



DE PAUL COLLEGE, MYSORE

Affiliated to Mandya University / AICTE Approved

Enlightening to Empower

Code of Conduct for College Boarding Students

1. General Discipline

1. Students are expected to respect the rules and regulations as published in the Boarding from time to time.
2. Students should obey the animators' instructions in letter and spirit.
3. Accommodation in the Boarding cannot be claimed as a matter of right. The management has the discretion to take appropriate decisions for any matter.
4. Students shall refrain from any act, covert or overt, that may destroy or disturb the peace and harmony among the students and on the campus.
5. No student shall take the law into his/her own hands. If a student finds any undesirable activity or causing any inconvenience or physical injury to him/her or to the other students, he/she should lodge a complaint in writing with the animator concerned.
6. Inmates should not play any games (cricket, football, etc.) inside or in front of hostel as it may cause damage to the property and also disturb the peace in campus.
7. Students should not demand the supply of electricity when electricity fails.
8. Any type of hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the college/boarding is not allowed in the campus.
9. Students are not allowed to enter other students' rooms.
10. No one should use the belongings of other students without their consent.
11. No students shall be allowed to bring and park any vehicle inside the campus.
12. No student is allowed to bring cooked food items to the hostel.
13. No student shall cook food inside the hostel rooms using electronic devices.

2. The Order of the Day

1. There are separate timetables in the Boarding for working days and holidays.
2. Students are expected to be in their respective study rooms during the study hours.
3. Study hours are for studying and not for group discussion or moving around.
4. During the study hours, students are expected to keep open the window curtains.
5. Every student should see that he/she doesn't cause any disturbance to other students.
6. During college hours on working days, students need permission to enter the Boarding or be there in the Boarding.
7. In the multicultural context of the boarding, students are encouraged to maintain a common language 'English' for communication. It can improve your proficiency, strengthen the bond of friendship and annihilate suspicions.

3. Up keeping of Boarding Facilities

1. Students should keep their room clean and hygienic. Littering in the rooms or hostel premises, writing on the walls etc. will not be allowed.
2. Students are expected to clean their rooms and attached washrooms every week and keep it orderly. The animator shall inspect the rooms on every Monday. In case of failure to maintain the rooms clean, the animator can suggest the remedial measures.
3. Students should protect and maintain the boarding property; any damage caused should be compensated by the students.
4. Safety and security of the equipment's/fittings of the buildings are the responsibility of each student. Boarders will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls.
5. The rooms of any student in the Boarding may be inspected at any time by the animator or any authorized member of the management or police officials. Inmates are advised to keep their ID cards with them and present them on demand.
6. No resident is permitted to take away his belongings from the Boarding premises without a proper 'gate pass' issued by the animator.
7. Students should lock their rooms properly when they go out.

8. Each room-mate must have a key of his/her room and a duplicate key should be submitted to the animator.
9. Fans and lights must be switched off when the students leave their rooms.
10. Light must be switched off when they go to bed.

4. Responsible Use of Electronic Gadgets and Their Security

1. Use of mobiles during the study hours is strictly prohibited.
2. A Boarding student will be completely responsible for all his/her possessions including his/her wallet/laptop/computer/electronic gadgets, etc. The Management will not be responsible for any loss incurred.
3. Playing loud music, videos, etc., inside the rooms is strictly prohibited as it causes disturbance to the inmates.

5. Visitors

1. Visitors or day boarders are not allowed to enter Boarding premises.
2. Any day boarder visits any inmates' room, the inmate shall be held responsible and appropriate action will be taken.
3. Female visitors and girl students are not permitted to visit the boys' hostel and vice versa.

6. Sunday Outings and Home Visits

1. On First and third Sundays for college Men and second and fourth Sundays Women). They are permitted to leave the campus after 8.30 and expected to return to campus before 6 pm with signed out passes by the director or one authorized by him. The requested out-passes should be made by Saturday 9 pm.
2. Sunday Outings shall be suspended during the examination days.
3. Those who wishes to go home should make the request for leave in writing one day prior with specific reason. The animator will take parent's consent which shall be attested in the request letter before presenting it to the director of boarding for approval. No messages are entertained other than from the given contact number.
4. No student shall be allowed to go out from the Boarding during examination days, except for any serious health issues.
5. No students shall be permitted to go out other than the prescribed days.

7. Health Care

1. All the inmates are expected to disclose, if they have any serious health concerns which require regular medication/monitoring. This information shall be kept confidential by the management.
2. Basic health issues shall be attended to by the health care staff in the campus.
3. Those students who require a consultation with the physician or specialist shall obtain the required permission and out pass.
4. In case of any emergency, college will provide transportation for which each student has to pay the prescribed transportation fee.

8. Admission and Termination

1. The admission to the hostel is sought by filling up the application form and signing the required code of conduct. The management shall evaluate and approve the application on the availability of rooms.
2. The admission to the hostel is taken for the current academic year (two semesters). Students, once admitted to the Boarding, are not supposed to quit the Boarding in between the academic year. If anyone vacates the hostel during the academic year, the room rent will be collected for the remaining part of the academic year.
3. If any student decides to quit the hostel at the end of an academic year should present the following signed documents: written request by the student, signed consent letter of the parents and attested fees clearance from the office. These documents are to be submitted at least five days before the actual date of departure.
4. Out pass will be issued when the student has obtained attested clearance from hostel animators after the inspection of room and settlement for any damage.

9. Hostel Fees

1. The boarding fees are determined for each semester. The management reserves the right to make changes in the fees structure.
2. Students are expected to pay the boarding fees at the beginning of each semester or in two installments by the middle of the semester.
3. Fees once paid will not be refunded under any circumstances.

10. Laundry Services

1. Laundry facilities are provided for the hostel students under the terms and conditions determined periodically by the management.
2. Each student should have one's own laundry basket to send the cloths to the laundry.
3. Only the permitted cloth items should be placed in the laundry basket.

11. Dining Hall

1. The students are expected to maintain proper decorum in the dining hall.
2. Students are expected to be in the dining hall at the stipulated timings (before prayer) violation of which will end up in denial of entry to the dining hall.
3. Students are expected to stand in silence at their respective tables for prayer.
4. Students should stand at their respective tables for prayer at the end of the meal and leave the dining hall only after the prayer.
5. Students are expected to maintain high standards of table manners.
6. Wastage of food is strictly prohibited; if any student is found to leave the food in his/ her plate, shall be seriously dealt with.
7. Under no circumstances a student can enter the kitchen either to collect food or to communicate any grievances regarding food with kitchen staff. Any grievances related to food should be addressed to the animator.
8. Students should not carry any books or bags to the dining hall. Students should not carry anything, e.g., food items, utensils, etc., out of the dining hall.
9. Outsiders are not allowed to the Dining Hall.
10. Students are expected to respect and obey the kitchen/dining hall staff.
11. Students are not allowed to wear short pants and sleeve less T-Shirts inside the dining hall.
12. Students are not allowed to bring and use mobile phones inside the dining hall. Any violation of this rule may result in the confiscation of the mobile.

12. Sports and Games

01. Students are expected to follow the prescribed time for games and sports.
02. Any intense preparation in view of participating in a competition requires expressed permission from the director through the physical education teacher.

03. The gymnasium facilities are reserved to those students who make prior payment. Physical education personal shall monitor the usage of the gymnasium.


13. Procedure of redressal of complaints

1. Any complaint / grievance from a resident student or students in the first instance should be referred to the animator of the boarding.
2. The animator will, depending on the nature of the complaint, ensure that it is processed by him/her as speedily as possible or required cases shall be forwarded to management.
3. Any issue of concern should be presented in written format to the Director of the Boarding.

14. Disciplinary Action

1. Boarding director and animators are appointed to help students to maintain proper discipline inside the Boarding and to improve their studies.
2. The management reserves the right to take disciplinary action on any kind of violation of the rules and regulations or any in-disciplinary behavior from the part of the students. Depending on issues the management shall issue oral or written warnings, final warning and dismissal from the Boarding.
3. Boarding inmates who are found guilty of misconduct or infringement of any of the rules prescribed above shall be liable to fine, suspension, or dismissal either from the Boarding and/or from the college or both by the appropriate authority.
4. Students who disturb peace and violate the rules of the Boarding on the campus will be expelled from the Boarding.
5. The consumption or storage or supply of liquor or any sort of intoxicant or tobacco is strictly prohibited and if found guilty, the offenders will be dealt with severely, including dismissal, prosecution, etc.
6. Any kind of gambling is also strictly prohibited.
7. In case it is noticed that fans/lights are on in a locked room, a heavy penalty will be imposed for wasting the electricity.
8. Any complaint against boarders for playing loud music, videos etc, inside the room will be viewed seriously and the gadgets will be seized and disciplinary action shall be initiated.
9. Heavy penalty will be imposed and collected from all students involved in playing games (cricket, football etc.) inside the hostel.

10. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons.
11. If the persons who cause the damage are unknown, the cost of repairing it, as assessed by the Boarding authorities, will be claimed equally from all the students responsible.
12. If any furniture articles/fixtures allotted to the student are found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price, as may be decided by the Maintenance Animator.
13. All acts of violence and sexual harassment which disrupt the normal academic and administrative functioning of the Boarding will invite suspension /dismissal from the Boarding.


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