



RAGHUNATH GIRLS' POST GRADUATE COLLEGE

Western Kutchery Road, Meerut-250001

Re-Accredited 'B+' Grade by NAAC (CPE Status 2006)

College of Excellence 2014

AISHE Code: C-28817



Principal - 9520886032

IQAC - 9520886033

Chief Adm. - 9520886031

E-mail : rgpgcollegemrt@gmail.com

Website : <https://rgcollege.ac.in>

Facebook ID : Raghunandini Rgpg Meerut

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HOSTEL POLICY

A safe, disciplined and supportive home away from home

1. Preamble

The Girls' Hostel of Raghunath Girls' Post Graduate College is more than a place to stay. It is a shared living and learning space where students are encouraged to grow academically, personally and socially. The College aims to provide a safe, clean, disciplined and caring environment in which residents can concentrate on their studies, develop independence and learn the values of cooperation, responsibility and mutual respect.

This policy brings together the main hostel rules and arrangements contained in the Hostel Prospectus as well. It is intended to help students and their parents/guardians clearly understand hostel life, responsibilities and procedures.

2. Objectives of the Hostel

- To provide safe and comfortable residential accommodation to eligible students.
- To create a supportive environment that promotes regular study, academic achievement, personal growth and a sense of social responsibility among residents.
- To promote discipline, cleanliness, self-reliance, cooperation and respect for others.
- To ensure the safety, dignity and well-being of every resident.
- To encourage healthy community living and responsible participation in hostel activities.

3. Hostel Governance and Administration

The Hostel shall function under the overall supervision and administrative control of the College authorities, with the support of the **Hostel Management Committee**. The Committee shall facilitate the effective management, supervision and smooth functioning of the Hostel in accordance with the policies, rules and regulations of the College. **The administrative and governance structure of the Hostel is illustrated in the flow chart given below.**

The **Warden, Assistant Warden and hostel staff** shall be responsible for the day-to-day functioning of the Hostel, including maintaining discipline, ensuring the safety and well-being of residents, supervising hostel facilities, maintaining relevant records and addressing routine administrative matters.

To encourage **student participation, responsibility and collaborative management**, student committees, including the **Cleanliness Committee, Cultural Committee and Mess Committee**, shall function in the Hostel under the supervision and guidance of the **Hostel Management/Operating Committee**. These committees shall assist in maintaining cleanliness and hygiene, organising cultural and

Instagram : <https://www.instagram.com/rgpg58?igsh=aGpveDZ4OGxxaGFu>



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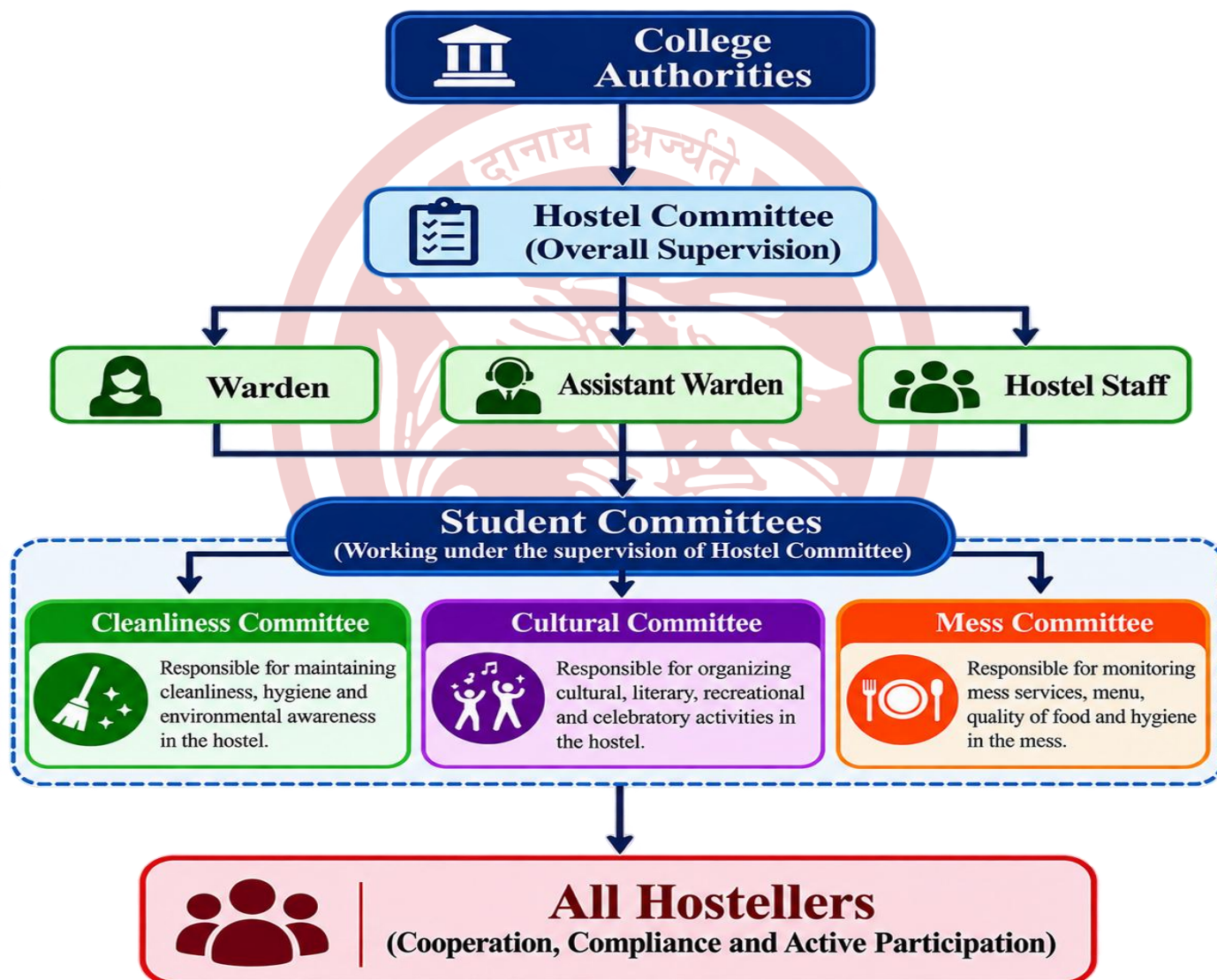
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recreational activities, and supporting the effective functioning of the mess, respectively. Students shall be encouraged to participate actively and responsibly in these committees.

Residents are expected to cooperate with the Hostel authorities and staff, comply with the prescribed rules and regulations, and follow instructions issued from time to time to ensure the **safe, disciplined, harmonious and efficient functioning of the Hostel.**

Hostel Committee Organizational Flowchart





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4. Admission to the Hostel

- Hostel accommodation is available to eligible students subject to availability of seats and the admission conditions prescribed by the College.
- Students seeking hostel accommodation are required to submit the prescribed application form along with the photographs, identity documents, marksheet and other documents asked for by the Hostel.
- Admission remains subject to completion of the required medical examination and personal interview, wherever applicable.
- A medical fitness certificate is required. Students should provide correct information regarding their health so that appropriate support can be arranged when necessary.
- Hostel admission is not ordinarily granted to an unsuccessful student, a married student, a student against whom disciplinary action has been taken, or a student who does not meet the prescribed medical requirements.
- A student who has completed B.A./B.Sc./B.Com. Final and subsequently takes admission to M.A./M.Sc./M.Com. will be treated as a fresh applicant for hostel admission.
- Former residents seeking to continue in the Hostel must complete the prescribed renewal/re-entry formalities within the period notified by the Hostel.

5. Academic Responsibility and Attendance

Hostel life is intended to support academic progress. Residents are therefore expected to attend their College classes regularly from the beginning of the session and maintain the attendance required by the College.

- The authorities require residents to maintain at least 75% attendance in each subject.
- If a student is unable to attend classes because of illness or another genuine reason, she should inform the Warden and submit the required leave application.
- Residents should maintain appropriate academic discipline and use hostel facilities in a manner that supports study and learning.
- Students should attend College in the prescribed uniform with their identity card and follow the College rules regarding mobile phones on campus.

6. Rooms, Cleanliness and Hostel Property

Residents share responsibility for making the Hostel a pleasant place to live. Rooms and common areas should therefore be kept clean, orderly and comfortable for everyone.

- Normally, two students are accommodated in a room. Basic furniture such as a bed, chair and cupboard/almirah is provided.
- Single-seated accommodation may be available subject to availability and payment of the prescribed additional security/deposit.



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- Students should take reasonable care of hostel furniture, fixtures and other property. The cost of damage caused through negligence or misuse may be recovered from the person responsible.
- Unauthorized electrical appliances such as heaters, irons, immersion rods and similar equipment should not be kept or used in hostel rooms.
- Lights and fans should be switched off whenever they are not required.
- Residents are advised not to keep unnecessary cash, jewellery or other valuables in the Hostel.
- Coolers may be used only according to the permission and charges prescribed by the Hostel.

7. Mess and Dining

The Hostel mess is an important part of community life. Residents are expected to observe meal timings, maintain cleanliness and treat mess staff and fellow residents with courtesy. The Hostel encourages students to take an active role in mess management, and the mess menu is planned collaboratively with the students, taking into consideration their preferences, nutritional needs, seasonal availability, and feasibility within the approved mess arrangements.

- Vegetarian food is provided in the Hostel.
- The mess menu is prepared collaboratively with the participation and suggestions of hostel residents, promoting a sense of involvement, responsibility, and shared decision-making.
- Mess charges are payable according to the schedule notified for the session.
- A limited remission of mess charges may be allowed when a resident remains continuously absent from the Hostel mess for a period exceeding one month, subject to the prescribed conditions. Such remission shall be admissible for a maximum period of two months.
- In exceptional circumstances affecting normal food service, students are expected to cooperate with temporary arrangements made by the Hostel.

8. Leave, Outings and Return to the Hostel

For the safety of residents, the Hostel must know when a student leaves the premises and when she returns. Students are therefore expected to follow the prescribed leave and outing procedure carefully.

- Before leaving the Hostel, residents should make the required entry in the register and obtain permission from the Warden wherever prescribed.
- On returning, the resident should complete the required return entry.
- Students going home during vacations or leave should inform the Hostel and follow the prescribed permission procedure.
- After illness-related leave, a medical fitness certificate may be required before the student resumes hostel residence.
- For sports, NCC, NSS or other authorized activities outside Meerut, the required parent/guardian consent and College permission must be obtained.



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- Students attending coaching while residing in the Hostel must obtain the prescribed permission and follow the approved timings.

9. Parents, Guardians and Visitors

The Hostel values regular and responsible communication with parents and guardians. At the same time, visiting arrangements are regulated to protect the privacy and security of all residents.

- Only parents and authorized local guardians will be recognized for leave and meeting purposes.
- Parents should provide the Hostel with correct contact details and, where required, photographs and signatures of authorized local guardians.
- Visitors may meet residents only during the notified visiting hours and after completing the required security/gate formalities.
- Entry into hostel rooms by unauthorized visitors is not permitted.
- Parents and guardians are requested to respect the visiting timings and other security arrangements notified by the Hostel.

10. Safety, Dignity and Responsible Conduct

Every resident has the right to feel safe and respected. Behaviour that threatens another student's dignity, safety or peace of mind is inconsistent with hostel life and will be taken seriously.

- Ragging in any form is strictly prohibited.
- Smoking, alcohol, intoxicants, narcotic substances and gambling are strictly prohibited.
- Bullying, intimidation, physical or mental harassment and abusive behaviour towards residents or hostel staff are not acceptable.
- Residents should behave courteously with hostel employees, security personnel and one another.
- Hostel rooms may be inspected by authorized College/Hostel officials whenever required for safety, maintenance or discipline.
- CCTV surveillance is available as part of the Hostel's security arrangements.
- Any serious safety concern, harassment, ragging or prohibited activity should be reported immediately to the Warden/Assistant Warden or another authorized College officer.

11. Health and Well-being

The health and well-being of residents are important to the College. Students should promptly inform the Hostel if they become unwell or require assistance.

- A College dispensary is available for primary medical assistance during the timings notified by the College.



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- Students should disclose relevant illness at admission and inform the Hostel if a significant health problem develops during residence.
- A student returning after illness may be asked to submit a doctor's fitness certificate.
- If a student's condition requires care that cannot reasonably be provided in the Hostel, the College may ask the parent/guardian to take her home for appropriate care.

12. Hostel Facilities

The Hostel has a range of facilities intended to make hostel life safe, comfortable and productive, including:

- Solar hot-water arrangements, water cooler and RO/Aquaguard drinking-water facilities.
- Gym and yoga hall.
- Washing machines and sanitary-napkin vending/disposal facilities.
- Study room and computer laboratory.
- Generator support during notified hours and water-storage arrangements.
- Clean vegetarian mess.
- CCTV surveillance and Wi-Fi facility.
- Visiting room and guest-room arrangements for female guardians.
- Indoor games, newspapers/magazines and opportunities for cultural, educational and hostel council activities.
- Temple/prayer facility and designated gas facility at prescribed points/timings.

13. Fees, Security and Refund

Hostel fees and other charges are payable according to the schedule approved and notified by the College for the relevant academic session. Students and parents are advised to retain fee receipts and carefully read the fee and refund conditions at the time of admission.

- To facilitate students and parents/guardians, the College may provide **flexibility for payment of hostel fees in instalments**, in accordance with the schedule and conditions prescribed by the College.
- The college provides that once hostel admission has been taken, **hostel charges, other than the refundable security deposit, shall ordinarily not be refundable** if a student subsequently leaves the Hostel, subject to the applicable rules of the College.
- The College also provides for an **advance/security amount of ₹1,000** for reserving hostel admission for the next academic session, to be deposited in the manner and within the time prescribed by the College.
- As a student-support measure, a **concession of up to 50% in hostel fees (excluding mess charges)** may be granted to deserving students who are **meritorious in academics or sports, or**



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belong to economically disadvantaged backgrounds, subject to eligibility, verification and approval by the competent authority of the College.

- Any revision in hostel fees or additional charges duly approved by the competent authority shall be applicable for the relevant academic session and shall be communicated to the residents accordingly.

14. Hostel Life and Student Participation

The Hostel promotes the holistic well-being and overall personality development of its residents through a variety of activities and celebrations.

- Yoga sessions are organised for students to encourage physical fitness, mental well-being and a healthy lifestyle. Students are also taken on educational and recreational excursion trips, providing opportunities for experiential learning, recreation and social interaction.
- Festivals and special occasions such as Holi, Diwali, New Year, Christmas and Teej are celebrated together in the Hostel, fostering cultural appreciation, harmony and a sense of community among residents. Freshers' and Farewell programmes are also organised to warmly welcome new residents and celebrate the achievements and memories of outgoing students.
- Through these activities, the Hostel strives to create a vibrant, inclusive and supportive residential environment where students can learn beyond the classroom, build meaningful friendships and create memorable experiences while maintaining their academic commitments and hostel discipline.

15. Discipline and Corrective Action

The purpose of hostel discipline is to maintain a safe and harmonious residential environment. Minor concerns will normally be addressed through guidance, counselling or a warning. However, repeated violations or serious misconduct may require stronger action.

- Depending on the nature of the matter, action may include a warning, recovery of the cost of damage, restriction of hostel privileges, disciplinary proceedings or cancellation of hostel accommodation.
- Serious violations involving ragging, intoxicants, harassment, violence or conduct that threatens the safety of others may lead to immediate disciplinary action under applicable College rules.
- If a roommate leaves and a resident continues alone in a room, the Hostel may re-allot the room or apply the prescribed single-room charge.
- Residents must follow official hostel closure instructions during declared holidays or when closure is ordered by the competent authority.
- At the end of examinations/session, residents should remove their belongings only after completing the required hostel clearance procedure.



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16. Grievance Redressal and Student Support

The Hostel is committed to providing a **safe, supportive and responsive environment** for all residents. Students are encouraged to seek assistance without hesitation whenever they face any genuine difficulty or concern related to hostel life.

Hostel-related concerns may, in the first instance, be discussed with the **Warden or Assistant Warden** for appropriate guidance and resolution. Matters concerning **safety, harassment, ragging, discrimination, or any other serious misconduct** should be reported immediately to the concerned Hostel/College authorities for prompt and appropriate action.

For easy access to assistance, the **contact numbers of the concerned authorities and other student-support contacts are provided in the Hostel Prospectus**. Residents are advised to keep these contact details readily accessible and use them whenever assistance is required.

Students may also submit hostel-related grievances through the dedicated grievance email:

rgpghostelgrievance974@gmail.com

All genuine concerns and grievances shall be addressed with due sensitivity, confidentiality, fairness and in accordance with the applicable rules and procedures of the College.

17. Role of Parents and Guardians

Parents and guardians are important partners in maintaining a safe and supportive hostel environment. Their cooperation helps the College respond promptly to academic, health and welfare concerns.

- Parents should keep their contact information and authorized guardian details updated.
- They should remain aware of the student's academic attendance and cooperate with the College where attendance or discipline requires attention.
- They should ensure that leave permissions and consent letters are provided whenever required.
- In case of illness or emergency, parents/guardians should cooperate promptly with the Hostel regarding medical care, leave or temporary withdrawal.
- They are requested to encourage students to follow hostel rules and return from leave on time.

18. General Provision

This policy is a student-friendly consolidation of the rules and arrangements. The College may revise hostel rules, timings, charges or procedures whenever required by administrative needs, University, Government or UGC's directions, safety considerations or other circumstances. In such cases, the latest officially notified instructions and the decision of the competent College authority will apply.



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Resident's Commitment

As a resident of the Hostel, I understand that hostel life is based on mutual respect, responsibility and cooperation. I agree to follow the Hostel Policy and the instructions issued by the College/Hostel authorities and to contribute positively to a safe, clean and supportive residential community.

Name of Student	
Course/Class	
Student Signature / Date	
Parent/Guardian Signature / Date	

Prepared and recommended by:
Hostel Committee

Raghu Nath Girls' P.G. College, Meerut

Approved by
Prof. Nivedita Kumari
Principal

Approved by
Mr. Puneet Nath
Secretary,
Management Committee

