



## UGC Women's Hostel and SC/ST Women's Hostel

**No. of Seats : 45 ( Three seats for each Honours subject)**

### **Fees Details:**

cooking service & maintenance:- 1000/- pm

Seat Rent - 200/- pm

Fooding- 800/- pm

Total 2000/ per month (Payable only when hostel will open and function normally after pandemic situation)

## Process for Admission

Female students willing to opt for Hostel facility will have to chose Hostel after Admission and submit online hostel form,mentioning the monthly income,caste&distance(in km\$)of the college from his/her residence.

For SC/ST Girl's Hostel SC / ST students will be given preference and if seats are vacant then seats for General candidates will be allotted. are vacant list for Hostel will be published in the website so that students can take admission to the hostel in online mode.

## UGC Women's Hostel and SC/ST Women's Hostel Rules

1. The Hostel is for SC/ST Girls' students. If any seat remains vacant others will get chance.
2. They will have to maintain simple standard of living in the hostel and must be regular and punctual in all matters.
3. It will be treated as serious offence if a boarder is found absent in the classes but present the Hostel unless she is physically unfit of specially permitted by the Hostel super.
4. Boarders must be present on the closing and re-opening days of the Hostel and the College after any vacation or holiday. They must be present at all the functions of the college.
5. Boarders must be regular in the payment of hostel dues. The name of the defaulter will be struck off from the third month of default.
6. Boarders of Part - I, Part — II & Part — III classes will be treated as regular boarders till the completion of their University Examination in Part — III.
7. The students must abide by the rules and regulations of the college. They must be respectful to the superiors and affectionate to the juniors. College authority has the right to modify any rule of rules if situation demands.



8. A boarder shall accompany her guardian when she comes here or leaves the campus.
9. Boarders will have to pay messing charge for all the months and no concession of messing will be allowed when the college is going on.

New boarders will have to pay messing charge from the month when their classes begin. Messing charge will not be exempted in case of examination. Boarders if they leave hostel after Test Examination, but want to come at the time of exams, will have to pay charges till the last day of staying in the hostel.

10. Boarders shall not ordinarily keep any guest in the Hostel. In exceptional circumstances the superintendent may allow a boarder to keep a guest for a day only on payment of usual Guest charge of Rs. 20.00 per day.
11. Boarder may go home after the Test Examination or stay in the hostel upto the 'period when the college is open with prior permission of the superintendent.
12. Hostel will remain closed during Puja Vacation. The final examinees may come back to the hostel 7 days before the commencement of the University Examination.
13. Boarders are to pay seat Rent and Light Charges and Establishment charge for the whole year at the time of admission.
14. Hostel boarders found to participate in undemocratic demonstrations will be expelled from the Hostel. Caution money (hostel and college) of boarders causing damage to college properly will be forfeited.
15. As the session of the hostel ends in June each year, the outgoing students who are required to stay in the hostel after the expiry of the session will be treated as boarders and they may be allowed to stay in the hostel on usual payment of Guest Charge.
16. A Boarder before leaving the hostel in the middle of the session, shall take necessary clearance from the college office.
17. The authority of the college reserve the right to modify any rules from time to time.
18. It will be treated as serious offence if a boarder is found absent in the classes while present in the hostel unless she is physically unfit or specially permitted by the superintendent of the hostel.
19. Boarders once get admission, will have to pay 12 months messing charge in a year. No refund will be done.

## HOSTEL DISCIPLINE

1. All letters to the boarders shall pass through the superintendent, who may at her discretion read the contents of the letter.
2. Boarder's presence will be recorded in the evening Assembly. The boarders must be present to respond to the call.



3. No boarder will be allowed to go outside the hostel compound alone. They will be permitted to go home or to the local guardian's residence only once a month with the *guardian local guardian*, with a permission letter and the visitors card of the guardian. No boarder will stay to local guardian residence for more than 24 hours.
4. Boarders will have to state clearly the places where they are going, in the leave Register at the time of departure and have it signed by the proper authority. The Boarders will also sign the Register after their return. If any boarder fails to record correctly and timely, the date and time of her departure and arrival, on more than three occasions, it will be considered as a breach of hostel discipline and it will not be possible for the hostel authority to keep that boarder in the hostel.
5. Boarders will have to inform the matron at the time of leaving the hostel and after returning to the hostel. They will also have to obtain' *the Gate Pass* from the Hostel superintendent and hand it over the Get Keeper at the main gate. In absence of superintendent, Assistant Superintendent will issue gate pass.
6. No boarder will be allowed to remain outside the hostel after 6.00 p.m. They may leave the hostel on Saturday after college hours and on Sunday between 7.00 a.m. and 11.00 a.m. and between 2.00 p.m. and 6.00 p.m. But they must return before college hours on Monday or before 6.30 p.m. on Sunday.
7. Boarder must be present on the closing and the opening day. No boarder will remain absent from the class except illness and without the permission of the Superintendent. If any boarder be absent before and after any vacation she will have to pay a fine of Rs. 1/- per day for the days of absence.
8. No leave will be granted to the boarders during college hours, except under very special circumstances. Leave from the college, when the college is going on must be taken from the Principal.
9. Permission for leave of absence except sick leave must be taken before hand. Boarders may be granted leave for 3 days on special ground of social and religious function at home. But she will have to pay fine of Rs. 1/- for the days of absence.
10. Boarders will not be allowed to go home with visitors during college hours except under very special circumstance.
11. Boarders shall take their meals in the during hall. No special dish will be supplied for anybody, except a patient.
12. Boarders will in no case employ of the hostel for personal purpose.
13. No meeting shall be held within the hostel premises without the previous permission of the superintendent in written.



14. Boarders must bring own glass, cup, plates etc. and they must not remove any utensil from the kitchen.
15. Each boarder must bring with her bedding, torch, table cloth, bucket & mug. They must not remove the buckets and mugs from the bathroom & latrines.
16. No furniture shall be removed from one place to another without the permission of the superintendent.
17. There shall be one Food committee. They will be responsible for the discipline in the Dining Hall. Boarders may have to serve their meals by rotation.
18. Grumbling in the Dining Hall is strictly prohibited. The Boarders must not enter into the kitchen and will not cook any food without the permission of the matron.
19. All matters relating to internal discipline will be decided by the Superintendent in consultation with the Principal of the college.
20. Married Students will not be allowed to stay in the Hostel. Any Boarder who got married during her stay in the hostel will have to leave hostel.
21. Boarders who stay in the hostel but deliberately do not attend classes will be strictly dealt with.
22. Written permission from the Principal will be required if any Boarder wants to go home twice within 30 days.
23. Any problem of the boarders must be reported the Superintendent & the Principal accordingly as the case may be.
24. Irregular boarder in 1<sup>st</sup> year & 2<sup>nd</sup> Year Hons. classes will not be allowed seats in Hostel in their next higher classes.
25. In absence of local guardian any teacher or non-teaching staff (Full Time) of the college may be requested to take the responsibility of a local guardian.
26. There is no refund of fees, in case of cancellation of admission in Hostel.

### **HOSTEL WATER & ELECTRICAL INSTALLATION**

1. Boarder must use the bathrooms in the right way.  
The wasters are to be preserved in the baskets.
2. Water must not be wasted in any way.
3. All lights & Fans must be switched off when the occupants leave the rooms. Electric lights will be allowed up to 10.30 p.m.
4. If a room is found vacant from outside with light and fan on a fine of Rs. 5.00 on each occasion will be imposed on the occupants of the rooms.



5. **Bulbs, holders, switches etc, must not be changed by the boarders, Violation Of this Rule will make the boarders liable to a fine of Rs. 50.00**
6. **Any damage to the electric fittings in the rooms, passages, hall etc. must at once be reported to the superintendent, who will take necessary measures to repair the damage.**

## **HOSTEL VISITORS & VISITING HOURS**

1. **None will be allowed to meet the boarders except those, whose names have been included in the visitor's list. In emergent cases the Superintendent may give a special permission even to those who are not recognized as visitors on production of a letter of permission from the guardian.**
2. **The visiting hours are:**

<b>Saturday</b>	<b>From 4 p.m. to 6 p.m.</b>
<b>Sunday</b>	<b>Morning 7 a.m. to 11 a.m.</b>
<b>Evening</b>	<b>2 p.m. to 6 p.m. (Summer)</b>
	<b>2 p.m. to 5 p.m. (Winter)</b>
3. **Except under exceptional circumstances, no boarder will be permitted to meet the visitor outside the visiting hours. No boarder will be allowed to see the visitors of other boarders. Visitors will put their names: address and the purpose of visit in the Register are allowed to meet the boarders. Visitors shall not enter into the rooms of boarders.**
4. **The duration of a visit shall in no case be more than half an hours. Visitor's will meet the boarders in the visitor's Room. These rules are subject to alteration and modification by the authorities from time to time.**
5. **The authority may impose any new rules at any time for discipline, decorum & decency.**
6. **Legal visitors must affix their passport size photo on the card.**
7. **A boarder must accompany her Guardian when the comes to or leaves the campus.**
8. **Superintendent, Matron may visit boarder's room at any time.**





## HEALTH MATTERS OF BOARDERS

The guardian should give a written statement to the superintendent whether his/her respective ward has any chronic disease or not. Any boarder suffering from any disease must report to the superintendent.

From 5.15 p.m. to 5.40 p.m. all boarders must go to the play ground for Physical exercise.

## DAILY PROGRAMME FOR THE BOARDERS

<b>5.00 a.m.</b>	<b>Rising bell</b>
<b>5.00 a.m. to 5.30 a.m.</b>	<b>Personal Time</b>
<b>5.30 a.m. to 6.00 a.m.</b>	<b>Tea</b>
<b>6.00 a.m. to 9.00 a.m.</b>	<b>Study hours and bath</b>
<b>9.00 a.m. to 10.00 a.m.</b>	<b>Lunch</b>
<b>10.15 a.m. to 5.00 p.m.</b>	<b>College hour</b>
<b>5.00 p.m. to 5.15 p.m.</b>	<b>Tea</b>
<b>5.15 p.m. to 5.45 p.m.</b>	<b>Exercise &amp; Games</b>
<b>6.00 p.m. to 6.30 p.m.</b>	<b>Evening Assembly</b>
<b>6.30 p.m. to 9.00 p.m.</b>	<b>Study hours</b>
<b>9.00 p.m. to 9.40 p.m.</b>	<b>Meal</b>
<b>9.45 p.m. to 11.00 p.m.</b>	<b>Study Hours</b>
<b>11.00 p.m.</b>	<b>Light off</b>



# DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA

P.O.-CHAKSHYAMPUR ★ DIST.- PASCHIM MEDINIPUR ★ PIN - 721124  
WEST BENGAL ★ INDIA

## APPLICATION FORM FOR GIRLS' HOSTEL

SESSION - 20.....- 20.....

<b>Admit in Hostel</b>			<table border="1"> <tr> <td>Gen</td> <td>SC</td> <td>ST</td> <td>PH</td> <td>OBC-A</td> <td>OBC-B</td> </tr> </table>						Gen	SC	ST	PH	OBC-A	OBC-B
Gen	SC	ST	PH	OBC-A	OBC-B									
Subject.....	<input type="text"/>		Hons.....			Affix Self Attested Passport Size Photograph								
Id. No.....			Gen.....											
Signature of Cashier	Signature of Hostel Superintendent	Principal												
Date.....														

1.	Surname	Name	Father / Husband's Name
Name of the Student			
Father's Name			
Mother's name			

2. **Fathers :-**
  - a) Occupation : .....
  - b) Monthly income : .....
3.
  - a) Address for Communication & Mob. No. : .....
  - b) Present Address : .....
4. Name of the Local guardian : .....
- (Bachelors are not to be recognized as Local Guardians) : .....
- a) Occupation : .....
  - b) Relationship with the Applicant : .....
  - c) Address with Mob. No. : .....
5. Whether she is married or unmarried : .....
6. Religion and caste : .....
7. Cast Certificate (To be attach) : .....
8. Last mark sheet (To be attach) : .....

## DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA

Received application from Smt..... GEN/SC/ST/PH  
For admission into Hostel..... with..... Honours / General  
For the session 20..... - 20.....

Should be filled by the student positively

Signature with seal.





9. Name of visitors and their relationship with the applicant (Not more than two) i) .....  
 ii).....
10. Willing to join N.C.C. or N.S.S. : .....
11. Please state if the candidate has chronic disease : .....

12. **Student's Declaration :**

I Solemnly declare that I shall abide by the rules, regulations and discipline of the College Hostel and outside the campus failing with I may be liable for action by the Management.

Date :

*Signature of the Candidate*

13. Declaration of guardian if her ward has any chronic disease.

14. **Guardian's Declaration :**

The statements made herein are all true to the best of our knowledge. I am aware of the rules and regulations of the College and I am satisfied that all they are good and necessary for the better education of my ward.

I shall co-operate with the authorities in every respect to enable them to educate myward according to these or such a other rules and regulations, as may be framed from time to time. I shall be fully responsible for the regular payment of the monthly fees and other charges of my ward. In all matters of dispute, the decision of the (College) authorities will be final.

Date :

*Signature of the Father / Mother / Guardian*

Date :

*Signature of the local Guardian*

N.B.: When father is not alive the following persons will be the Guardian. (1) Mother or in the absence of both one of the following relations in the order stated. viz. grand-father, grand-mother, or elder brother, elder sister etc.











