



Ref. No:

Date:

SHILLONG COLLEGE HOSTEL POLICY

About Shillong College:

Shillong College, Shillong, an 'A' Grade institution in the North East was founded on the 15th of August, 1956 and has striven, since its inception, to turn the youth of North East India into leaders of their own society- bureaucrats, businessmen, judges, lawyers, engineers, media persons, social activists and others. Prof.(Late) Sudhindra Chandra Datta a renowned professor of Mathematics was the founder Principal of Shillong College. A visionary and a dedicated academician, he led a committed group of intelligentsia and laid the foundation of this public institution.

The college continues to nurse, nurture, teach and train rural youth in one of its avowed missions. The institution ensures equal access to quality education embracing all sections within an equitable and inclusive classroom environment taking into account students' diverse backgrounds and different academic abilities, thereby making them active participants in the learning process.

Starting from very humble origins in 1956, with 35 students on its rolls, the College has grown into a multi-faceted, multi-faculty institution. Today it has two sprawling campuses dedicated entirely to First affiliated to Gauhati University(GU) and then to North-Eastern Hill University(NEHU), the pre-eminence of the college in the field Higher Education in North-East India is well established by its present student strength and long list of achievers. With staff strength of over 165 (Teaching and support staff) 22 options for Honours, the college caters to around 3000 students. With students from different ethnic communities and international students on its rolls, it is a microcosm of the North-East and a vibrantly alive experiment of national integration at its best.

From 2004, the college has decisively taken a new direction in its emphasis by enthusiastically launching out into a number of Professional Courses that would go a long way in developing skilled and knowledgeable manpower in the region while creating avenues for self-employment. In 2018, the College reached a new milestone; it became the first College in Meghalaya to offer (NEHU affiliated) Post Graduate Programme in English. The College has evolved into an active hub engaged in a number of extension activities emerging out of its academic programmes.



Motto of the College:

“Vidya Vidyante Amritam - Knowledge Is Immortal”

Vision of the College:

We envision Shillong College as a Centre of Excellence for Wisdom, a beacon of hope, a model embodiment of the ideal upon which our Great Nation has been built.

Mission of the College:

- To endeavour to provide to all sections of society, quality yet affordable education, and create a knowledge-based society where avenues of success are readily available to all sections of the society, both urban and rural
- To provide the right atmosphere that will facilitate the tapping, honing and refinement of latent potential talent and skill through appropriate academic, extra and co-curricular activities, promoting the pursuit of excellence thereof and leading to integrated personality development.
- To remain socially committed, with special impetus on catering to the needs of the socially, economically and educationally disadvantaged groups, and through academic excellence, confidence building and character development to elevate them to a level of excellence thus providing them with a fair chance of success and better future.
- To be attuned to the emerging needs of the young generations in a world of constant flux and to inculcate knowledge and need-based work skills so that the products of our college possess a competitive edge in the job market and find themselves prepared for gainful employment.
- To constantly update, equip, improve and evolve ourselves in all aspects in order to become more proficient and efficient in fulfilling our commitments to the students and the society at large to the best of our ability.
- To not only help our students become job-proficient but to sensitise, encourage and promote moral, a secular, scientific and nation –building virtues in the backdrop of varied and complex multiplicities that weave the beautiful patterns of our country so that the students respect, protect, nurture and value the rich composite culture of the country, INDIA.



About the Hostel:

After years of planning under the leadership of former Principal Dr. (Mrs.) M. P. R. Lyngdoh the College took the initiative to build women's hostel in the vacant plot of land under the holding of the College behind the St Mary's Higher Secondary School, Shillong.

The hostel is being looked after by a Warden and a Hostel Advisory Committee was constituted in 2013 for the smooth running of the Hostel.

Presently, there are 22 rooms with 70 hostellers and each floor has common bathrooms and toilets, a kitchen, dining hall, a store room and an office. CCTV has also been installed in the hostel for safety and security of the hostellers. The Hostel also has a Warden room, guest room, a sitting room cum parlour where the visitors can sit and the hostellers can spend their free time to watch television. The Hostel has got a Fire escape stair case right from the top floor to the ground floor and one emergency exit on the first floor.

A. Rules for Admission and Re-admission:

1. Hostel accommodation is provided only to students admitted in Shillong College as regular students and offered to those coming from outside the city. Students coming from adjacent areas will also be considered for admission provided they fulfil the admission criteria.
2. Applications will be considered subject to availability of seats, and on a case to case basis after scrutiny of the applicant's circumstances by the Hostel Admission committee.
3. Admission to the Hostel for the First Semester students of Under-Graduate Courses will be made based on the academic merit that has determined admission to various courses in the College.
4. With respect to admission for first semester applicants, the topper of each course from amongst the applicants will be given preference.
5. A student seeking admission to the Hostel should apply on the prescribed form available with the College Office and can also be downloaded from the college website shillongcollege.ac.in
6. Students seeking seats /admission in the Hostel will be interviewed by a Committee comprising the Warden and representatives from the Management. The Hostel committee will finalize the list of students to be admitted to the Hostel and the decision of the principal shall be final in this regard.
7. At the time of admission, the applicant and his/her parents/guardian shall be required to give an undertaking for good conduct, payment of dues in time, adherence to College/Hostel rules to be enforced from time to time. All applicants, parents/guardians must also nominate (with signature attested and verified) a local guardian, and also



- provide her photograph.
8. On being selected for admission to the Hostel in the 1st list, students must pay the fee and other dues as per dates specified and must occupy the seat within *seven* days and reside in the Hostel, failing which admission may be cancelled. Vacancy, if any, shall be filled by the Hostel Committee and notices to such effect shall be put on the Hostel Notice Board from time to time.
 9. A certain percentage of seats will be available for the reserved categories (SC/ ST, Physically Challenged, Sports persons, foreign students etc.) as decided by the appropriate Bodies of the College and by the Hostel Committee from time to time.
 10. Admission to the Hostel cannot be claimed as a matter of right by those who have been occupying the seats earlier. There will be no automatic admission to the Hostel in the subsequent Semesters.
 11. A Hostel seat in the ensuing Semester will be allotted considering performance of the hosteller in the previous class. Performance will be determined by giving weightage to the following:
 - i. Attendance in lectures, tutorials and laboratory
 - ii. Internal Assessment
 - iii. Performance in the University Examination
 - iv. Discipline in College & Hostel
 - v. Participation in the community life of the College & Hostel
 - vi. Warden's recommendation
 - vii. Recommendation of the Department stating clearly the ranking of the student in the College and in a comparative perspective.
 12. No hosteller shall be deemed to have satisfied the required conditions in respect of her status as such unless, in addition to the requirements regarding attendance, performance in the University Examination, she is able to satisfy the Principal of the College through exemplary good conduct and discipline.
 13. The Principal shall have and shall be deemed always to have the power to detain a student in the same class in which she has been studying or not to send him up for the University Examination or strike off the name of the student from the College Rolls.
 14. The list of students admitted to 2nd and 3rd Semesters will be notified on the Notice Board and fresh allotment of the rooms announced.

B. Leaving the hostel:

Residents are required to vacate their rooms within five days of their last University examination and hand over the keys of their rooms to the warden, failing which, they would not be admitted to the Hostel the following year even if otherwise eligible. The Principal/Warden is



authorized to remove their belongings in the room if any, and put an official lock.

Any resident who ceases to be on the rolls of Shillong College shall not be allowed to retain her seat in the Hostel.

C. Hostel Rules and Regulations:

All the girls residing in the hostel have to abide by the rules and regulations as prescribed below:

1. Hostellers shall meticulously follow the instructions as per the awareness programme conducted.
2. Hostellers shall mandatorily wear a face mask except while within their respective room.
3. There shall be no group activities or social gatherings inside the hostel campus.
4. Sharing of items among inmates is strictly prohibited.
5. Hostellers are advised to restrict movement outside the hostel campus other than for attending classes.
6. Hostellers should avoid taking food from outside.
7. Hostellers should maintain social distancing in the dining area. Food will be served in a staggered manner. Overcrowding should be avoided.
8. Food waste should be disposed of immediately and effectively.
9. Hostellers shall at all times maintain hygienic conditions in the hostel premises and other utility areas.
10. In case of any unacceptable behaviour by a roommate, the other roommate must report it to the Warden.
11. All lights and electrical appliances must be switched off when not in use.
12. Cooking, making tea is not allowed in the hostel rooms.
13. Common hostel furniture must not be moved without the permission of the warden.
14. Any damage to Hostel property must be reported immediately to the warden.
15. Pasting posters, writing, wall chalking or defacing the hostel in any form is not allowed.
16. Hostellers must exercise all possible economy in the use of water and electricity. Heaters, immersion rods or other appliances should not be used in the room.
17. Ragging in any form is strictly prohibited.
18. Uses of any kinds of intoxicants (Tobacco, Alcoholic drinks, Drugs) are strictly prohibited.



19. Each inmate will be provided with a cot, a chair, a table and a shelf which are to be maintained properly.

D. Termination:

If a student, after selection, fails to make payment of the annual fees within 3 (Three days), the selection will be cancelled. Termination may also be effected in case of a student not abiding by the Rules and Regulations.

E. Outstation Guest Visitors:

Guest visitors (Female Relatives) are allowed to stay in the Guest room with prior permission from the Principal and on payment of rent in advance. Such occupation by the guest is allowed for 2(Two) nights only.

F. Local Guardian:

Hostellers must have Parents/Local Guardian who is a matured responsible citizen and not a Student/Research Scholar. At the time of admission, the local guardian must meet the Warden

G. Visitors:

Visitors will be restricted to visit their wards in this COVID situation except for urgent matters. Parents /Local Guardian only will be allowed during visiting hours.

Days	Timing
Weekdays	05:00 P.M. - 06:00 P.M.
Weekends	09:00 A.M. - 11:00 A.M.

All visitors must register at the Warden's office and provide all details including Identity proof, Telephone Number.

Hostellers are not permitted to invite visitors into rooms, dining hall, or any other area inside the hostel.

H. Fees:

1. Annual Fees (seat rent, maintenance charges, etc.) must be paid at the time of joining the Hostel.
2. Mess charges must be paid on or before the 5th of every month failing which a daily fine of Rs. 50 will be charged.
3. Fees once paid will not be refunded under any circumstances.
4. All dues must be cleared before leaving/vacations.
5. New outstation students who desire to stay at the Hostel a few days before the date of joining will be charged Rs. 100/- per day.

I. Security:

1. Hostellers are required to carry their Hostel Admission Card at all times.
2. Hostellers are advised to keep their belongings locked.
3. Hostel Management shall not be responsible for any loss/damage of boarders' belongings.
4. Use of mobile phones will be restricted during study hours and prohibited after 10 P.M. unless in case of emergency. Study hours will be from 6.00 P.M. to 8.00 P.M.
5. Possession of lethal weapons, hazardous materials, etc is strictly prohibited.
6. Hostellers must be present during morning and evening roll call timings.

Morning	07:00 A.M.
Evening	7.00P.M.(Summer) and 6.00 P.M. (Winter).

7. After dinner all girls are required to be in their own rooms.
8. No sleepover in other rooms other than the allotted room is permitted.

J. Health and Hygiene:

1. Hostellers may keep essential medication and first aid in their possession with prior inspection of the warden.
2. Hostellers must use their own soap and detergents for washing and bathing.
3. Hostellers must not bring junk food from outside into the hostel.
4. In case of emergency, the Warden must be informed at once.

5. Sick inmates must confine themselves to the room allotted.

K. General Rules:

- i. Residents are required to bring their own mattresses, quilt/blanket, pillow, bed sheets (2 sets), pillow cover (2 Sets) mosquito nets, bucket, mug, etc.
- ii. Notice of intention to vacate the hostel must be given at least 20 (twenty) days prior to leaving.
- iii. Students must vacate the rooms within 3(three) days of completion of their course/examinations.
- iv. Hostellers will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings.
- v. The Principal/Vice Principal on the recommendation of the warden may grant for overnight stay outside the hostel on a written request from the parent/guardian of the hosteller. Such permission shall be granted only once a month.
- vi. Food will be served only in the dining hall for a specific time period. Room Service is not allowed.
- vii. Hostellers may use a laptop in the hostel only for academic purposes with prior permission of the Warden.
- viii. The warden shall have the authority to expel any student who does not follow the rules.



Dr. (Mrs.) E. Kharkongor
Principal

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