



SIKKIM GOVERNMENT COLLEGE, RHENOCK
RHENOCK RUNG DUNG DISTRICT PAKYONG, SIKKIM - 737133

(ACCREDITED BY NAAC)

Website: <https://sgcrhk.com>

E-mail ID: - gcrhenock@gmail.com & sgcrhenock@gmail.com

Ph. No.: 03592 - 235741

Application for Residence in the Hostel

All entries are to be made in Block Letters

Form incomplete in any respect will NOT be considered

Self - attested Recent
Photograph of the
applicant.

To,
The Principal,
Sikkim Government College Rhenock
Rungdung, District Pakyong, Sikkim. Session

Sir,

I wish to apply for accommodation in the College Hostel. My particulars are as follows:

1. Name
2. SemesterCourseRoll No.....
3. Date of Birth

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D D M M Y Y
4. EmailMobile No.....
5. Blood Group
6. Category: Gen. OBC SC ST
7. Nationality: Indian Foreign
8. Permanent Address

9. (a) Father's Name
Occupation..... Mobile.....
Office Address.(If Any).....
Designation.....

Recent Photograph of
the applicant's Father

- (b) Mother's Name.....
Occupation..... Mobile.....
Office Address.(If Any).....
Designation.....

Recent Photograph of
the applicant's
Mother

10. Residential Address, if different from above (8)

(Please attach photocopy of Aadhaar/ EPIC Card or some documentary proof of present residence)

.....
.....

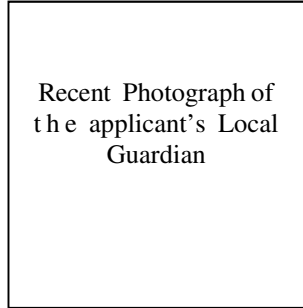
11. Local Guardian's Name (If Any).....

Relationship with the Applicant

Address.....

.....

Mobile



.....
(Signature of Local Guardian)

.....
(Signature of Parent)

.....
(Signature of Student)

Date :.....

Date :.....

Date :.....

Undertaking by the Local Guardian of the Applicant

Ithe Local Guardian of

Undertake to take charge of my ward in case of any disease, misbehavior or misconduct. I also undertake to take charge of my ward in case of any emergency arising out of the closure of college in mid-session.

Date :

(Signature of Local Guardian)

NOTE: PHONE /MOBILE NUMBERS AND ADDRESSES MUST BE OPERATIVE AT ALL TIMES. THE COLLEGE HOSTEL SHOULD BE INFORMED OF ANY OR ALL UPDATES ADD CHANGE

For Office Use Only

Recommended for Admission

Admitted/Canceled

Form No.

Date.....

Warden

Principal

Amount ₹.....

Dated.....

Dated.....

HOSTEL RULES AND REGULATIONS

1. INTRODUCTION:

The aim of our Hostel is to make it a Home away from Home. The Hostel have the ambience with the Main focus on studies and to bring out latent qualities of the students by promoting sports, cultural activities and Interpersonal development.

- a) To provide congenial atmosphere and to maintain discipline the allotment of the hostel accommodation is provisional subject to the satisfactory academic performance and discipline of the student.
- b) The 1st appraisal of the student about the academic performance & discipline will be made after one month of his admission to the Hostel. If the student is not upto the expectation he will be given a warning.
- c) 2nd appraisal will be made after two months and if the student does not improve in spite of the warning, he will be expelled from the Hostel.
- d) The student whether leaving the hostel on his own or expelled from the Hostel in the midst of the session will not be entitled for any refund/ claim for the Hostel Money.

2. GENERAL :

- e) All residents of the hostel are required to follow the hostel rules and regulations.
- f) Allotment of rooms is solely at the discretion of the administration.
- g) The rooms are provided with cots, mattresses, tables, chairs & almirah.
- h) Residents are not allowed to bring their personal furniture to their rooms unless they have obtained prior written permission from the Warden for doing so.
- i) The rooms shall be open to inspection by the Hostel Warden / Management, any time.
- j) The use electric appliances except computer/laptops & mobile Phones are banned in the hostel.
- k) Residents must submit written application to the hostel ONE month prior leaving the hostel permanently.
- l) Students must obtain a "No Dues/ Clearance Certificate" from the Warden before leaving the hostel permanently.
- m) Students are required to be in the Hostel at 5:00P.M (Autumn Season) & 6:00P.M. (Summer Season) Sharp.
- n) Students are not permitted to keep any type of music system (Extra speakers/woofers) in their rooms.
- o) Parties of all nature are banned in the hostel premises without prior permission from the hostel warden/management.
- p) During the class timings students are expected to attend all the classes regularly & punctually.
- q) No hosteller are permitted to bring any visitors in the hostel, failing which the disciplinary action will be taken against the hosteller.

3. APPLICATION FOR ADMISSION:

Application for admission is to be submitted to the Hostel Warden on the prescribed Form. No students shall become local guardian of any other student.

4. HOSTEL CHARGES:

- a. The Hostel fees at the time of the hostel admission.

Hostel Admission Fee	₹2,000/-
Caution money deposit	₹1,000/- (refundable)

b) At the time of semester admission (Each Semester):

Games & Sports Fee	₹200/-
Health & Emergency fee	₹200/-
News paper / Magazine Fee	₹50/-
Room rent	₹2700/- @ 450/ month (450 X 6 months)
Mess fee:	₹2,500/- / per month
Total	₹8,650/-

The Hostel fee is ₹8,650/- (One Time Payment) which is to be paid at the time of hostel admission.

Monthly room rent of ₹450 & monthly mess fee would be paid in the successive semester latest by 10th of every month. However, Semester fee ₹450/- would be paid to the hostel every semester by the Resident.

- c. Hostel and Mess charges can be revised any time without prior information, and students have to comply with accordingly. In this regard the decision of Management shall be final and binding.
- d. In case of leaving the hostel permanently, the resident must inform the warden/ management one month prior in written application.
- e. The resident cannot leave the hostel without Clearance/ No Dues Certificate from the warden.

5. **MESS RULES:**

- a. Both Vegetarian/Non- Vegetarian meals would be served.
- b. Residents should take all their meals in the Dining Hall of the Mess only. The meals include, brunch, lunch, evening tea and dinner.
- c. Residents will be served meals only during the prescribed timings, which will be displayed on the Notice Board from time to time.
- d. There will be a common menu for all the residents.
- e. Residents should not carry their meals wholly or in part outside the Mess to their room, nor should they carry any utensils or other property of the Mess outside the Dining Hall.
- f. Residents should not interfere with cooking or other services and shall not meddle with the Mess equipment.
- g. Sick residents may be allowed to eat their meals in their rooms with the written permission of the Warden.
- h. Residents should cooperate with the Mess employees and deal with them in a polite and courteous manner.
- i. If residents want to miss any meal i.e. brunch, lunch / dinner they are advised to inform the mess incharge in advance.

6. ENTRY IN / OUT OF THE HOSTEL:

- a. Residents shall not go outside their rooms after Roll Call at night till 6:00 AM next morning without the written permission of the Warden, except for attending Institute functions or authorized academic work in the Institute. Attendance may be taken during these hours.
- b. Residents shall not leave the station without obtaining the prior permission of the Warden.
- c. Residents shall not invite any unauthorized person into their rooms..
- d. No resident shall stay in the hostel during the Institute hours without a valid reason, permission for which must be taken from the Warden.
- e. For leave of absence from the Hostel for longer period an application is to be submitted to the Warden, well in advance. Only after getting the leave sanctioned, the resident should proceed on leave. Proceeding on leave without permission or overstay of sanctioned leave will constitute an act of indiscipline.

7. USE OF FACILITIES:

- a. A student who has opted for the Hostel accommodation shall reside in the allotted hostel room only.
- b. Residents shall be responsible for all furniture, electrical and other fixtures in their rooms. They should not disfigure the walls, doors and windows or damage them.
- c. Once allotted, the change of occupancy of the room without permission of the Warden is not allowed.
- d. Residents shall not use heaters or any other power appliances in their rooms.
- e. Residents should maintain decorum and dignity and should not create any nuisance or disturbance, which may disturb / annoy the other residents.
- f. Room lights / fan / water tap must be switched/ turned off when the resident leaves the room. The defaulter shall be fined Rs. 100/- each time.
- g. Residents should inform the Warden in writing on the prescribed form & enter in the Register kept with the Hostel Guard when they suffer from illness or injury. In case of medical emergencies college ambulance will be availed during working hours or Vehicle Charges will be borne by the hostel once to the resident.
- h. Residents should not organize any party, assembly or activity without the permission of the Warden.
- i. Residents shall not remove any furniture, games, and materials without the permission from the warden.
- j. Residents shall obey the directions of the Wardens and follow their instructions on all matters concerning the Hostel / Mess.

8. VISITORS:

- a. No visitor or parents are allowed to enter the hostel rooms without prior permission of the Warden. Hostel Committee will be formed by the Administration comprising Hostel Student's representative and Wardens to ensure smooth functioning of the Hostel and its activities regarding Hostel.

9. Action would be taken against a Hosteller, which may lead to the cancellation of her allotment of the Hostel accommodation, if:

- a. Her stay in the Hostel is found to be not congenial to the Hostel atmosphere.
- b. A criminal charge is registered or an FIR has been lodged / an enquiry is in progress against her.
- c. She has been a habitual defaulter in making payment of dues.
- d. She has been irregular in attending the class lectures and / or has failed to show good performance in studies or has failed to appear at the examination / tests.

- e. She has failed to vacate her room immediately after her examination as required under the rules or has not obtained the “No Dues Certificate” from the Warden on leaving the hostel after vacating the room.
- f. She is found guilty of misbehavior with the hostel employee(s) Warden / Asstt. Warden or fellow hostellers, and has failed to improve her conduct in spite of verbal / written warning by the hostel administration.
- g. She is found stealing hostel property like electric bulbs, tube-lights, curtains, utensils, etc.
- h. She tries to cause any damage to the Hostel property.
- i. She is found to have in possession of any article belonging to the Hostel / Institute which she has taken away without prior permission of the concerned authorities.
- j. She is found involved in other illegal activities.
- k. Cancellation of admission in the college would mean cancellation of hostel accommodation also.
- l. The use of intoxicants is strictly prohibited in the hostel.
- m. Any student can be asked to get medical check-up on suspicious on intoxicants consumption.
- n. Residents found guilty under clauses (b), (j), (k), (m) & (n) may be summarily expelled from the Hostel by the Warden.

10. If any resident is found involved in Ragging, she will be expelled from the Hostel immediately.

11. DAMAGE / BREAKING CHARGES:

- a) Hostellers will be responsible for their rooms and the furniture provided to them. Any breakage or damage or theft of furniture etc. must be reported to the Warden / Asstt. Warden immediately in writing who will take suitable action. If the student is found guilty of the damage to the room and its furnishings, cost of the repair along with a fine would be recovered from them.
- b) The students would also be responsible jointly for common facilities provided to them in the Hostel and in the Mess. Any breakage / damage or theft of the common facilities must be reported by the student / students to the Warden / Asstt. Warden immediately in writing. The cost of the repair / replacement along with a suitable fine imposed would be required to be shared by all the students if they fail to establish an individual / group of the student / students for the offence.
- c) The Hostel shall remain closed during vacations as & when declared by the Administration. The students are required to vacate the Hostel and remove their belonging form the room during long vacations. Moreover, the inmates may be asked to vacate the rooms at any time by the administration.

The accommodation is only for one academic session. After the completion of the academic session, the student will have to pay continuation/semester fee @₹450/- to the warden.

- I. On matters not covered by these rules, the discretion of the Administration shall be final and binding.
- II. The Hostel Management has full right to deny accommodation to any or all the students at any

time in the overall interest of the Institution.

- III. The Hostel Administration reserves the right to change the rules and regulations in the overall interest of the Institution.

12. MISCONDUCT:

- a) The following cases would amount to breach of discipline and shall constitute as misconduct:
- b) Absence from the hostel without prior permission.
- c) Absence from hostel beyond permissible time.
- d) Destroying/Damaging the property of the hostel.
- e) Misbehavior with other students and staff of the mess/hostel.
- f) Disfiguring walls and furniture etc. of hostel.
- g) Any breach of hostel rules.
- h) Physical Violence.
- i) Intoxication & obscene literature and indulging in obscene act/gesture.
- j) Noise through music system in the hostel.
- k) Any other act against the interest of students in general and prejudicial to the reputation of the institution.
- l) Caution money will be cancelled in case of any misconducts and disciplinary action taken against the residents.

UNDERTAKING FROM STUDENT, PARENTS, LOCAL GUARDIAN

- a) I declare that I have read the hostel admission clause and am familiar with the Rules and Regulations contained therein.
- b) I undertake to abide by the rules and regulation of the hostel, the violation of which will subject me to disciplinary action as deemed fit for the authorities which may include expulsion.
- c) I have been informed that:
 - Ragging or any form of harassment is in the hostel and the college.
 - Punishment includes expulsion from the college/ hostel.
- d) I shall not plea of any ignorance notified from time to time.
- e) I undertake to fulfill my social and civic responsibilities as a resident of the hostel as advised by the college.
- f) I agree with the condition led by the Hostel regarding leave and vacations.

(Signature of Student)

(Signature of Parent)

(Signature of Local Guardian)

DECLARATION BY THE PARENT AND LOCAL GUARDIAN

- I. We declare that we have read the Hostel Rules and Regulation and undertake that we will abide by the same.
- II. We will take charge of our ward in case of any illness or breach of discipline or any other emergent situation, as required by the college.
- III. We undertake not to make any demands on the college to customize any service for our ward whatsoever.
- IV. We understand that college is not responsible for the whereabouts of our ward when she avails various types of permissible leaves and when she leaves the hostel on home leave.

(Signature of the Parent)

(Signature of the Local Guardian)

Dated:

Dated:

DECLARATION

Sikkim Government College Rhenock

SGC, Rhenock GIRLS HOSTEL

Name of the Hostel Resident _____

Course _____

Roll No. _____

Session _____

Allotted Room no. _____