

# **BROCHURE**

**KOKRAJHAR GOVT. COLLEGE HOSTELS  
KOKRAJHAR : BTC : ASSAM.**

**ACADEMIC SESSION**

**2019-20**

Kokrajhar Govt. College was established in the year 1959 to fulfill the aspiration of the economically backward and socio-cultural down trodden people of lower Assam in general and tribal people of Kokrajhar District in particular in respect of higher education. Since the time of its inception it has been taking positive and dynamic leadership in the field of Higher Education. The dynamic and progressive leadership taken by the college attracted the students of the other parts of the state of Assam. To provide residential facilities to the students hailing from remote and distance area, till now three hostels, two for boys and one for girls have been constructed. The existing three hostels is quite insufficient to accomodate the growing demands of the students.

The Boy's Hostel was established in the year, 1962 with an accommodating capacity of forty-six students. After two years of the construction of the first Boy's Hostel, the Girl's Hostel was established in the year 1964. The Boy's Hostel, Tengapara Campus was established only in the year, 2012. The seats available in these hostels are allotted to the students from all classes starting from H.S.-I yr to TDC-III year evenly. The Boy's Hostel new campus is meant for senior students only :

### Seat Capacity of the Hostels :

1. Boy's Hostel (Old Campus) : 46
2. Boy's Hostel (New Campus) : 46
3. Girl's Hostel : 95

### Admission Procedures :

Fresh Hostel admission is taken only fornt of expulsion of HS-I year and TDC-I year students : The stuc

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Hostel admission are required to collect Hostel Admission Form from the office of the college. The candidates are to submit the Admission Form filled in complete form in all respect.

The status of the candidates seeking hostel admission will be indicated in the selection list prepared by the hostel Admission committee class wise. The selected candidates are to get his/her admission as per instruction/notification made by the college authority.

Selection of candidates is strictly on merit basis. Any candidates failing to take his/her admission within the stipulated days as per schedule by the college authority he/she will be forfeited his/her hostel seat will be allotted to next candidates from the list or waiting list on serial order.

#### Fee Structure to pay during admission time :

The necessary structural and functional conditions required in a government college are not enough in Kokrajhar Govt. College. The Govt. does not provide fund for payment to the employees working on contractual basis. Keeping in view of the safety and security some time college need to take decision in its own discretion order to meet the remunerations of the cooks, security, etc. additional fee is needed to fix. The following is the fee structure to be paid by the hostel boarder during the time of admission.

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Sl. No.	Particulars of fees	Particulars of fees for the whole session	Total fees to be paid during the admission
1.	Hostel Admission fee	Rs. 300/-	Rs. 300/-
2.	Establishment fee Rs. 300/- per term (Three term)	Rs. 900/-	Rs. 300/-
3.	Seat rent Rs. 300/- per term (Three term)	Rs. 900/-	Rs. 300/-
4.	Identity Card	Rs. 100/-	Rs. 100/-
5.	Recreation fee	Rs. 200/-	Rs. 200/-
6.	Caution Money (Refundable)	Rs. 700/-	Rs. 700/-
7.	Electricity Charge Rs. 300/- per term (Three term)	Rs. 900/-	Rs. 300/-
8.	Maintenance	Rs. 500/-	Rs. 500/-
9.	Miscellaneous (news paper magazine etc.)	Rs. 300/-	Rs. 300/-
10.	Remuneration for Contractual employees	Rs. 600/-	Rs. 300/-

#### Rules and Regulations :

For maintenance of order and discipline within and outside the hostel premises, the following rules and regulations are prescribed applicable to all the boarders of Kokrajhar Govt. College hostels. Every boarder must acquaint himself/herself with all these rules and regulations and they are to conform to the same in action against. Violation of any regulation will lead to strict disciplinary action against the incumbent boarder, up to the extent of expulsion from the hostel or college too.

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1. Allotment of hostel seat is made on the basis of merit. Allotment of seats, once it made by notification, remains valid only for once academic year. After the end of respective academic year, students are to vacate the hostel seats for new boarders. Students are to apply a fresh again for hostel admission in the next academic year and the selection is made properly on the basis of merit. Short listed students are to get their individual hostel admission on the stipulated date/period of time positively as notified by the college authority. Failing to get their admission in time his/her seat will be forfeited and the seat will be allotted to the next candidate enlisted in the selection list for admission.
2. Hostels will remain closed and non-functional during semester break/summer vacation/ Puja vacation/ Accordingly boarders are to vacate the respective hostel for that period.
3. The students boarders who secured Grade : D in the HS-I year promotion examination are not eligible for hostel admission in the next academic year. However, they may also apply for admission against the HS-II year hostel quota.
4. The hostel boarders of Semester 3rd and Semester 4th who fail to attend 75% of their class attendance in their previous Semester-II and Semester-IV academic session and the same categories of students who fail in Semester-II and Semester-IV examinations are not eligible to continue as the hostel boarders. They are to vacate their respective hostel seats.
5. Boarder/boarders of a particular room or the whole students boarders of the hostel individually or jointly will be responsible for the lose/damage caused to a particular room or property after identification of the boarder. Boarders responsible for the damaged shall recover the property with similar kind of thing (s) or value equivalent to the damaged property.

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6. Hostellers have to deposit mess dues of two months in advance at the time of his/her hostel admission.
7. Boarders is to clear his/her monthly mess dues within seven days of the respective month.
8. Boarders shall pay full mess dues of the whole month. In case any boarder remain absent from hostel with due permission from the authority for continuous fifteen (15) days, on medical round of other valid reasons only then he/she shall get back the mess dues for fifteen days. Otherwise, in no circumstances no boarder shall get relief from mess dues.
9. Daily basis payment and consumption of food on daily basis (per meal basis) is not allowed.
10. In case of any outstanding dues remained to clear by any boader, notice will be served to the guardian/parent of the incumbent boarder concerned for payment of the same. If the boarder leaves the hostel without clearing the outstanding dues, the superintendent may bring the matter to the notice of the Principal for recovery of the same from his/her hostel security money. Such cases shall be recommended to the principal for disciplinary action.
11. The cases of prolong sickness/serious illness shall be reported to the Principal for appropriate action.
12. The Superintendent shall maintain hostel mess and accounts of the hostel dues and supervise the activities of the hostel boarders.

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**13.** Electric bulb/fluorescent tubes for all boarders shall be supplied by the college only at the time of occupation of hostel seat. Damage of bulb or tube in subsequent time shall be replaced by the boarder by himself/herself on his/her own expenses.

**14.** Boarder shall not use any electrical appliances that consume maximum power such as electric heater, electric iron, electric stove etc. in their room. However, boarders are allowed to use Computer-laptop for academic purpose.

**15.** Boarders are strictly prohibited to take arms and ammunition and other hazardous and explosive materials in their possession.

**16.** Boarders are expected to keep their rooms clean and tidy. Rubbish and wastage materials are to keep in the dustbins placed inside the hostels for the purpose.

**17.** Boarders shall not remove the articles, utensils, furniture and other articles inside the common room, during hall and hostel rooms from their normal positions without the permission of the hostel Superintendent.

**18.** Boarders shall always switch off the light and fan of his/her respective room as and when they are out of the hostel rooms.

**19.** Boarders shall not leave the tapes of the bathrooms, toilet, washing basins and refrigerator on running water condition. Tapes are to put off just after use.

**20.** Use cooking materials e.g. gas, oven, utensils, oil vegetable etc. for the purpose of individual consumption is strictly prohibited.

**21.** Boarders shall dine only in the dinning hall. Room service/taking food in the respective room is not allowed.

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**22.** Boarders are to follow the instructions, orders, notices served by the college authority from time to time relating to common interest of the students society or may be on specific interest of the hostel boarders.

**23.** Boarders shall entertain leave only with prior permission from the competent authority. He or she is to apply for leave grants in a prescribed form available in the college office. Girl boarders are required to obtain the signature of her local guardian/parents on leave return form and submit the same to the superintendent when they return to hostel.

**24.** Leave application for three consecutive days or less than shall be granted by the superintendent. Leave application for more than three consecutive days shall be considered and granted by the principal only.

**25.** Absence from hostel without permission from the superintendent before hand will be considered as the ignoring of higher authority and gross violation of hostel rules or code of conduct meant for the hostel boarders. In such cases the absentee boarder shall be liable for disciplinary action.

**26.** Boarders are not allowed to keep any guest(s) in the hostel without the written permission from the superintendent. The hostel student shall have to pay prescribed charges for his/her guest (Rs.150/- per day). No guest shall remain in the hostel for more than two consecutive days.

**27.** Boarders are allowed to remain outside the hostel only up to 5:30 P.M. He/She must enter inside the respective hostel campus latest by 5:30 P.M. Any student fails to enter inside the respective hostel campus at the fixed time will be treated as the violation of hostel rules.

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28. Study hour from Monday to Friday : evening - 8:00 P.M. to 10:00 P.M. Nobody will use mobile and watch TV during this time.

29. Hostel maintains Exit and Entrance Register. Attendance will be counted by monitor/monitress at 7:00 P.M. any boarder found absent during the time of counting attendance will be treated as unauthorized absent from the hostel.

30. Boarders are not allowed to leave the hostel after 5:30 P.M.

### VISITING HOURS :

Parents/guardians or closed relatives of students boarder are allowed to visit his/her respective hostel boarders subject to restricted time only.

a) Visiting hour of the visitor :

Working days : 4:00 P.M. to 5:30 P.M.

Holidays : 10:00 A.M. to 2:30 P.M.

Sundays : 10:00 A.M. to 12:00 Noon and  
4:00 P.M. to 5:00 P.M.

b) Visitor shall be received in the visitor room or hostel common room.

c) Visitor (s) is to put his/her visiting records in details in the visiting register maintain by the hostel management.

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### HOSTEL MESS MANAGEMENT :

a. All the hostels are managed by Hostel Management committee formed by the College authority. The College Management Committee is constituted of the members from teaching staff, Superintendent of all the hostels as ex-officio member. Superintendent of each hostel, regulates the maintenance of mess system with the help of monitor/minitress, cooks etc. In each hostel, there shall be a Mess Committee headed by hostel superintendent. The responsibility of Maintenance and collection of mess dues lies with the hostel superintendent

b. Monthly mess dues payable by the individual boarder is fixed at Rs. 1700/- only subject to variation depending on market price.

c. Boarder is to deposit mess dues for two months in advance at the time of hostel admission. Rest of the monthly mess dues shall be paid by the boarders within seven of the respective month.

d. Boarders failing to pay mess dues in the stipulated time period. the matter shall be intimated to his/her guardian/parents for information and he/she shall have to pay Rs.500/- (Rupes Five Hundred) only as late fine along with mess dues.

### HOSTEL REGULATION :

Hostel boarders are expected to maintain all the rules and regulations prescribed for them. They are expected to maintain discipline and peaceful atmosphere in the hostel. Disciplinary action shall be taken against the boarder/boarders who are found to violate the hostel regulations as follows :-

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1. Ragging in any form by and with any boarder(s) inside and outside the hostel campus is illegal. Boarder(s) found to involve in ragging activities are liable to suspension from hostel immediately.
2. Drinking alcoholic beverages or using narcotics drugs and intoxicants of any form inside the hostel and college campus.
3. Committing acts of insubordination and showing disrespect to higher authority and order.
4. Remaining absent from hostel and classes without the permission of superintendent and principal.
5. Playing of audio and visual system and other musical instruments inside the room or on the hostel premises causing disturbances to other boards and neighbours.
6. Picking quarrels or altercation with fellow boarders and employees of the hostels. Using foul languages or indulging in any unruly or indecent behaviour or smoking, getting inebriated while moving inside and outside the hostel campus.
7. Participating in or promoting to any disruptive activity in the hostel campus.
8. Making any false statements against any college official, faculty member, staff and altering college records.
9. Misuse or damages caused to library books, news paper, journal and computer parts.
10. Tampering with existing electrical appliances/system.
11. Unauthorized possession of any property of the college, hostel or some other individual property.
12. Organizing any meeting, function, party etc. Within the hostel campus without prior permission from the superintendent.

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13. All kinds of acts of shouting, hooting, violent knocking or other act, movement or behavior which are likely to cause mental and psychological disturbances to others.
14. Leaving the room keeping the light and fans on running.
15. Entry of female visitors into the room of the boarders of Boy's hostel and male visitors into the common room of the Girl's hostel without written permission of the Superintendent or the Principal.
16. In addition to that, the respective hostel may frame their own rules and regulations for the efficient management of the hostel as per need. But, it should not contradict the hostel regulations framed by the college.

### **Placement on Conduct Probation :**

A student found guilty of violating the hostel regulations or the rules and regulations of the college, in such cases the Disciplinary Committee may recommend the incumbent student to the Principal for Conduct Probation for a specific period of time. During the period of conduct probation, the incumbent boarder is to remain under certain restrictions :-

- Prohibited or represent the college or hostel in sports, cultural activities, competition etc. in inter college or society level.
- Not to receive any scholarship, Fellowship, Stipend etc.
- Holding up of the results of Promotion / Final examinations

## **Rustication / Expulsion :**

- On serious charges of offence or Violation of hostel regulation a boarder shall be rusticated from the hostel for a period not less than a Semester.
- Expulsion is made on charges of committing crime causing damage to the hostel as well to the college. Expulsion is permanent removal of the boarder from hostel. Expelled students is not allowed to get admission in the college in subsequent classes.
- The event of rustication and expulsion shall be reported to the controller of Examination and all other authorities concerned.

## **Revision of Rules and Regulations :**

Hostel Management Committee/Authority reserves the right to revise the hostel rules and regulations from time to time and will keep the boarders informed of any changes by notification.

## **Complain & Suggestions :**

Hostel boarders have the right to complain on any problem relating to management to hostel management, relating rules and regulations of hostel to the college authority and request for its remedial.

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