

## Berhampore Girls' College

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

1. Students should read the rules and regulations before signing the application for admission.
2. 75% attendance in classes is compulsory. If a student fails to ensure the said attendance in a semester, she will not be allowed to stay in the hostel from the next semester.
3. 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 at the time of admission in hostel.
4. No concession shall be allowed for hostel accommodation under any circumstances.
5. Monthly messing charge (for lunch, tiffin & dinner), to be decided at the meeting of Hostel Committee, will be paid by each boarder. At present, messing charge is Rs. 1000/ month.
6. 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.
7. Refund Rule for cancellation of Hostel seat :

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

### Behaviour and Discipline in the Hostel

1. Hostel residents 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. However, hostel residents should abstain from committing ragging. 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 of violations.
4. 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.
5. Any kind of celebration in the hostel should last by 9.30 p.m . Attending the prayer in the evening is compulsory for every boarder.
6. Students of the allotted rooms shall be responsible for maintenance and upkeep of their respective rooms including furniture.
7. Students should enter and leave the hostel buildings only through the designated paths in the hostel.

8. In case of illness or accident the students should report immediately to the hostel authorities.
9. Use of heavy electrical gadgets (i.e., water heater, iron box, induction plate etc.) in the living rooms is strictly prohibited.
10. Students are not allowed to take common room's newspapers/magazines to their rooms at any time.
11. Boarders during their stay in the hostel will be strictly governed by the hostel and Mess rules and regulations.
12. No student is allowed to change the room allotted to them without prior permission of the hostel authorities.
13. Vandalism is a serious offence and anyone found guilty of committing such acts will be expelled from the hostel.
14. Any form of unacceptable behaviour by any roommate to others will be considered as an offence.
15. Misbehave with the security personnel and other hostel staff members will be considered equivalent to vandalism.
16. No guest will be allowed inside the hostel campus without the permission of hostel authorities.
17. Hostel residents 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.

**Admission form given below.**

BERHAMPORE GIRLS' COLLEGE

HOSTEL ADMISSION FORM

Name of the Candidate:.....

Course of Study:..... Enrollment No.....

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.....

For Office Use:

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

Admission Fee	
Medical Fee	
Establishment Charge	
Total Amount Received	

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

Signature of Official