

**FAZL ALI GIRLS HOSTEL:
(Valley View & Athena Hostel)
MOKOKCHUNG: NAGALAND**

STANDARD OPERATING PROCEDURE (SOP)

The following Standard Operating Procedure is adopted for two girls hostel of Fazl Ali College as additional rules of the Rules and Regulations given in the College Hand Book

A. Visitations and Leave:

1. Entry of boys into the girls' hostel is strictly prohibited. Violation of this rule will be liable to expulsion. Prior permission from concerned warden must be obtained for any visitations.
2. No outsiders will be allowed to stay overnight in the hostel. If any such case is detected, the student(s) entertaining the outsiders shall be liable for punishment.
3. Visitors including guardians are not allowed to enter the hostel without permission from the Prefect or Assistant Prefect. With permission the visitors are allowed to be entertained in the hostel visitors' lounge near the hostel gate.
4. Overnight leave or any other leave will be permissible only with consent of the respective warden, through Prefect or Assistant Prefect. The hostel or college authority will not be held responsible for any issues pertaining to hosteller during leave period.
5. Any Boarders availing more than 5 days of leave or absence from the hostel for a prolonged period of time without genuine reasons will be asked to vacate their allotted hostel seats.
6. Any Boarders availing leave for participation in any extra-curricular activities should submit their applications attached with authorization from the concerned organizer.
7. In each academic semester, boarders are allowed to avail leave only once. In case of health problems, the boarders are to produce medical leave or necessary documents from the concerned medical authority.

C. TIMING FOR HOSTEL ACTIVITIES :

1. Hostel gate closes at 6:00 P.M. in summer and 5:00 P.M. in winter.
2. Study hours from 5:00 AM to 7:00 AM and from 6:30 PM to 9:30 PM are to be strictly maintained.
3. Roll call to be conducted right after the closing of hostel gate followed by vesper service. Those boarders arriving after the stated hours should obtain warden's written permission for entry.
4. Vesper service is compulsory for all the students. Roster should be maintained for conducting the service.
5. Social work to be conducted on every 2nd and 4th Saturday of the month and also on holidays if there is any needs.
6. Cleanliness of the hostel and its surroundings are to be maintained by all.
7. Disposal of garbage and cleaning of dining hall should be done regularly. Daily cleaning work assignment for all the students should be followed.

B. PROHIBITIONS

1. Use of audio-visual, sound system, singing practice, mobile conversation etc or use of any other appliances/activities that disturbs the study hour is strictly prohibited. If any practice is

to be required, it should be done with the permission of the Prefect or Assistant prefect. No practice is permitted beyond 10:00 PM.

2. During study hour boarders are not allowed to visit others room or inmates are to stay in their respective study table.
3. Any kind of activity, abusive language usage, and any behavior that disturbs and causes physical, emotional or mental harassment of the individual, will be expelled.
4. Use of tobacco, alcohol and drugs in the hostel is strictly prohibited. Violation of this rule shall be punishable by expulsion from the Hostel as well as the College.
5. Water boiler/ gas burner should be used only in the designated place in the dining hall.
6. Use of Electric heaters and other electrical appliances in the hostel is strictly prohibited.
7. Gambling in any manner is strictly prohibited.
8. Ragging is banned.
9. Any hosteller found stealing, engaged in anti-social activity, immoral activity or non-compliance to College authority will be expelled from hostel without any prior warning.

D. FEES

1. Mess fees should be paid before the 15th of every month. Any late payment will be paid with a late fee as levied by the hostel authority.
2. A boarder can vacate his hostel seat after prior information to the Warden and only after clearing all the dues, failure of which will lead to the forfeiture of his caution deposit.

E. HOSTEL PROPERTIES

1. Hostellers are expected to be good stewards of the hostel properties. In case of damage or loss of any hostel properties by a boarder, it should be either replaced or its value paid off by the offender.

F. PERSONAL PROPERTY

1. The College will not be responsible for any theft or loss of personal property or belongings of the boarders. If there is any occurrence of such a case, the matter may be reported to the hostel warden for inquiry. However it is the personal responsibility of the boarder to take care of his own belongings in the hostel and ensure that the room is locked whenever he goes out.

G. ACADEMIC PERFORMANCE

1. Academic excellence is expected from all the hostellers. Defaulters in attendance or backlogs in exam leading to failure for promotion to the next semester, will not be readmitted to the hostel.
 - (i) The hostel and college authority endeavours in moulding dynamic, God-fearing, cultured graduates with integrity from the hostel.
 - (ii) **Prefect:**

1. The prefect shall represent the hostel in any official forum.
2. She shall be authorized to forward any certificate or applications or concerns of the hostel inmates to higher authority.
3. She shall call and conduct meetings.
4. She shall be appointed for tenure of 1 year which can be prematurely terminated on any disciplinary issue or in discontinuation of study owing to backlog, expulsion or any other matters.
5. And shall be an ex-officio member for all other committees in the hostel.

(iii) Assistant Prefect:

1. The assistant prefect will officiate the hostel administration in absence of the Prefect.
2. And shall be appointed for a period of 1 year and shall assist the Prefect in the hostel administration.

(iv) Others

1. Matters relating to mess, budget, purchases, sports activities and administration shall be executed by the nominated in-charges and the prefect and assist. prefect will be present as ex-officio.
2. Any major decision if arise should be presented to the hostel general body for house approval.

Amendment: The SOP will be amended from time to time as the need arises with subject to approval by the hostellers.

Sd:

Naomi. Assist. Professor
Warden, Valley View Girls Hostel

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