

Nathan Memorial Boys Hostel
FAZL ALI COLLEGE,
MOKOKCHUNG: NAGALAND

STANDARD OPERATION PROCEDURES

The following are the Standard Operation Procedures as mentioned in the FAC handbook with some additional rules for the boarders of Nathan Memorial Boys Hostel.

A. Visitations and Leave:

1. Entry of girls into the boys' 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.
4. Overnight leave or any other leave will be permissible only with consent of the warden through the Prefect or Assistant Prefect. The hostel or college authority will not be responsible for any issues pertaining to hosteller during leave from hostel.
5. Any hosteller availing more than 5 days of leave or absence from hostel for prolonged period without genuine reason of leave will be asked to vacate their room.

B. HOSTEL ACTIVITIES AND TIMINGS

1. Social work shall be conducted in and around the hostel on holidays. Absentees will be imposed a fine as decided by the hostel authority.
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. Hostel gate closes at 6:00 P.M. in summer and 5:00 P.M. in winter. Boarders arriving after the stipulated time should obtain warden's written permission for entry.
4. Vesper service is compulsory. Any absentees will be imposed fines by the hostel authority.
5. Cleanliness of the hostel and its surroundings are to be maintained by all.

C. PROHIBITIONS

1. Use of radios, tapes, guitar etc, during study hours is strictly prohibited. Any practice if needed will be with the permission of the Prefect or Assistant prefect. No practice is permitted beyond 10:00 PM.
2. Hostels are 'Tobacco Free Zones'. 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.
3. Use of electric heaters and other electrical appliances in the hostel is strictly prohibited.
4. Gambling in any manner is strictly prohibited.
5. Ragging is banned.
6. 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 date 15th of every month. Late fine will be imposed by the

hostel authority on those boarders who fail to pay on time.

2. A boarder can vacate his hostel seat only after prior information to the Warden and after clearing all his dues, failure of which will lead to the forfeiture of his caution deposit.

E. HOSTEL PROPERTIES

1. Hostellers are expected to 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. SELECTION OF HOSTEL MANAGEMENT COMMITTEE

1. Selection of new members of various committees will be done by the Hostel Warden in consultation with boarders for every academic session.

G. 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

H. 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 allowed readmission to the hostel.
2. The hostel and college authority is committed to molding dynamic, God-fearing, cultured graduates with integrity from the hostel.

I. HOSTEL MANAGEMENT COMMITTEES

(i) Prefect:

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

(ii) Assistant Prefect:

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

(iii) **Mess Management Committee:**

1. The Mess Management committee shall be a three member committee headed by the Prefect.
2. Matters relating to mess, budget, purchases and administration shall be decided by the committee and presented to the hostel general body for their approval.
3. This committee excluding the Prefect shall be appointed for a period of one month.
4. The Prefect shall head the committee for one year, except the members who shall be in the committee for one month, eligible for re-selection.
5. The member of this committee shall be constituted only by the senior students.

(iv) **Hostel Maintenance Committee:**

1. The Hostel Management committee shall be a three member committee headed by the Assistant Prefect. The Prefect shall be an ex-officio member of the committee.
2. Matters relating to hostel maintenance, social works, events and services required by College administration and Student Union from the hostel shall be decided by the committee and presented to the hostel general body for their approval.
3. This committee will maintain the account of all hostel properties.
4. This committee shall be appointed for a period of Six months.

(v) **Sports Committee:**

1. The Sports committee shall be a three member committee headed by the Assistant Prefect. The Prefect shall be an ex-officio member of the committee.
2. Matters relating to sports shall be decided by the committee and presented to the hostel general body for their approval.
3. This committee will maintain the account of all hostel sports goods.
4. This committee shall be appointed for a period of Six months.

J. Amendment: The SOP shall be amended in the general interest of the boarders by the Hostel authority as and when there is a need for necessary amendment.

(Kushemyimjong Chang)
Warden,
Nathan Memorial Boys
Hostel