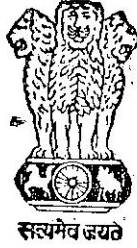


**The Tripura Students Admission and
Residence (Calcutta Students Hotel
Management) Rules, 1987**

TRIPURA



GAZETTE

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PART I—Orders and Notifications by the Government of Tripura,
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GOVERNMENT OF TRIPURA
EDUCATION DEPARTMENT
(Higher Education)

NO. F. 2(541)-DHE/80

Dated, Agartala, the 14th September, 1987.

NOTIFICATION

With a view to ensure efficient management of the Students Hostel established in Calcutta, the Governor has been pleased to make the following Rules, namely :—

1. *Short Title and Commencement :*
 - i) These Rules may be called 'The Tripura Students Admission and Residence (Calcutta Students Hostel Management) Rules, 1987'.
 - ii) They shall come into force on and from the date of publication in the official Tripura Gazette.
2. *Definition :*

In these Rules, unless the context otherwise requires.

 - i) 'Rules' means the Tripura Students Admission and Residence (Calcutta Students Hostel Management) Rules, 1987.
 - ii) 'Government' means the Government of Tripura.
 - iii) 'Director' means the Director of Higher Education, Government of Tripura.
 - iv) 'Superintendent' means the Officer appointed by the Government as Superintendent of Calcutta Students Hostel and will also include a person temporarily put in-charge of the Office of the Superintendent of Calcutta Students Home.

- v) 'Receptionist Cum Asstt. Care-Taker' means an Officer appointed by the Government of Tripura as Receptionist Cum Asstt. Care-Taker for the Calcutta Students Home and will also include a person temporarily put in-charge to discharge the functions of the Receptionist Cum Asstt. Care Taker.
- vi) 'Students' means a male person of Tripura who has got himself admitted in an institution in Calcutta or its neighbourhood for undergoing a course of study of a maximum period of Three years duration leading to either a Post-graduate Degree/Graduate Degree or Diploma affiliated to a University, Deemed University in West Bengal for which no facility exists in the State of Tripura.
- vii) 'Boarder' means a student who has duly been admitted by the Superintendent to the Calcutta Students Hostel.
- viii) 'Form' means form appended to this Rules.
- ix) 'Students Hostel' shall mean the Students Hostel established by the Government of Tripura in the Salt Lake City, Calcutta hereinafter called Hostel.

3. *Eligibility for admission :*

- 3.1 A student seeking admission to the Hostel must be a citizen of India. An attested copy of citizenship certificate duly attested by a Gazetted Officer need be submitted along with prescribed form.
- 3.2 A student seeking admission to the Hostel must be a permanent resident of Tripura having continuous stay of atleast last 3 years. Copy of certificate of permanent residence as also of continuous stay in Tripura obtained from the S.D.O./D.M. & Collector of Tripura duly attested by a Gazetted Officer should also be submitted along with the prescribed form.
- 3.3 A student whose parent(s) have their own house(s) or have been allotted Government accommodation in Calcutta or its neighbourhood shall not be eligible for admission.
- 3.4 A person who is already working in an establishment under the Government, Semi-Government, Government undertaking, private organisation etc. either in a temporary/permanent capacity and has been drawing a fixed amount per month as salary/wages/allowances/honorarium etc. and also enrolled himself as a student in an Institution in Calcutta or its neighbourhood shall not be eligible for admission into the Hostel.
- 3.5 Subject to fulfilment of other conditions 29 percent, 15 percent and 2 percent seats in the Hostel shall be made available to the students of ST/SC and the Physically handicapped category respectively on priority basis provided applications are received from them and they are found otherwise eligible for admission. In case no such application are received from ST/SC/PH candidates the Selection Committee may consider cases of general category candidates from the panel.

- 3.6 A student who was allowed admission for pursuing a particular course of study and who drops from or becomes unsuccessful in any semester, test, final examination of the University will not be readmitted. However, a student who drops on Medical ground may be allowed readmission at the discretion of the authority for such period as deemed expedient. The students belonging to ST/SC communities will be given one more chance.
- 3.7 A student shall not be allowed readmission to the Hostel for pursuing another course of study after successful completion of the present course for which he got himself admitted initially.
- 3.8 Admission of a student can be cancelled any time and he be evicted from the Hostel in case he is found to be involved in a case of moral turpitude, criminal case, physical assault or gross misbehaviour towards other students of the Hostel or authorities of the Hostel or Tripura Government.
- 3.9 A student who is suffering from any contagious disease will not be allowed admission. A student who gets a contagious disease after being admitted into the Hostel shall also vacate the Hostel forthwith.

4. *Applications for admission :*

- 4.1 Application for admission to the Hostel in Calcutta should be made to the Superintendent Students' Hostel in the prescribed form ((Appendix-I) which can be obtained from the Directorate of Higher Education (General Section-1) or from the Office of the Superintendent, Students' Hostel, Calcutta on written request.
- 4.2 Documents to accompany the application form duly completed :—
 - i) Attested copy of the citizenship certificate.
 - ii) Attested copy of permanent Residence Certificate.
 - iii) Attested copy of continuous residence certificate.
 - iv) Two passport size photographs (recently taken) duly attested
 - v) Certificate of admission from the Head of the Institution where admitted for post-graduate/graduate study.
 - vi) Physically handicapped certificate (where applicable) from the Board of Physically handicapped, G.B. Hospital, Agartala.
 - vii) A certificate from a Regd. Medical Practitioner of Tripura Health Services to the effect that the student is not suffering from any contagious disease.
 - viii) Certificate of SC/ST issued by the competent authority.

A student while submitting application form should see that the above documents are enclosed; incomplete forms are liable to be rejected.

- 4.3 Duly completed application form for admission shall be submitted to the Superintendent of the Hostel who will send a formal acknowledgement of receipt of the form.

5. *Authority empowered to issue admission order :*

- 5.1 Applications for admission shall be scrutinised by the Superintendent. He shall place all the applications before the Selection Committee consisting of the Director of Higher Education or his representative, the Controller of supplies/In charge, Tripura Bhavan, Calcutta; Superintendent, Students Hostel and the Liaison Officer, Tripura Bhavan, Calcutta or to the Selection Committee as may be constituted from time to time by the Government. The Selection Committee will prepare the panel of students seeking admission.
- 5.2 The Superintendent, will issue admission order from time to time from the panel subject to availability of accommodation and suitability of candidature as per other guidelines received from time to time from the Government.
- 5.3 The applicants may also be called for interview. If called for, the applicants shall have to attend interview at their own cost.
- 5.4 Allotment of a seat to a boarder will be made by the Superintendent and a boarder will not claim for a seat of his choice.

6. *Furniture and fixtures :*

- 6.1 Authority of the students' Hostel shall provide a single cot, a chair and a reading table to each student.
- 6.2 A student who has been allowed admission shall bring his own bedding including mattress, mosquito curtain. He shall also bring his own thali, glass, bowl (bati) for every day use. After taking meal he will clean his own utensils and shall keep them under his own care at his own room.
- 6.3 Each room of the Hostel would be provided with a certain number of light and fan points for everyday use. Using of room heater, electric stove etc. in the room shall not be permitted and violation of this Rule will be treated as a breach of students' Hostel discipline. The authority of the Hostel shall provide electric bulb initially in all the rooms. Replacement of the bulbs if any thereafter shall devolve on the occupants of the room.
- 6.4 A student shall not make out any additional electrical point inside the room or any where in the building. The occupants shall also remain responsible for breakage due to mishandling of furniture and equipments provided in the room.

7. *Meals and messing in the Hostel :*

- 7.1 The Mess will be run by a Mess Committee composed of members elected from amongst the boarders themselves. The Mess Committee will be formed on quarterly basis. A boarder elected as a member of the Mess Committee in a particular quarter of the year shall not be eligible to be reelected in the same year for another quarter. The Mess Committee shall elect a Mess Manager every month from amongst the Members of the Mess Committee.

- 7.2 The Manager and the Mess Committee will decide the menu within the mess charges fixed and will look after the quality of food, cleanliness of the kitchen and the dining hall.
- 7.3 The Manager will keep monthly accounts of the Mess. All accounts of the Mess should be presented before the Mess Committee and after approval of the Mess Committee it must be submitted to the Superintendent for adjusting the expenditure against Mess Advance.
- 7.4 The Mess Committee will serve sick diet to a boarder only on the advice of a Medical Officer in case of a genuine illness only.
- 7.5 If a boarder fails to pay his seat rent, light charges, messing charges etc. his name will be removed from the roll of the students' Hostel and seat will be treated as vacant. Such boarder will have to vacate his seat within 7 days of such non-payment.
- 7.6 Every boarder will have to pay an establishment charge fixed by the Mess Committee, even if he remains absent for a month or so.
- 7.7 A student shall have to pay caution deposit of Rs. 200/- at the time of admission. The amount will be kept by the Superintendent in a Bank Account. This amount will be refunded or adjusted on the recommendation of Mess Committee when a boarder leaves the Students' Hostel for good.
8. *Electric Charges, Seat rent etc. :*
- 8.1 A student shall have to pay a monthly seat rent at the rate as would be fixed by the Government from time to time. For the time being a student will have to pay a monthly seat rent of Rs. 25/- which is inclusive of electric charges per month in advance within the first week of every month.
- 8.2 If a boarder desires to leave the Students Hostel any time after admission, he shall have to pay seat and light charges for the remaining months of the session.
9. *Study hours of the Student Home :*
Study hours of the Students Home will be as follows :—
- | | |
|----------------------------|-------------------------|
| Winter months (Nov.—Feb.): | 6-30 A.M. to 9 A.M. |
| | 6-00 P.M. to 10-30 P.M. |
| Summer months (Feb.—Oct.): | 6-00 A.M. to 8-30 A.M. |
| | 6-30 P.M. to 11 P.M. |
- Light off time will be 11-00 P.M.
10. *Recreation of the Students :*
- 10.1 A room of the Students' Hostel shall be earmarked for receiving guests, visitors. The same room will also be utilised as Recreation Room for the Students' Hostel. This will serve as Common Room for the Students.

10.2 This Recreation-cum...-guest Room shall be provided with seating accommodation, equipments for some indoor games, two daily news papers of Calcutta and three dailies from Agartala and also a Radio. The Superintendent will give charge of the equipments of this Room to one of the boarders/staff as may be decided by him.

10.3 The Students' Common Room shall not be kept opened after 10-00 P. M. Radio should not be operated during study hours.

11. *Maintenance of general discipline :*

11.1 Boarders must maintain strict silence at all times.

11.2 All the boarders will have to take meals in the Dinning Hall. No boarder shall take his meal to his living room except during illness.

11.3 No Boarder shall stay away from the Students' Hostel without the previous permission of the Superintendent.

11.4 No boarder shall remain absent from his room during the study hours or at night without the special permission of the Superintendent.

11.5 No boarder or his guests shall indulge in any form of gambling or use of drugs or intoxicants.

11.6 Assault on any Hostel employee and gross misbehaviour with any employee of the Hostel or any fellow boarder will be treated as major misconduct.

11.7 Ragging of any type is prohibited. Ragging of any type committed by any boarder or boarders on others will be considered as a serious offence.

11.8 No boarder shall destroy or cause to be destroyed any property belonging to the Hostel or to his fellow members.

11.9 Any act of violation of above rules of disciplines may lead to expulsion for a fixed period or discharge from the Hostel.

11.10 A written undertaking as per Appendix II will have to be given by each student before his actual admission to the effect that he will abide by all the Rules/Regulations and order made thereunder, any breach of which will invite disciplinary action.

12. *Visitors and Guests :*

... 12.1 The parents, guardians and relative of the boarders may visit the Hostel at any time before 10 P.M. with permission of the Superintendent.

12.2 The friends of the boarders may also visit the Hostel after the University/College hours before 10 P.M. but not during the study.

12.3 No girl or woman shall enter the rooms of the Boarders. Such a visitor shall meet the Superintendent first and shall wait in the Visitors Room where she may be permitted by the Superintendent to meet the Student.

12.4 The visitors, friends, relatives of the boarders shall not enter the rooms of the boarders. They shall wait in the waiting room fixed for the visitors.

12.5 No guest will be allowed to stay in the students Hostel without obtaining prior permission of the Superintendent. In any case the stay must not be for more than 3 days.

13. *Disciplinary Actions :*

13.1 Disciplinary action will be taken against a boarder if he violates any of the Rules or if he furnishes wrong information in his prescribed application form for admission or if his movement is found to be detrimental to the interest of the Students' Hostel.

13.2 Disciplinary action may vary from imposition of fine, expulsion or discharge from the Hostel. The imposition of fine or expulsion or discharge will be determined on the degree of severity of offence/misconduct by the Superintendent and his decision will be final.

13.3 The decision of the Superintendent in all disciplinary matters shall be final.

14. *General :*

14.1 Education Department reserves the right to amend, modify the Rules in the exigencies of public interest as and when necessary.

14.2 On the expiry of the sessions of the course of study a student will cease to be a boarder of the Students Hostel and his seat will be treated as vacant.

14.3 For clarification on any Rule reference may be made to the Directorate of Higher Education, in the Education Department.

By order of the Governor,
A. K. Mangotra
Secretary to the
Government of Tripura.

APPENDIX—I

GOVERNMENT OF TRIPURA
 DIRECTORATE OF HIGHER EDUCATION
 APPLICATION FORM FOR ADMISSION TO
 TRIPURA STUDENTS HOSTEL, CALCUTTA

Pass port photo to be affixed

TO
 The Superintendent,
 Tripura Students' Home,
 Calcutta.

Sir,

I am a permanent resident of Tripura and intend to apply for a seat in the Students Hostel for prosecuting my studies in Calcutta. I beg to furnish below particulars about myself and my family:—

1. Name in full :
 (a) Alias if any :
2. Name of father and his profession : Sri/Late
3. Permanent home address in Tripura : C/O Sri
 Vill/Town :
 Post Office :
 Sub-Division :
 District :
4. Present home address if different from (3) above : C/O Sri
 Vill/Town :
 Post Office :
 Sub-Division :
 District :
5. Date of birth :
6. Name and address of the Institution where admitted with date of admission :

7. Name of the Course, duration of the course, whether leading to Certificate/Diploma/Degree, date of commencement of the Course :
8. Name of the University/Institute to which this course of study is affiliated :
9. Academic qualification : Year of Passing : Percentage of marks : Division obtained :
 - (a) SF/Madhyamik Exam. :
 - (b) BA/BSc/BCom :
 - (c) MA/MSc/MCom :
 - (d) Other if any :
10. Family continuously living in Tripura for Years.
11. Nationality status :
12. Particulars about employment (Full time/Part time) status if any :
13. Status of caste : Scheduled Tribe/Scheduled Caste/General Caste.
14. If Physically Handicapped, the category (Certificate from the Medical Board for the Physically handicapped, Tripura) to be enclosed :
15. Whether family owns a house in Calcutta or its neighbourhood or has been allotted accommodation by the employer :
16. Annual income of parent/guardian who bears the educational expenses of the applicant :
17. Name, occupation and address of the near relation living in Calcutta or its suburb, who will act as local Guardian

I declare that the statement of particulars given above are true and I shall abide by the Rules and Regulations of the Government as enforced and would be enforced from time to time. I further state that I have read carefully the Tripura Students' Admission and Residence (Calcutta Students' Hostel Management) Rules, 1987 before filling up this form.

Yours faithfully,

Date.....

Signature in full.

GOVERNMENT OF TRIPURA
DIRECTORATE OF HIGHER EDUCATION

Appendix II of the Tripura Students Admission and Residence
(Calcutta Students' Hostel Management) Rules, 1987 as
notified vide Notification No. F. 2(541)-DHE/80 dated

UNDERTAKING

(This is to be given by a student upon receipt of order of admission into
Calcutta Students' Hostel)

I Shri.....S/o.....

.....of village.....

Town.....P.O.....

P.S.....Dist.....

State.....hereby declare that

I will abide all the Rules/Regulations and orders made thereunder, any
breach of which will invite disciplinary action.

Signature in full.....

Date.....

Place.....

Witness

The above declarant has signed the undertaking in my presence.

Signature in full.....

Date.....

Place.....