

## **JLC Hostel Rules**

These rules shall be called the “Jorhat Law College hostel rules” and shall come into force with effect from August, 2023 (adopted by Governing Body on .....).

### **Definition:**

Except where it is clearly stated otherwise—

- (a) ‘Hostel’ means a unit of residence of students maintained and organised by the college.
- (b) ‘College’ means the Jorhat Law College, Jorhat.
- (c) ‘G.B.’ means the Governing Body of Jorhat Law College.

### **General rules:**

The college may maintain as many hostels as may be required from time to time for the residence of the students pursuing different legal education courses.

For the purpose of Administrative convenience, the hostels may be divided into blocks.

### **Warden**

Shall be appointed by the President of the G.B. for a period of 3 (three) years or may be eligible for re-appointment.

The warden shall be entitled to a monthly charge allowances fixed by the G.B. of the college from time to time and will be given free accommodation.

### **Doctor**

Shall be appointed by the President of the G.B. for a period of 3 years or may be eligible for re-appointment.

The Doctor shall be entitled to a monthly charge allowances as fixed by the Governing Body and will be given a free chamber within the hostel for examination of Girl patient.

### **Management Committee**

For overall guidance, General Administration and Discipline of the hostel there shall be a management committee at the college level consisting of the following members:

1. Principal
2. Warden
3. One Hon’ble member of the G.B.
4. Director, General Administration and Extension
5. Doctor
6. Monitor of the hostel
7. Technical supervisor as and when required
8. General Secretary, JLCSU, as and when required

The management committee shall normally meet at least twice a year to review the management of the hostel and make rules/provisions/suggestions as and when necessary.

The committee will also meet whenever occasion arises for considering matters of discipline in a hostel of the college.

### **Admission:**

For admission in the hostel, application is to be submitted directly to the O/o the Principal in the prescribed form available in the college office.

Only the bonafide students will be eligible for admission in the hostel which implies that a student applying for admission in the hostel must have prior admission in the college.

A student before being admitted as a boarder must furnish a written declaration from legal guardian to the effect that his/her ward will abide by the hostel rules and He/she shall be responsible for all financial matters relating to his/her ward.

A boarder will normally be admitted for one academic session and may be re-admitted subject to the following conditions:

- (a) The boarder continues to be a regular student of the college and maintain discipline and good conduct.
- (b) He/She will see that there must not be any damage or loss of hostel property.
- (c) The boarder will apply for re-admission in the prescribed form through the warden before the end of the academic session.

No employed person shall be eligible for seats in the hostel.

No boarder shall be allowed to stay in the hostel for more than the normal duration of the course into which he/she is first admitted and if he/she pursue higher study in the college, such as LL.M then fresh admission in the hostel will be required. The college may have provision for casual boarders (if vacant seats are available) for those students who want to stay in the hostel during the time of their examination; but such a facility will not be provided for a period not more than 3 month from the date of casual admission. The casual boarders will have to pay one time hostel fee as fixed by the college authority and this will be exclusive of the hostel mess dues. The admission of the casual boarders will be given only after the permission from the Principal. The casual admission will be permitted only during the period of final examination.

### **Monitor**

In the hostel there shall be a monitor to be nominated by the warden from the boarder. The monitor shall be exempted from paying 50% of his/her monthly seat rent.

The monitor shall undertake the following duties:

- (a) To report to the Doctor and the warden any case of illness and take necessary action in this regard.
- (b) To report to the warden the absence of a boarder without prior permission.

(c) To report to the warden any case of misconduct and indiscipline on the part of a boarder both in and outside the college hostel.

(d) To look after the cleanliness in the hostel and to report to the warden any damage or loss of the hostel building in its fittings.

### **Conduct**

The warden shall maintain a conduct register for the boarder as well as the employees of the hostel and all serious cases of indiscipline shall be reported to the Director, General Administration and extension who will place it before the management committee of the hostel for necessary action.

A boarder may be expelled from the hostel if in the opinion of the management committee:

(a) Found guilty of insubordination or disrespect to college authorities or of misconduct or misbehaviour towards the employees of the hostel or towards fellow boarders.

(b) Violates any hostel rules or discipline.

(c) Does not obey the order of the warden.

A boarder wishing to go out of the hostel must obtain prior permission of the warden specifying the period during which she/he shall remain absent. Violation of this rule shall entail punishment that may lead to expulsion from the hostel as well as the college.

A boarder who wants to leave the hostel shall inform the warden in writing at least a week in advance failing which she/he shall have to pay the hostel charges for the whole month. This rule may not be applicable to a boarder who has to leave the college hostel to face some emergencies.

Boarders are not permitted to install extra electric fittings in their rooms. Violation of this rule, if detected, will attract punitive action. Boarders are not allowed to cook food anywhere in the hostel premises. The hostel mess will be managed by the mess secretary selected from the boarders and approved by the warden.

Any boarder suffering from infectious/contagious disease such as Covid-19, Pox, TB, Typhoid, Cholera, Blood Dysentery, Malaria, and Jaundice shall have to leave the hostel for early treatment after proper medical checkup of the doctor and also under the care of his/her legal guardian.

\* Boarders are required to maintain silence during study hours (5.00 am to 8.15 am and 6.00 pm to 10.30 pm)

\* Boarders are required not only to keep their rooms tidy, neat and clean, but also to keep their toilets clean. They also have to follow proper methods of disposal of used objects.

\* The college authority shall reserve the right to take any action at any time for maintaining discipline and decorum of the college hostels.

\* Sudden visit by the authority is a regular feature.

\* Without obtaining prior permission from the warden no meeting/function shall be held in the hostel.

\* Keeping and consuming of intoxicants such as chewing tobacco, alcohol, and other narcotic drugs are strictly prohibited. Any one found in possession and in consumption will not only be expelled from the hostel but also from the college.

\*Any boarder except semester break found absent for continuous 21 days without any valid reason will have to vacate their hostel seat.

### **Guest and Visitors:**

A boarder shall not keep any guest without prior permission from the warden. No male guest will be allowed to stay in the hostel meant exclusively for the Girls.

The living rooms of the boarders shall be out of bounds for all external visitors except those who get permission from the warden. Entertaining visitors in the living rooms is strictly forbidden.

Guest can not be kept in the hostel for more than 2 days.

The guest shall be subjected to all the rules in force for the boarders of the hostel.

Clearance of dues:

A boarder must pay the annual dues including seat rent at the beginning of the Academic Session.

Temporary Attendance and leave:

A boarder must inform the warden about his/her temporary absence (say 1–3 hours) from the hostel quite ahead of time.

All boarders must remain present in the hostel between the hours from 6 pm – 6 am. Leave of absence from hostel be obtained in advance from the warden.

All the hostels shall be closed during the summer and puja vacation and all boarders must vacate their rooms during the vacations.

Mess:

The monthly mess dues will be fixed by the mess committee headed by the mess secretary and all the boarders must have to clear their mess dues on or before 15th day of every month.

The G.B. reserves the right to modify any of the rules when necessary.

N.B.: If the warden has to take leave from the college and the hostel for a few days due to the reasons beyond his control and also leave the station then he/she will apply to the President in writing with an assurance that in his absence a teacher from the college will look after the hostel administration and take all the responsibilities