

**Rules & Regulations for Hostel Admission**

1. Applicants have to put their choice for hostel at the time of form fill up for admission to a subject/course.
2. Selection of students (who have opted for hostel) will be made strictly as per merit basis.
3. Seats are reserved for honours subject mainly; however few seats will be allotted for Programme course students from this year.
4. College authority will upload the names of the selected students in college website from time to time. Students are requested to follow the college website regularly after taking admission.
5. Students must pay the hostel admission fees (Rs. 12500/-) only through online mode within the stipulated time period. In case of non-payment of hostel fee in due time, seats will be offered to subsequent willing candidates.
6. Students should submit the duly filled in hostel admission form (available in the college website) and a photocopy of the hostel admission receipt to the college office at the time of taking allotment of seat.
7. Students shall abide by the Rules and Regulation of the College hostel.
8. Students should read the rules and regulations before signing the application for admission.

**Rules and Regulations to be followed by Hostel Boarders**

1. 75% attendance in classes is compulsory. If a student fails to acquire said attendance in a semester, she will not be allowed to stay in the hostel from the next semester.
2. Each student must pay a sum of Rs. 12000/- (consolidated) in each academic session (i.e., 2019-20, 2020-21 etc.) as establishment charge. In addition, an admission fees of Rs. 400/ and medical fees of Rs. 100/ has to be paid by each student for admission in hostel.
3. Monthly messing charge (for lunch, tiffin & dinner), to be decided at the meeting of Hostel Committee, will have to be borne by each boarder. At present, messing charge is Rs. 1000/ month.
4. Each boarder will have to pay the establishment fees and other fees, if any, within 31<sup>st</sup> July of each academic year, failing which the boarders will be charged Rs. 500/month as fine.
5. No concession shall be allowed for hostel accommodation under any circumstances.
6. Refund Rule for cancellation of Hostel seat :

Period of Stay in the Hostel	Refund Amount
Less than 3 months	75% of establishment charge
Less than 6 months	50% of establishment charge
More than 6 months	0% of establishment charge

However, a processing charge of Rs. 500/- will be levied for cancellation of hostel admission.

## **Behaviour and Discipline in the Hostel**

1. Hostel boarders are expected to express acceptable form of behaviour and maintain desirable discipline and decorum everywhere in the hostel campus.
2. Ragging in any form is considered as a punishable offence. Hostel residents should abstain from committing ragging (in any form). All such offences shown to any student will be considered as punishable offence. Ragging in any form is strictly prohibited. If someone is found guilty, disciplinary action will be taken against her.
3. Possession, distribution or consumption of alcoholic beverages, prohibited drugs, any form of narcotics, chewable tobacco, gambling in the hostel is strictly prohibited. Smoking is also strictly prohibited in the hostel campus. Non-compliance shall lead to strict disciplinary action and legal authorities shall be informed in case of violations of rules and regulations.
4. Students should inform the hostel authority before leaving the hostel premises. They must maintain the register of attendance.
5. Students should enter and leave the hostel buildings only through the designated paths in the hostel.
6. Every care should be taken to maintain the hostel rooms and premises neat and clean. Decent dress code is to be maintained in the hostel premises.
7. Any kind of celebration in the hostel should last by 9.30 p.m.
8. Attending the prayer in the evening is compulsory for every boarder.
9. Boarders of the allotted rooms shall be responsible for maintenance and upkeep of their respective rooms including furniture.
10. Students should enter and leave the hostel buildings only through the designated paths in the hostel.
11. In case of illness or accident the students should report immediately to the hostel authorities.
12. Use of heavy electrical gadgets (i.e., water heater, iron box, induction plate etc.) in the living rooms is strictly prohibited.
13. Students are not allowed to take common room's newspapers/magazines to their rooms at any time.
14. Boarders during their stay in the hostel will be strictly governed by the hostel and Mess rules and regulations.
15. No student is allowed to change the room allotted to them without prior permission of the hostel authorities.
16. Vandalism is a serious offence and anyone found guilty of committing such acts will be expelled from the hostel.
17. Any form of unacceptable behaviour by any roommate to others will be considered as an offence.
18. Misconduct with the other boarders/ security personnel/ hostel staff etc. shall be considered equivalent to vandalism.
19. No guest will be allowed inside the hostel campus without the permission of hostel authorities.
20. Boarders are solely responsible for all kinds of personal and valuable belongings.

NOTE: Students violating the above said rules and regulations shall be under the purview of the disciplinary actions which may also include heavy fine and even expulsion from the hostel.

BERHAMPORE GIRLS' COLLEGE

HOSTEL ADMISSION FORM

Name of the Candidate:.....

Course of Study:..... Enrolment No.....

UG/PG: Year: 1<sup>st</sup> Sem/ 2<sup>nd</sup> Sem/ 3<sup>rd</sup> Sem/ 4<sup>th</sup> Sem/ 5<sup>th</sup> Sem/ 6<sup>th</sup> Sem

Mob. No..... E mail: .....

Father's Name.....Mob. No.....

Mother's Name.....Mob. No.....

Name of the local Guardian..... Mob. No.....

Religion.....Caste: Gen/SC/ST/OBC-A/OBC-B.....

Whether physically challenged Yes/No.....

Permanent address:

Area/Village.....

P.O.....P.S.....

Dist.....State.....PIN.....

Full address of Local Guardian:

Area/Village.....

P.O.....P.S.....

Dist.....State.....PIN.....

I shall follow the Rules and Regulations of the college hostel.

.....  
Signature of Hostel Boarder

I do hereby declare that my ward will strictly follow the Rules and Regulations of the college hostel. I also declare that I have full faith on the decisions of the college authority in every respect.

.....  
Signature of Guardian

**For Office Use:**

Name of the Hostel Allotted: \_\_\_\_\_

Admission Fee	Rs.100.00
Medical Fee	Rs. 400.00
Establishment Charge	Rs.12,000.00
Total Amount Received	Rs. 12,500.00

Payment Reference No.....

Date of Admission:\_\_\_\_\_

Seal & Signature of Official