporarily or permanently suspend your use of College computing facilities, accounts, and/or resources. Repetitive or particularly egregious violations will be referred to the principal of the college or disciplinary committee of the college for taking action.

### **14. Training & Placement Policy:**

The Training & Placement Cell provides a platform for any visiting organization to the College for the purpose of campus recruitment programmes and "Eligible and Qualified" students to interact with each other. The Cell only acts as a Facilitator while extending this service.

Campus recruitment is a service extended to students of the College through the Training & Placement Cell. This service will not be extended to a particular student, subsequent to his/her receiving of a job offer for which the student has voluntarily agreed to appear.





Students/Guardians can contact for any information regarding the activities of Training & Placement Cell through the designated phone numbers as would be provided by the College during the office hours (10 a.m. to 6 p.m.) on all college working days, if not mentioned otherwise.

The following are the guidelines and rules that govern the functioning of the Training & Placement Cell and are bound to be adhered by the students.

## 15. Discipline

### 15.1

- i) Discipline is given utmost importance by the College authority and therefore students who maintain discipline throughout their study, as per the college disciplinary norms set from time to time are only eligible to attend the campus recruitment process.
- ii) Students who indulge in indisciplinary activities in the campus or during the campus recruitment programme are not eligible to attend in any campus recruitment process.
- iii) Misbehavior with any member, specifically engaged in Training and Placement Cell disqualifies the students from campus recruitment programme.

### 15.2 Fees

Defaulters of the college dues including Hostel, Career Support & Special Project Fees, Library or fees/charges notified by the college authority from time to time, are not eligible to attend campus recruitment programmes.

### 15.3 Attendance

Attendance to Theory sessions, Practical sessions, Mid Term examination, Seminars/ Workshops, Extra Curricular and Examination conducted by the placement and other concerned departments of the college from time to time is essential. Therefore a minimum percentage of attendance is mandatory to be eligible for attending the campus recruitment programme as detailed below:

Theory	75%
Practical sessions/sessional	75%
Seminar/Workshop	75%
Extra Curricular	50%
Midterm examination	100%
Exam conduct by T&P cell	100%
Training Programmes	75%



### 15.4 Issuing of Documents

Students requiring certificates of transfer, character and conduct, birth, course, marks, identification, extracurricular activities, should submit an application to the Principal and state the Name, year of study, Class No., Semester and subject.

### 15.5 RAGGING

Ragging within or outside of any educational institution is strictly prohibited.

Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the college shall, on conviction, be punished, as per the provision of the Act.

Any student convicted of an offense of ragging may be dismissed from the college. All ragging incidents have to be reported through FIR, and subsequent punishment would be meted out as per Indian Constitution, and further Supreme Court Rulings.

The Supreme Court of India appointed a High Powered Committee headed by Shri R. K. Raghavan (Ex-CBI Chief) to look into ragging issues in details by holding detailed enquiry. The report submitted by Raghavan Committee has been accepted by the Govt. of India. The Committee came across a variety of aspects of the menace of ragging which are as follows:

### **OBSERVATIONS OF RAGHVAN COMMITTEE**

- Ragging has several aspects with among others psychological, social, political, economic, cultural, and academic dimensions.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging.
- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered as an aspect of ragging of economic dimensions.
- Any act of physical abuse including sexual abuse, homosexual assaults and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, e-mails, snail-mails, public insults should be considered within the psychological aspects of ragging. Any act that affects mental health and self-confidence of students also can be described in terms of psychological aspect of ragging.
- Human rights perspective of ragging involves injury caused to fundamental right to human dignity through humiliation heaped on junior students by seniors.

### **RAGGING AND THE LEGAL PROVISIONS**

Enactment of Central and the state laws, makes ragging a cognizable offence with identifying the perverse forms of ragging under such law(s), and giving punishments appropriate with the cruelty of the offence -

- A student indulged in the act of ragging his / her juniors may be expelled from college.
  - He / she may be banned / debarred from staying in hostel / mess.
- Scholarship / stipend / financial grant can be withdrawn / cancelled by the college / university.
- He / she may be debarred from appearing at future examinations of the College.
- He / she may be debarred from taking admission to any other educational institute in the state or even in the entire country.
- He / she may be charge sheeted and court of law may try the accused student.
- It may, after taking all precautions, give severe punishment to meet the end of justice.

Specific Sections to Deal with Ragging Cases and Ensuring Justice under the Indian Penal Code (IPC)

Minor Complaints Against Ragging:

Sections

- |     |                                      |
|-----|--------------------------------------|
| 339 | Wrongful restraint                   |
| 340 | Wrongful confinement                 |
| 341 | Punishment for wrongful restraint    |
| 342 | Punishment for wrongful confinement  |
| 294 | Obscene acts and songs               |
| 506 | Punishment for criminal intimidation |

Major Complaint Against Ragging:

Sections

- |     |   |
|-----|---|
| 323 | Punishment for voluntarily causing hurt |
|-----|---|



- 324 Voluntarily causing hurt by dangerous weapons or means
- 325 Punishment for voluntarily causing grievous hurt
- 326 Voluntarily causing grievous hurt by dangerous weapons or means

Death or loss of life:

Sections

- 304 Punishment for culpable homicide not amounting to murder
- 306 Abetment of suicide
- 307 Attempt to murder

**Extracts from the Code of Criminal Procedure 1973** Information to the Police and Their Powers to Investigate

Section 154: Information in cognizable cases

Note: FIR is the earliest report made to the police officer with a view to his taking action in the matter. (Soma Bhai v. state of Gujarat AIR 1975 SC 1453)

Section 155: Information as to non-cognizable cases and investigation of such cases

Section 156: Police officer's power to investigate cognizable

Section 157: Procedure of investigation

Section 158: Report submission

Section 159: Power to hold investigation or preliminary

Section 164: Recording of confessions and statements

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000

The state of West Bengal is the only state in India where the Indian Penal Code has been amended to make ragging an offense.

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000 (W.B. Act XIII of 2000) includes the following provisions

· “Ragging” means the 'doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student and includes:

- a) Teasing or abusing of, playing practical jokes on, or causing hurt to any student, or
- b) Asking any student to do any act, or perform anything, which he / she would not, in the ordinary course, be willing to do or perform.

### **Provision for Prohibition of Ragging**

- a) Ragging within an educational institution is hereby prohibited.
- b) No person shall participate in, abet, or propagate, ragging in any educational institution.

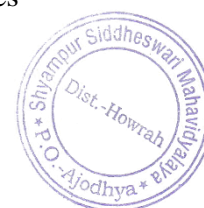
· Stipulated Penalty for Ragging

- a) Expulsion from the educational institution, if found guilty on enquiry by the institution against a complaint lodged by any other student.
- b) Imprisonment of either description up to two years or fine up to five thousand rupees or both.
- c) Any student convicted under 3(b) shall be dismissed from the educational institution in which he / she has been prosecuting his / her studies for the time being, and shall not be re-admitted to that educational institution.

### **15.6 General Awareness**

**All are required -**

1. To use water and electricity economically in the hostel.
2. To switch off the light, fan, computers, equipment while going out of the room/ lab.
3. To carry the identity card and produce it on demand.





4. Not to use vehicles to move within the campus as it creates sound and air pollution. It is very simple and possible to avoid this pollution by not using vehicles to move from one building to another.
5. Not to write on benches, walls or doors.
6. To throw the garbage only in the dustbins.
7. To keep our campus neat and clean for all of us to stay.

**Failure to comply these rules:**

1. Each student is expected to identify himself or herself to an official of the College, or law enforcement, upon request. Likewise, each student is expected to comply with the requests of such officials.
2. Students who are subject to sanctions as part of the College disciplinary system are expected to comply with and complete those sanctions in a timely manner.

**15.7 Honesty**

The quality of college life depends largely upon the personal integrity of students. Dishonesty in any form is an extremely serious offense, which may result in suspension or dismissal from the College. Instances of dishonesty include, but are not limited to, misrepresentation, furnishing false information, cheating, plagiarism, and falsification or forgery of documents. Questions of academic honesty are addressed by procedures established by the faculty.

**15.8 Programme Regulations:**

All students who enroll into any of the programmes will have to strictly abide by the laid down rules, regulations and policies of the College pertaining to the course and the examinations. Failure to adhere to the College policies, rules and regulations may lead to disciplinary action, financial penalty and/or suspension or rustication from the college.

**15.9 Right to Amend Rules:**

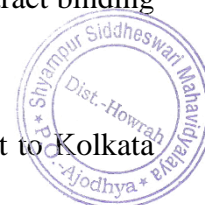
Shyampur Siddheswari Mahavidyalaya reserves the right to amend the rules and regulations wherever considered necessary and appropriate from time to time. Students will be informed of such amendments as and when found necessary by the college authority. Hence, this publication and the descriptions contained herein are not to be construed as a contract binding the college to any specific policy.

**15.10 Jurisdiction**

All disputes relating to the college programme, activities and policies are subject to Kolkata High Court jurisdiction only.

The student should strictly obey the rules and regulations given above. Violation of any of the above rules by the students shall be dealt with disciplinary action to the extent of even expelling him from the college and /or hostel. The decision of Disciplinary Committee (DC) shall be final and binding for the student and his parents.

In case of severe and serious matters, if required, a separate Disciplinary Committee may be formed by the Governing body of the college, depending on the nature of the matter.



## **HOSTEL RULES & REGULATIONS**

### **1. ABOUT THE HOSTEL OF SHYAMPUR SIDDHESWARI MAHAVIDYALAYA**

The Hostel Facility has been established to provide a clean, safe and a healthy environment for all the residents. The conduct of all residence will be monitored closely to ensure the highest possible standards, and the Authority of the Supervisory Staff is final on all issues.

### **2. ELIGIBILITY FOR ADMISSION TO THE HOSTEL**

- 2.1 The Applicant should be a bonafide student of the College.
- 2.2 The applicant must be willing to obey all the Rules & Regulations of the Hostel as prescribed from time to time.
- 2.3 Father or Mother / Guardian should be nominated for emergency contact.

### **3. DOCUMENTS TO BE SUBMITTED (At the time of Hostel Admission)**



Completed "Application Form"

- 3.1 Passport size photo(s) of the student's parents / local guardian and visitors (if any).
- 3.2 Correspondence addresses of parents, local guardians and two contacts telephone numbers.
- 3.3 Photocopy of the "Hostel Admission Fees" receipt.
- 3.4 An Affidavit on Non-Judicial Stamp on Ragging as well as Hostel Rules & Regulations to be signed by the Student & Parents.

The student shall be allotted a hostel seat (as per availability) by the appropriate authority and the student shall become a boarder from the date he / she occupies the seat.

### **4. IDENTITY CARDS**

- 4.1 An Identity Card will be issued to each student.
- 4.2 The ID Card is non-transferable and is to be carried at all times by the resident. This card must be presented to the warden or security personnel upon request.
- 4.3 The ID Card is valid only for the duration of stay at the Hostel and must be surrendered to the Warden before the resident leaves the hostel upon terminating his / her tenancy.
- 4.4 The ID card is the sole responsibility of the resident and any loss or damage must be reported to the Warden immediately. In case of damage / loss, a new ID card may be issued by the appropriate authority and for replacement a fresh ID Card and an amount of Rs 100 (Rupees One Hundred) will be charged as a processing fee.

- 4.5 The resident is prohibited from lending the ID to anyone under any circumstances. Any misuse of the ID Card will lead to eviction from the Hostel.

## 5. UPKEEP OF THE HOSTEL

- 5.1 Rooms are allotted to each student on his / her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment. Students should not throw litter indiscriminately and should not use non-biodegradable items, such as carry bags.
- 5.2 All fans, lights and electrical appliances must be switched off when the resident is not in the room / respective area. A penalty will be imposed for failure to comply.
- 5.3 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without prior notice to the students.
- 5.4 Handymen, electricians, and contractors may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Management. However every effort will be made to respect the privacy and dignity of the residents.
- 5.5 The Hostel Management reserves the right to move residents to other hostel units if there is a need.
- 5.6 Residents staying in rooms with balcony are strictly not allowed to store personal belongings on the balcony. For safety reasons, residents are not allowed to play around the balcony. All items stored on the balcony will be confiscated.
- 5.7 Boarders are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times..
- 5.8 Any damage to the hostel property must be reported immediately to the accommodation officer. Boarders will be charged for all damages except damages caused by normal wear and tear.
- 5.9 Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.



## 6. VISITORS / GUESTS

- 6.1 Visitors / Guests are permitted to visit the residents but not the individual rooms during the following visiting hours:

Weekdays 05.30 pm to 08.00 pm

Weekends and Public Holidays 10.00 am to 08.00 pm

Parents may be granted permission from warden to stay with their ward for extra time. Such permission is to be obtained from warden with prior intimation over mail / letter. Instant permissions are not allowed. During regular working days, parents are not allowed to take their wards out of the campus.

- 6.2 All visitors to the hostel including the parents / guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard.

- 6.3 It is the duty of the resident to inform visitor(s) of the visiting hours and to advise them to leave no later than 08.00 pm. Residents found in the company of their visitor/s, including family members, relatives, friends and/or any non-resident in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel warden will be penalized.

No visitors will be permitted to stay overnight in the hostel premises.

## 7. COLLECTIVE RESPONSIBILITIES

- 7.1 Residents are duty bound to report to the Hostel Superintendent any unwanted incident or undesirable activity going on in the hostel.
- 7.2 Residents are required to park vehicles only in the space provided for them in an orderly manner. No vehicles should be parked at the entrance or in the corridors.
- 7.3 Students should not arrange any functions or meetings within the hostel or outside without specific permission of the concerned authority.
- 7.4 Students should not arrange for any picnic outside without specific permission of the Hostel Superintendent.
- 7.5 Any case of theft should be reported promptly to the Hostel Superintendent.
- 7.6 The jurisdiction of SSM is confined to the campus. If students create law and order problems outside the campus. SSM is not answerable to the police or any other authority. Students are solely responsible for their behavior.
- 7.7 SSM will do its utmost to protect students as long as they are on the right side of the law. Do not overstep your legal limits. Help us to help you.



## **8. CRITERIA OF HOSTEL ADMISSION**

- 8.1 The Students desirous of staying in the Hostel are required to apply to the principal with character certificate from the Head of the Institution where he / she studied last. Depending on the availability of accommodation the allotment of room will be recommended by the Hostel Superintendent for admission in the Hostel and subsequent approval shall be obtained from the Principal of the College. Thereafter admission in the Hostel shall be permitted only after submission of duly filled in prescribed admission form and payment of prescribed Hostel Charges which are to be paid by cash at the office of Shyampur Siddheswari Mahavidyalaya.
- 8.2 Once the Hostel Charges are paid shall not be refunded under any circumstances such as the concerned border is not living in the Hostel or not availing food and or leaving the Hostel during the quarter etc.
- 8.3 At the time of admission in the Hostel, Students are required to register their name, parents, local guardians name and full address and other relevant details in the Hostel's Register and deposit a passport size photograph to the Hostel Superintendent.

## **9. SUPERVISION & CONTROL**

- 9.1 The supervision and control of the students residing in the college's Hostel will rest with the Prefect, Provost, Warden and Superintendent. Duties and responsibilities of Prefect, Provost, warden and superintendent will be decided by the Principal.
- 9.2 The Principal of the College deserves the right of expelling any resident of the Hostel if his / her continuance in the Hostel will be detrimental to the interest of the residents of the Hostel, and such an action is warranted to maintain discipline, each an order in the premises of the Hostel. Admission to the Hostel is strictly subject to this condition.

## **10. BEHAVIOUR AND DISCIPLINE**

- 10.1 Boarders are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- 10.2 Smoking is not allowed in the hostel complex at anytime.
- 10.3 Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex is not allowed.
- 10.4 Parties, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the accommodation officer.
- 10.5 Borders must return to the hostel by 8 Pm everyday and are not allowed to leave the hostel before 6 am.





- 10.6** The Boarders will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission granted in writing by the accommodation officer.
- 10.7** A Hostel Campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other Boarders at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television, Radio etc provided in the common room must be switched off or volume toned down after 10.00 pm. These rules are intended to ensure a conducive environment for all Borders.
- 10.8** Vandalism is a very serious offense. Boarders found guilty of committing such an offense can be evicted from the hostel.
- 10.9** In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college authority.
- 10.10** Students are requested to avoid singing aloud, shouting and all kinds of noise likely to distract the attention of those who may be at their books. Computer Sound System, Radio, Tape Recorders, Intoxicants, etc. are not allowed to be used in the hostel.
- 10.11** Any dispute or grievances arise by any border should be informed to the Hostel Superintendent and Principal will not directly deal with any dispute and/or grievances of the border without the Hostel Superintendent. This step of proper channel should strictly be followed by all the borders of the Hostel.
- 10.12** Ragging is strictly prohibited. Complaints of any kind about Ragging will be considered very seriously by the Management as per Supreme Court order and student(s) involved in ragging will be punished as per law.

## **11. SECURITY AND SAFETY**

11.1 Residents are solely responsible for the safety of their own valuables. All bedroom doors, wardrobes and drawers of the study table must be padlocked when the residents are not inside the room. A duplicate key for the padlock should be given to the Warden. The Hostel Superintendent reserves the right to cut the padlock without giving any prior notice to the resident concerned if no duplicate key has been lodged with them.

11.2 The Hostel Superintendent shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the residents and / or their visitors or any personal injuries suffered by the residents or their visitors / guests however caused.

11.3 Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Hostel Superintendent. Residents found violating the rule will be evicted

## **12. LATE NIGHT PASSES**



Boarders should return to the hostel by the stipulated time. Occasionally, if the hostelite expects to be late (not beyond 10.00 pm) he / she should obtain a late night pass from the accommodation officer in advance and this pass must be produced to the security guard on returning to the hostel.

### **13. EMERGENCY**

In case of any emergency, please contact the security guards at the guard house or call hostel / college authority. Important telephone are provided with these guidelines?

### **14. REVISION OF RULES & REGULATIONS**

The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelite informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

### **15. COMPLAINTS & SUGGESTIONS**

Any complaints, suggestions or enquiries are always welcome and that to be submitted to the Hostel Superintendent.

