

(c) Hostel Rules & Regulations

- There shall be no ragging in the Hostel. Anybody found indulging in ragging is liable to be expelled from the Hostel as well as from the College.
- Students are required to sign on a register every time they leave the Hostel premises, (except during College hours) to fill in the required details and sign again on return. Strict measures are taken against any boarder found violating this rule.
- No resident is allowed to go home in between the summer and the puja vacations without valid reasons.
- Boarders must report at the Hostel the day before re-opening of the College.
- Boarders are permitted to leave the Hostel the day before the commencement of a vacation.
- Night stay outside the Hostel is generally not permissible. However, a boarder can stay at the local guardian's house (for one night only), after submitting an application written and signed by the local guardian. Any extension of leave in case of sickness or unforeseen circumstances has to be written and duly signed by the local guardian.
- Outstation leave is granted only on the production of a letter from the parents and permission from the Principal.
- Any change in the details of the local guardian must be informed and approved by the College authorities.
- Boarders are required to maintain silence during study hours, the study schedule being 6 am to 9 am; 6 pm to 8.30 pm; 9.30 pm onwards.
- Use of electric appliances such as heaters, immersion rods, irons, stoves etc., are strictly prohibited in the Hostel rooms. If any such forbidden appliances are found in the room they will be confiscated and a fine imposed for the violation of rules.

· Residents are required to keep their rooms tidy, neat and clean, and observe proper methods of disposal of garbage.

· Meal timing must be strictly adhered to by the residents:

· Boarders are not allowed to stay in the Hostel during College hours without a valid reason.

· Parents of a boarder should introduce the local guardian to the Warden of the Hostel.

· A passport size photograph of local guardian is required to be submitted to the Warden during admission.

(d) General Information

· Boarders are required to acquaint themselves with the Hostel Rules and abide strictly by them.

· Students on the Waiting List are advised to regularly check the Hostel notice board. If students do not avail of a seat when it is offered, they will lose their priority in the Waiting List.

· Seats are allotted by the Hostel Committee. No student can change her seat without the knowledge of the Warden and the approval of the Principal.

· Each student must fill up the Resident Information form and submit the same to the Warden within 3 days of admission.

· Allotted seat rent and establishment charges must be deposited by a boarder at the College cash counter through Net Banking/ATM-Debit Card/UPI/ Credit Card. prior to the boarder entering the Hostel. Hostel admission is granted on production of the Hostel seat rent receipt.

· The Hostel provides ceiling fans and lights. Each boarder is allotted a bed, a study table and chair. Boarders are required to bring in their own mattress, pillow, blankets, quilt, bed-linen, towels, curtains, bucket and mug.

· Boarders must also bring their own plate, coffee-mug, glass, cutlery, thermos-flask, torch etc. Hostel property must not be removed from the dining room under any circumstances.

· In case of a medical emergency, a student is taken to the nearest hospital/nursing home, and her local guardian is immediately informed.

· Students who forge parents' / local guardian's signature may be expelled from the Hostel.

· Rooms are subject to surprise checks by the Warden and the Hostel Committee.

· Boarders are advised not to keep valuables and large amount of cash in their rooms. The Hostel authorities will not be responsible for any loss or damage to personal belongings.

· Any damage to hostel property must be replaced by the offender.

· Resident students are expected to help in the smooth and efficient functioning of the Hostel and extend full co-operation to the Warden. There are three monitors, from among the boarders, who are responsible for maintaining order, discipline, and cleanliness in the rooms and corridors, and who also help in organizing extra-curricular activities like Freshers' Social, Saraswati Puja, etc. The monitors are selected from the third year students either by the boarders or by the Warden. The office of the monitor is for one academic session.

· The management of the Hostel mess is generally undertaken by a group of students from among the boarders. Selection of the group is at the discretion of the Warden.

· The Hostel provides both day and night watchmen.

(e) Mess Rules

The management of the Hostel Mess is generally undertaken by a group of students from among the boarders.

- The Mess Secretary, Manager and Student Representatives will be appointed by the Warden in consultation with the boarders.
- Every student residing in the hostel must join the mess attached and take the meal in the allocated space for the mess.
- Students have to pay the requisite mess fees in the hostel. Exemption of mess fee on any ground is not allowed.
- Every boarder shall have to pay the monthly mess dues on or before the 15th of every month, failing which a fine of Rs 10 will be charged for each day. Full mess dues must be paid every month which will be kept by the Warden. No reduction will be granted for absence from the hostel.
- Guest charge (to be paid in advance) is Rs 100 per day per person.
- No student is allowed to take meal or utensils to the room. Only under special circumstances such as illness with the permission by the Warden, the student may be allowed to take her food in her room.
- Individual cooking is not permitted. They are not allowed to cook anything in their rooms.
- There will be fixed slot for breakfast, lunch and dinner as notified in the hostel mess. No student can force mess staff or hostel management committee for food after the allotted time slot. Any extension in timing is permissible with prior approval of the Warden. No wastage of food will be accepted.
- Meal timings must be strictly adhered to by the residents:

Morning Tea	: 5:30 am
Morning Meal	: 8:00 am to 8:30 am
Afternoon Snacks	: 3:30 pm
Evening Tea	: 5:45 pm
Dinner	: 8:00 pm to 8:30 pm

(f) Hostel fees and other dues

- The fees for new admission to the Hostel for session 2019-2020 is Rs. 16,000/- only to be paid at the time of college admission. This fee is for a period of one year.
- After the allotment of a seat, each boarder on occupying the hostel seat shall have to pay one time sum of Rs. 2000 as charges for festivals and other occasions.
- Every boarder shall have to pay monthly mess dues on or before the 15th of every month, failing which a fine of Rs. 10 will be charged for each day. Full mess dues must be paid every month. No reduction will be granted for absence from the Hostel.
- Guest charge (to be paid in advance) is Rs. 100 per day per person.

(g) Visitors and Guests

1. Visiting days of the Hostel are as follows:

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| Wednesday | - | 3 pm to 5 pm |
| Sunday | - | 9 am to 12 noon; 3 pm to 5 pm |

In normal circumstances, no visitors are allowed other than on these days.

2. Female visitors may visit the boarders in their rooms with the permission of the Warden. Male visitors can meet a resident only in the Visitors' Room.
3. No visitors, including day scholars, are allowed to enter the Hostel, except with the permission of the Warden.
4. Boarders must be properly attired when receiving visitors. Meeting visitors and coming to the dining hall in night clothes is strictly prohibited.
5. Student-guests are allowed to stay in the Hostel with the prior permission of the Warden for a maximum period of 2 days. Extension of stay is determined by the Warden. The number of guests allowed for a boarder is at the discretion of the Warden.