

RULES AND REGULATIONS GOVERNING GKCIET HOSTEL ADMINISTRATION



**Ghani Khan Choudhury Institute of Engineering and Technology,
Malda (West Bengal) – 732141**

Ghani Khan Choudhury Institute of Engineering and Technology is centrally funded technical institute established by M.H.R.D, Government of India. The institute has two newly constructed student's hostels. General rules and regulations governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related to the hostels. In this sense, this booklet will serve as basic framework for administration of the hostels. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from Chief Warden, who will resolve such issues in consultation with Dean Students' Welfare and Director. Director GKCIET reserves the right for changes and additions in the rules and regulation as and when required.

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1. HOSTEL MANAGEMENT COUNCIL

- 1.1. The following constitute the Hostel Management Council.
 - a) Chairperson – Chief Warden
 - b) Member Secretary – Officer
 - c) Members- Wardens
- 1.2. The Chairperson – Chief Warden, to be appointed by the Director for a period of 2 years.
- 1.3. Member Secretary- to be appointed by the Director among the officers for a period of 2 years.
- 1.4. Warden to be appointed by the Director amongst the Associate Professor/ Assistant professor/Senior Trainer/Trainer of the Institute for a period of 2 years.
- 1.5. Each hostel/Wing is supervised by Warden and managed by Caretaker who will be available in the hostel, in the normal working hours and as per time schedule decided by Chief Warden.
- 1.6. For day to day working Wardens of the hostel will take decision. If required, they may consult Chief Warden, and take his approval. All policy matters and other abnormal conditions must be reported to Director through Dean or Students Welfare.
- 1.7. Each mess is administered by the mess committee.
- 1.8. The students can approach any of the above officials for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.
- 1.9. When an authority is not satisfied by an official/staff working under his/her, control, the monitoring authority can report about such official/staff in writing. Such report should invariably contain details about the cause of dissatisfaction and should be sent to the higher authority as per chain of command. Any such matter will be finally reported to the Director, and the Director reserves the right to initiate any action deemed fit for the situation.

2. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the various officials in the hostel administration are defined here. Any changes must be possible only with the approval of the Director.

2.1 Chief Warden

- i. Allotment of rooms to the students.
- ii. Frequent visits to the hostel for better interaction with the students.
- iii. To give permission to the guest for residing in the hostel on the request of student.
- iv. To solve day to day problems of the students.
- v. To deal with the act of indiscipline of the students.
- vi. Reporting the cases of serious indiscipline /ragging to the Institute Disciplinary committee (IDC).
- vii. Communicate with the parents/guardians of the inmates.
- viii. To ensure proper maintenance of the rooms and hostel premises.
- ix. Arrange surprise visit to the hostels along with other wardens.

2.2 Member secretary:

- i. To look after overall administration of hostels.
- ii. To maintain all the records of students staying in hostel.
- iii. To supervise the working of hostel staff.
- iv. To check the various registers and ledgers maintained by the caretaker and mess supervisor from time to time.
- v. Arrange HMC meeting as and when required by HMC chairperson.
- vi. Prepare and maintain all the minutes of the HMC meeting.

2.3 Warden

- i. To look after the part of the hostel allotted to him/her on all aspects and try to address all issues related to students stay.
- ii. To assist chief warden in his hostel related work.
- iii. To maintain hostel discipline and all other works mentioned above.
- iv. To maintain the leave record of the students (To keep a watch on the hostel entry/ exit a register will be maintained particularly for first year students).
- v. Regular visit to the hostel to solve the day to day problems of the students.
- vi. Communicate with parents and guardians of the students staying in hostel.

- vii. Observe the students and report any undesirable activities or behavior to the chief warden.
- viii. To deal with the act of indiscipline of the students.

2.4 Caretaker

- i. Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).
- ii. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department.
- iii. Maintain in and out register especially for 1st year students.
- iv. Maintain the proper record and recovery of hostel dues and fine fund.
- v. To ensure proper water supply and drinking water arrangement in the hostel.
- vi. To keep a watch so that no unauthorized student/person resides in the hostel without the permission of the warden.
- vii. Maintaining the record of the Guest/visitors.
- viii. Maintain the Hostel stock register.
- ix. Daily report to the HMC in the prescribed Performa about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other information.
- x. Supervise the work of helper, gardener, sweeper and security guards.

3. ACCOMODATION

- 3.1. Hostel accommodation is available to a student, who is registered in the Institute as a regular student. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.
- 3.2. Hostel residents will be only provided with steel cots (6.2X 3), study table and chair. They have to make their own arrangement for mattress, bucket, mug, bed sheet, pillow, lock and key etc.
- 3.3. No student will have a right to occupy a room during vacation. But he/she may be permitted to stay on request for a few days i.e. if student is doing any course work /project work / Institute work / Hostel work etc.
- 3.4. Considering the limitation of accommodation available at present, priority in room allotment shall be given based on distance of the student's hometown basis. This criterion may be changed as and when other hostels are constructed.
- 3.5. All the students need to vacate the hostels at the end of each academic year.

- 3.6. Students will be provided with Boarders' identity card which will be mandatory to enter hostel premises.
- 3.7. Students should not keep valuables & costly items in their rooms. Safe guard of Laptop, mobile phone, computer, purse, calculator, wristwatch, wallet or any other valuable item is their own responsibility.
- 3.8. Students must lock their rooms before going out for bath, food, etc. (In the cases pertaining to double / triple/four seated accommodations, each roommate should have a key of the door lock of his/her room.)

4. ALLOTMENT OF ROOMS

- 4.1. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. Local Guardian's address and phone number is optional. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.
- 4.2. The Hostel administration will generally provide for each occupant one cot, table and chair. On arrival a student will report to the Caretaker and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room. At the time of room allotment and while leaving the hostel inventory may be properly taken/handed over. Any damage shall attract fine.
- 4.3. Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of chief warden.
- 4.4. The Hostel administration, in case of shortage of rooms, can allot more than the capacity of the room.
- 4.5. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Chief Warden, disciplinary action will be taken against such illegal occupants.
- 4.6. Before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture to the caretaker. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from their respective wardens.
- 4.7. An undertaking will be required from the student and their parents at the time of admission of student in the hostel.
- 4.8. An anti-ragging affidavit should be filled by the students opting for hostel.

- 4.9. The allotment process of room will be decided by Chief Warden in consultation with other members of HMC as well as Dean Student Welfare and Director if required.

5. DISCIPLINE AND ETIQUETTE

- 5.1. All residents are required to maintain standards of behavior expected of students of a central institute. They are expected to behave courteously and fairly with every one inside and outside the GKCIET campus.
- 5.2. Wardens or any authorized member of the Institute may inspect the room of any student in the hostel at any time to ensure proper cleanliness and other discipline related matters.
- 5.3. All residents are required to always carry their valid Identity Cards issued to them by the Institute.
- 5.4. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be defaced by any means.
- 5.5. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
- 5.6. Students should bring to the notice of the caretaker any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
- 5.7. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- 5.8. The students should not carry unauthorized/illegal movies/videos in their rooms. Any violation will be dealt severely.
- 5.9. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
- 5.10. 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 wing/hostel, as decided by the Wardens.
- 5.11. The resident shall not move any furniture from its designated location and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the caretaker, failing which he/she will be charged a penal rent as decided by the Warden/Chief Warden.
- 5.12. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

- 5.13. Ragging of students admitted to the Institute is totally banned. Any violation of this by the senior students will be dealt with very severely as per the UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009 item number 9.
- 5.14. All the students are advised to go through UGC regulations on ragging 2009 particularly item number 3 given as “what constitutes ragging”.
- 5.15. Fresher’s should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
- 5.16. When the persons committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggars not to indulge in ragging.
- 5.17. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form as per AICTE guidelines and submit to warden office.
- 5.18. In the hostel premises following are strictly prohibited –
 - Smoking
 - Consumption of alcoholic drinks/drugs.
 - Gambling
 - Intimidation or violence
 - Willful damage to property
 - Entering the hostel premises in intoxicated state.
 - Moving in the colony sector or near the Girls hostel premises after 9.00 pm.
 - Shouting and using abusive language in their own hostel or in other hostel premises and campus.
 - Employing unauthorized persons for personal work such as washing clothes, etc.
 - Cooking in room.
- 5.19. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden.
- 5.20. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.
- 5.21. The use of electrical appliances such as immersion heaters, electric stove /heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.
- 5.22. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.
- 5.23. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked. Violation will attract suitable penalty and punishment as decided by authorities.
- 5.24. In case any student has to stay out of hostel for a day or more for any reason, he/she has to inform the warden and take permission.

- 5.25. Boys' students must remain in their hostel during 10 p.m. to 5a.m. and if any emergency or requirement arises to remain absent during this period he/she must obtain prior permission of the warden.
- 5.26. First year students must make entry in the in-out register available with caretaker at the hostel gate.
- 5.27. All residents of girl's hostels must be back in the hostel by 8.00 PM.
- 5.28. If a girl student needs to stay out of the hostel between 8.00 pm to 5 am due to any reason, she has to apply for and take prior written permission from their respective Warden. Violation of this rule may lead to disciplinary action including expulsion from the hostel.
- 5.29. General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 5.30. Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
- 5.31. Residents will be personally responsible for the safety of their belongings.
- 5.32. Residents are duty bound to report to the Caretaker/ Wardens / Chairperson HMC / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 5.33. Hostel residents are advised to use bicycles for movement inside the campus. Motor vehicle user should follow road rules and maintain the maximum speed limit of 25km/hr. inside the college campus.
- 5.34. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of their respective Warden. Meetings for routine hostel affair may be allowed after consent from wardens.
- 5.35. Students should not arrange for any party or picnic inside the college campus without permission from Chief Warden.
- 5.36. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
- 5.37. The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- 5.38. Any case of theft should be reported promptly to the Security Officer through hostel administration.
- 5.39. If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to GKCIET administration as per the institute disciplinary rules.
- 5.40. Hostellers should not go out in large groups which are difficult to control.
- 5.41. Playing high volume equipment is totally banned in the hostel. If found it may attract fine or even the equipment may be seized.
- 5.42. Students should not display obscene posters, calendars, wall writings etc. in the rooms or anywhere in the hostel.

6. CAUTION MONEY

- 6.1. A onetime caution Money of Rs.8000/- will be charged from each students at the time of admission to the hostels. This will be refunded back to the students upon their exit from hostel after deducting any kind of penalty imposed on the student during their stay.

7. GUESTS AND VISITORS

- 7.1. Parents/relatives/friends are not allowed to stay in the hostel.
- 7.2. Male visitors are not permitted to enter the girls' hostel. Only parents are permitted to meet their wards in the visitor's room/common room from 4:30 pm to 7:30 pm. Female visitors are not permitted to enter the boys' hostel. Any female visitor is not allowed to stay after 8 pm in the girls' hostel.
- 7.3. Any visitor to any hostel (Boys'/Girls') must enter their details in the register kept with security guard and must leave by the designated time (8pm in girls' hostel & 10 pm in boys hostel).

8. DISCIPLINARY MEASURES

- 8.1. Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments
 - a) A record of his / her misconduct will be made in his personal file.
 - b) The cost of damage will be fully recovered from him/her together with penalty.
 - c) He/she will also be fined commensurate with the offence committed.
 - d) The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
 - e) No recommendations will be given to him/her for studies abroad.
 - f) Expulsion from the hostel.
 - g) Rustication from the Institute.
 - h) F.I.R against any ragging incident.
- 8.2. Any student found hosting/harboring an offender will also be liable to the punishments mentioned in rule 8.1.

- 8.3. Demanding/availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration.
- 8.4. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

9. HOSTEL FEES

- 9.1. Hostel Caution money **Rs.8000/-** (Refundable), at the time of admission only.
- 9.2. Hostel fee per seat **Rs.6000/-** (per semester)
- 9.3. Hostel Maintenance Charges **Rs.1500/-** (at the time of admission only)
- 9.4. Mess Advance **Rs.14400/-** (per semester). Charges may vary depending on contract with catering service provider.

10.MESS FUNCTIONING

- 10.1. All the residents of hostel will compulsorily become members of mess.
- 10.2. Mess will be administered by a constituted mess committee.
- 10.3. Mess committee members will be nominated by the Director.
- 10.4. Following members constitute mess committee:

Sl.No.	Designation	
1	Chairperson	To be selected among the wardens on rotation basis for a tenure of 1 year for each hostel block.
2	Student Member (From each hostel wing)	To be selected on the basis of Academic performance and discipline of the student.
3	Member	Caretaker.
4	Member	All wardens

- 10.5. Mess committee will look after the daily menu, quality of food, quality of raw material used and hygiene of mess space.
- 10.6. Mess committee will bring any undesirable issue to the notice of chairperson HMC.
- 10.7. Mess committee will take regular feedback from hostel residents and communicate the improvement required to the mess manager/contractor.
- 10.8. Committee will ensure smooth and timely operation of the mess.

- 10.9. Mess Committee will facilitates the grievance redressal of students and communicates the same to the concerned authorities.
- 10.10. Committee will look after the proper maintenance of dining infrastructure and report any kind of observation to the HMC Chairperson.
- 10.11. No food will be served inside the hostel rooms unless permitted by concerned authority on medical grounds.
- 10.12. Students on no account whatsoever will be permitted to take food outside the hostel. Nor can they take mess utensils such as plate, spoon, tumblers, etc., to their rooms or outside the hostel block.
- 10.13. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- 10.14. Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any reason.
- 10.15. In case someone is not taking mess food for more than 4 days, he/she needs to inform the concerned authority on the first day or before, to receive any rebate in mess bill.
- 10.16. Mess rebate is admissible to the residents of Hostels on the following grounds:
 - a) Approved Study Holidays and Semester Vacation declared by the Institute.
 - b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - c) Periods availed by students for attending interviews and on-site Training on the recommendation of the Professor of Training and Placement/ Head of Department.
 - d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
 - e) Any other valid reason with prior permission of Chief Warden.
- 10.17. Advance mess payment for full semester should be done by hostel residents. Balance amount if any will be adjusted in the next semester mess bill.

11. MESS TIMING

The mess timings are as follows and the students should adhere to these timings

Morning Tea: 6:00 Hours

- (a) **Breakfast: 07.30 – 9.30 Hours**
- (b) **Lunch: 12.30 – 14.30 Hours**
- (c) **Evening Snacks with tea: 17:30-18:30 Hours**
- (d) **Dinner: 20.00 – 22.00 Hours**

* Subject to variations, if timing of classes change due to any reason.

Hostel Allotment Form 2022-2023

DEPARTMENT:

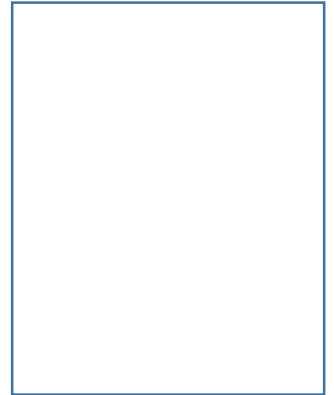
Date:

PERSONAL DETAILS:

1. Name of the Student:
2. Aadhar Number:
3. Mobile No. :
4. Roll No. / Appn No:
5. Name of the Course :
6. Name of the Deptt.of studies :
7. Year of Study :
8. Email ID :
9. Blood Group :
- 10.Mobile no. in case of Emergency:
- 11.Any specific medical condition:

PARENTS' DETAILS

1. Father's Name:
2. Father's Mobile No:
3. Father's Email ID:
4. Mother's Name:
5. Mother's Mobile No:
6. Father's Email ID:
7. Permanent Address:
8. Address for Correspondence
9. Father's Occupation
- 10.Father's Office Address:
- 11.Mother's Occupation:
- 12.Mother's Office Address:



LOCAL GAURDIAN'S (LG) DETAILS:

1. Name of LG in Malda :
2. Relation of LG with student :
3. Residence Address of LG :
4. Mobile No.:
5. Email ID:
6. Occupation of LG :
7. Office Address :

I (Name of the Father/Parent), hereby declare that (Name of the nominated Local Guardian is my (Relation of Father/Parent with Local Guardian) and I nominate him/ her as a Local Guardian of my ward (Name of the student). I, (Name of the Local Guardian.....), have been nominated as a Local Guardian for (Name of the student) during his/ her stay in the Hostel by his/ her father/ parent (Name of the Father/Parent). I am willing to act for the same. The copy of (Name of the document/ documents of Local Guardian), is/are enclosed herewith as a proof of Identity and address.

Certified that:

- i. We shall undertake to pay all dues in respect of my ward.
- ii. We take full responsibility of our ward and assure that he /she would maintain desired discipline and abide by all rules and regulations of hostel /mess of the college.
- iii. We assure that in case of mis-conduct, we shall arrange /make alternate arrangement for stay of our Ward within 24 hours of the receipt of information from college.
- iv. We ensure that in the event of any change of address/phone no., we shall inform the college immediately.

Signature of Parent/Guardian

Date:

Place:

Signature of Local Guardian

Date:

Place:

ROOM TAKEOVER/INVENTORY FORM.

1. Name of the Student:
2. Roll No. / Appn No:
3. Year and Department:
4. Mobile No. :

Sr. No.	Items	Quantity	Remarks
1	Cot (Steel/Wooden/Folding)		
2	Chair		
3	Study Table (Wooden/Steel)		
4	Tube Light		
5	Fan		
6	Plug Point		
7	Curtain		
8	Almirah		

I,.....(name) have taken possession of Room No at the I hereby declare that the room I have taken possession of is currently in good condition and contains furniture, electrical and other fittings as per above list. I undertake full responsibility of the condition of the room and its furniture and other fittings. I understand that any damage/defacing of the room, its furniture and fittings will involve penalty and subsequent fine from the Hostel Security Deposit as deemed fit by the Hostel authorities. I will also timely inform the Hostel authorities of any damage being caused to the Hostel property by my fellow hostellers that comes to my notice to avoid penalty for the same.

Signature of the Student

Signature of the Hostel Authority

Date:

Place:

NOTICE

1. **SMOKING STRICTLY PROHIBITED** in GKCIET Campus as well as hostels.
2. Consumption of **alcohol** is **STRICTLY PROHIBITED** in any **PUBLIC PLACE** in the GKCIET CAMPUS as well as hostels.
3. According to Narcotic Drugs and Psychotropic Substances Act, 1985 (NDPS), the cultivation/production/manufacture, possession, sale, purchase, transport, storage, consumption, or distribution of total of 237 substances* are illegal with penalty as listed in the table below:

Offence	Penalty
Possession, sale, purchase or use of drugs (varying in quantity)	Rigorous imprisonment from 6 months - 10 years or fine Rs.10,000 – Rs.1 Lakh
Knowingly allowing one's premises to be used for committing an offence	Same as above
Financing traffic and harboring offenders	Rigorous imprisonment from 10 - 20 years and fine of Rs.1-2 Lakh
Preparation to commit an offence	Half of the punishment of offence
Consumption of Drugs	Rigorous imprisonment from 6 months - 1 year and fine of Rs.10, 000-20,000 and involuntary treatment If addicted.

(*such as: **Marijuana/Cannabis/Hash/Weed/Pot/Hemp**; Cocaine; Heroin/Brown Sugar; LSD Aid/Mushrooms; Opium; Ecstasy/ MDMA; Amphetamines ("speed"); Codeine; Solvent Glues/ Aerosol etc.)

GKCIET has ZERO TOLERANCE for alcohol and drug use. Strict action will be taken against those involved in consumption or possession of any of these.

UNDERTAKING BY THE STUDENT

I (*full name of student with admission/ registration/ enrolment number*) s/o d/o of Mr./ Mrs./ Ms , having been admitted to GKCIET, Malda have received a Notice regarding prohibition of Smoking; prohibition of Consumption of Alcohol; prohibition of Narcotic Drugs and Psychotropic Substances.

I, (*full name of student*) hereby declare that I have carefully read the above and understand that
.....

.....
(Please write the following in your own handwriting in the space above: ANY VIOLATION OF THE ABOVE CAN LEAD TO EXPULSION FROM THE HOSTEL AND EVEN THE INSITTUTE)

Signature of the student:

Name:

Telephone/Mobile No.:

Date:

ANTI-RAGGING UNDERTAKING BY THE PARENT

1) I, Mr. / Mrs. / Ms. (.....) father/mother/guardian of..... having been admitted to with admission/ registration/ enrolment number, GKCIET, Malda, have received a copy of the Curbing the Menace of Ragging in Higher Educational Institutions, Regulations, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that:

a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

7) Declared this day..... of month..... of year.....

Signature of the parent

Name:

Address:

Telephone/ Mobile No:

**AFFIDAVIT BY THE STUDENT TAKING ADMISSION TO HOSTEL
PERTAINING TO ANTI RAGGING**

I, (full name of student with admission/registration/enrolment number) son / daughter of Mr. / Mrs. /Ms
.....

1) having been admitted to (name of the Hostel) of GKCIET, Malda have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 8 and clause 8.4(a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under clause 4 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 4 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 8.4(a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this Day of.....month of year.....

Signature of Deponent

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at..... (Place) on this the (Day) of..... (Month)... (Year)

Signature of deponent

Solemnly affirmed and signed in my presence on this the.....(day) of.....

Month ... (Year) after reading the contents of this affidavit.

OATH COMMISSIONER