



KAZI NAZRUL UNIVERSITY

ASANSOL, PASCHIM BARDHAMAN, WEST BENGAL

Rules for University Girls' Hostel

1. Norms/Guidelines for Selection of Boarders for Admission:

- A boarder must be a regular bonafide student of the main campus of Kazi Nazrul University.
- The hostel will be allotted on the basis of the distance and income of the family of the students.
- Generally 30 Kilometres is the minimum distance from the residential address to Kazi Nazrul University that is required. The distance will be authenticated by **VOTER IDENTITY CARD (EPIC)/AADHAR/PASSPORT/RESIDENTIAL CERTIFICATE** issued by Gazetted officer/ Employer/the respective competent authorities from the executive of the areas as prescribed by the University in this regard. **The calculation of distance will be as per Google Map.**
- Income certificate from the employer (with official seal) for the employed person and for others from the **Gazetted Officer/Borough Chairman/Municipality Chairman/ Panchayat Samiti Sabhapati/ B.D.O/ S.D.O. and other similar concerned competent higher official** is to be submitted. Submission of attested copy of Income-Tax Return may also be accepted as proof of Income.
- For any dispute relating to allotment of the hostel the adjudicating authority is the Vice Chancellor of the University.**

2. Admission:

- Application must be submitted online by the student for hostel admission after getting admission in any P.G./Integrated M.Sc./Diploma/Certificate/M.Phil/ Ph.D course.
- Admission to the hostel will be made on the recommendation of the Committee constituted for this purpose by the University.
- Admission in hostel is for the whole course in which the students are admitted. On the completion of the course a student shall cease to be a boarder of the hostel in which he resided. The Last semester examinee-boarders may be permitted to stay till the end of their examinations on payment of usual charges.

- The boarders on admission will have to pay the following charges (subject to revision from time to time).

Caution Deposit: Rs 500/- (Refundable)¹.

Seat Rent: Rs 500/- per month

Total: Rs 1000/- (Rupees One Thousand) only.

- The boarders will have to pay **Rs 500/-** (Rupees Five Hundred) only within the first week of the month concerned for each subsequent month until the end of the boardership tenure.
- The allotment of rooms, seats and directions as to the use of lavatory, bathing places, etc. will be entirely at the discretion of the Hostel Superintendent of the hostel.

¹Refundable to the boarders at the end of the boardership tenure subject to the fulfilment of the conditions as laid down in the Rules for University Boys' Hostel. Caution deposit will not be refunded if any disciplinary action taken against any boarder or any charge of damaging hostel property imposed on any boarder.

- (g) Every examinee-boarder is to clear in advance the monthly charges payable to the University up to the date of the completion of his respective examination.
- (h) Boarders, who fail to pay their dues within the prescribed time limit, will have to pay a delay fine of 5% of the amount payable. (subject to revision from time to time). Those boarders who fail to take re-admission for the current session or are refused readmission due to disciplinary action have to leave the hostel immediately and their names will be removed from the register of the hostel.

3. Time Schedule

- (a) The gate/s of the Girls' Hostel shall be locked at 8.00p.m/8:15p.m (winter/summer respectively) and shall be opened at 6.00a.m./7.00 a.m. (winter/summer respectively) and no boarder shall be allowed to leave the hostel during lock-in period mentioned above without prior permission of the Hostel Superintendent.
- (b) No boarder of the hostel will be absent from the hostel without the written permission of the Hostel Superintendent. Residents willing to visit friends, relatives allowed by the parents, even on holidays, shall obtain the written permission of the Hostel Superintendent. If this rule is not observed by the hosteller, the consequences and responsibility shall entirely be shouldered by the hosteller/parents.
- (c) Boarders wishing to stay away from the hostel after 8.00p.m/8:15p.m (winter/summer respectively) shall obtain prior permission from the Hostel Superintendent and shall sign a register kept in the hostel office noting the date and time of departure and of arrival back, which should not exceed the time mentioned in the permit.
- (d) The boarder who wants to go home for any reason should obtain permission from the Hostel Superintendent to leave the hostel, failing which the entire responsibility will be of the student concerned and of the parent.
- (e) Permission to visit parent's home/local guardian/relations will be granted once in a month on a Sunday/holiday only. Hostel pass will be issued for this purpose by the Hostel Superintendent. Any boarder found absent from the hostel without permission of the concerned authority shall be liable to fine and other disciplinary actions.
- (f) Boarders should sign daily in the attendance register kept in the guard's office in the evening between 7-00 p.m. to 8.00 p.m. in the winter & 8.00 p.m. to 9.00 p.m. in the summer.
- (g) No hostel employee can be disciplined by any boarder nor any employee be sent on errands without the permission of the Hostel Superintendent. Complaint if any against them should be made to the Hostel Superintendent whenever necessary.
- (h) Any illness must be reported to the Hostel Superintendent/Warden by the student or his/her friends concerned at once.

4. Clearance Certificate:

Examinee-boarders must produce clearance certificates from the hostel superintendents in respect of payment of monthly charges at the time of submitting fees and also before admit cards for the examination are issued. List of selected boarders shall be sent to the respective departments.

5. Strict Prohibition:

- (a) **No Ragging in any form will be allowed. Use of Alcohol and any other chemical is strictly prohibited.**
- (b) **Male visitors shall not be allowed in the boarders' room of girls' hostel, but can meet in the visitor's place of the hostel.**

6. Food:

At present foods are to be managed by the boarders until the University Authority manages to provide basic arrangement for cooking and other allied matters. The messing system will be introduced by the hostel committee when the University will be in a position to arrange cooking facilities.

7. Discipline:

- (a) The relationship of the boarder with the persons who will visit the Girls Hostel should be specifically mentioned. The Hostel Superintendent will have the sole right to grant or refuse permission to any visitor. Student/parents must provide full address, telephone number of the relatives whom the hosteller can visit with the permission of the concerned authority
- (b) Boarders are to wear proper attire.
- (c) If any boarder intends to retain her guest (female only) at night in Girls' hostel then a prior written application must be submitted to the Superintendent with mentioning properly the reason(s) of night stay at hostel and it is subject to the approval of competent authority.
- (d) No male person will be permitted in any boarder's room of the Girls' Hostel with any excuse including Holi, Diwali, Birthday Celebrations or any kind of occasion.

8. Expulsion:

Violation of any rule mentioned in this 'Rules for University Girls' Hostel' or any such activities which are illicit and not justifiable will end in the expulsion of the concerned boarder.

9. Collective Worship:

Every boarder can practise religious prayers according to her belief and faith and without disrespect to others' sentiment in this regard.

10. Cultural Programme:

The University always encourages cultural programmes organized by the boarders such as Fresher's Welcome, Farewell Ceremony, Annual Cultural Programme, Rabindra-Nazrul Jayanti, etc., but this can be done without hampering the study of the Boarders.

11. If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.

All the students and parents/guardians of the students are advised to go through the hostel rules carefully before applying for a seat to be allotted in the hostel. The above mentioned hostel rules are to be followed very strictly by the students. Violation of the rules mentioned in the Rule Book for Girls' Hostel will lead to appropriate disciplinary action by the concerned committee constituted by the University.
