



# Summary of Hostel Rule Book 2023-24

Effective August 1, 2023

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398 Ramkrishnapur Road, Barasat, Kolkata 700125, West Bengal, India

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1. Boarders may be shifted to other rooms/floor/blocks/building at the discretion of the competent authority.
2. Boarders are required to take due care of their Canteen coupons. Canteen coupons **once issued** for the month will **not be re-issued** under any circumstance.
3. **Boarders are not allowed to remain in the hostel on working days during class hour. However, if a boarder is genuinely sick, or does not have any class, he/she is allowed to stay in the hostel. A minimum of 75% attendance in class is mandatory for the Boarders.**
4. Guardians/relatives may visit the hostel between 07:30 hours to 19:30 hours to meet their ward staying at the Hostel. The lobby of the hostel can only be used for meeting purposes. However, in case of emergency, guardians/relatives may be allowed to visit the border with the prior written permission of the Hostel Administrator /Principal.
5. **Guardians/relatives are not allowed to visit the rooms unless prior permission has been obtained.**
6. Boarders must maintain respectful behaviour toward Hostel and Office Staff and refrain from ethically unacceptable behaviour.
7. **All boarders shall take meals in the dining hall of the Canteen. The boarders are not allowed to carry ready food items to the room in the Hostel.**
8. Meals will be served in the Canteen block during specified times as maybe notified from time to time.
9. Cooked food items made outside, if ordered will not be allowed inside the hostel.
10. Boarders must remain in their room from 7:50 pm to 8:50 pm when attendance checking will be carried out.
11. **"Silence hours"** will be observed from **11:00 pm to 6:00 am** the next morning. During the silence hours, the boarders are to maintain due diligence as also silence in the rooms and on the hostel premises. Hence, an assemblage of students in the rooms/lobby area/other common areas must be avoided during this time. Boarders,



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who desire to study after 11:00 pm should do so without disturbing his/her/roommates. **Hence, switching off the common lights of the room and using of personal table lamp for study are recommended at such hours.**

12. **Boarders may go out of the hostel after class hours in the afternoon on weekdays only once after signing "In-out" Register available at the Campus Gate mentioning the time therein. However, the boarders must come back to the hostel before 8:00 pm and on return they must sign again in the "Time In-out" Register mentioning time of early therein.**
13. Boarders should **switch off** lamps/fans of their rooms when these are **not** required. It is obligatory on the part of the boarder to ensure that such facilities are not misused.
14. Boarders are required to keep valuables under lock and key. They are advised not to keep excess cash with them. Under no circumstances, the University will be made responsible for theft/loss of valuable items of the boarders which might have occurred due to their own negligence.
15. **Forging of any documents or signature of the Guardians, if detected, would be considered as a criminal offense resulting in Suspension of the Boarder.**
16. Use of personal fan in the hostel room is not permissible. The electrical plug point in the room may be used only for (1) mobile charging, (2) lighting table lamp during silence hours and (3) personal computers/laptop (for academic purposes only).
17. Boarders are required to maintain calm & quiet environment in and around their rooms; use of loud music system, dancing/playing on floors, creating noise of any type are forbidden.
18. **Smoking, consumption of alcohol/drugs/tobacco products in the hostel room/building is strictly prohibited.**
19. **Boarders and their bags/luggage/almirah, etc. may be subjected to search anytime (including silence hours) at the discretion of the Hostel Administration.**



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20. It is mandatory for all Boarders to leave hostel at the time of Puja vacation. However, in the event of semester break if the Boarder wishes to stay back at the Hostel due to his/her special class or any other reason whatsoever, special permission needs to be obtained from the Departmental Head of the Department adducing documents which may vary case wise. For permanent hostel leaving the boarders has to coordinate with the concerned hostel warden / superintendent for completion of the procedure.
21. Boarders who wish to leave the hostel for the day and stay out overnight must obtain permission from the hostel warden / superintendent of the relevant department by filling out a hostel leave form thereby stating a valid reason for their absence.
22. If a boarder needs to leave the hostel during class hours for any reason, they must obtain special permission from the concerned HOD, providing a valid reason for their absence.

I undertake to abide by the above rules

\_\_\_\_\_  
Guardian Signature

Date: -

Phone No.

\_\_\_\_\_  
Student Signature

Date: -

Code No

Phone No.