



## PG GIRLS' HOSTEL Diamond Harbour Women's University

### Rules & Regulations

#### **I. About the PG Girls' Hostel, (hereafter referred to as Hostel) Diamond Harbour Women's University, (hereafter referred to as DHWU).**

- i. The Hostel has been established to provide accommodation for DHWU students.
- ii. Rooms will be allotted to students on **twin sharing** basis. The hostel provides a bed, a mattress, a study table, a chair and a wardrobe for each student.
- iii. The hostel has a clean and hygienic environment, electricity and water supply, pure drinking water, a spacious dining room, washrooms and toilets, a sick room.
- iv. The hostel has tight security measures. There will be security personnel – two male (outside the building) and two female (inside the building) – to ensure the safety of all inmates.
- v. Aid will be provided during medical emergencies.

#### **II. Hostel Management**

- i. The Registrar
- ii. The Dean of Students' Welfare
- iii. Panel of Faculty Members in the PG Girls' Hostel Committee

### III. Eligibility for Admission to the Hostel

- i. The applicant should be a **bona fide student** of DHWU.
- ii. Any student, whose name has been removed from the Inventories of the DHWU, will automatically cease to be an inmate of the Hostel.
- iii. Accommodation will not be provided to any research scholar whose registration gets cancelled.

### IV. Documents to be submitted.

Completed Hostel Application Form along with photocopies of the following documents (Documents numbered **i** to **v** also mentioned in the Hostel Application Form)

- i. Residential Proof ( Voter Card / Aadhaar Card)
- ii. Income Certificate (Certified by one not below the rank of BDO/ Gazetted Officer)
- iii. Local Guardian's Identity Card ( Voter Card / Aadhaar Card)
- iv. Distance Certificate (from competent authority)
- v. Medical Certificate of Fitness (including Blood group)
- vi. Photocopy of the DHWU Admission Fees Receipt.
- vii. Photocopy of the Hostel Admission Fees Receipt.

### V. Hostel Fees (Accommodation and Food) \*

- i. An **Admission Fee** of **Rs. 1000/-** and a **Caution Deposit** of **Rs. 1000/-** will have to be paid at the time of admission to the Hostel.
- ii. Hostel inmates need to pay the **Accommodation Fee** of **Rs. 1000/-** every month.
- iii. The Accommodation Fee needs to be paid by the **10<sup>th</sup> of every month**.
- iv. Hostel inmates will need to pay **Rs. 2400/-** for **60 meals @ Rs. 40/-** per meal per month to the relevant catering services.
- v. If an inmate refuses a meal, she will have to pay **50%** of the meal amount equivalent to **Rs. 20/**. Thus it is mandatory for the hostel inmates to pay **at least Rs. 1200/-** for the meals every month.

**\* The DHWU reserves the right to change / upgrade the Hostel Fees.**

## **VI. Codes of Conduct**

- i. Hostel inmates are responsible for the upkeep of the allotted rooms.
- ii. Hostel inmates are expected to be dressed modestly and decently.
- iii. Hostel rooms are equipped with furniture and fittings of appliances. The inmates should not move any furniture/fittings from the space allotted. The students occupying the room will sign for the receipt of items in the Inventory Register. They will have the responsibility of handing over the items in their original serviceable condition to Hostel authorities while leaving the rooms at the end of the academic session.
- iv. The Hostel inmates are themselves personally responsible for safeguarding their belongings. They are advised to keep their rooms, wardrobes, cupboards, suitcases, etc. securely locked. They should also take care of their Purses, Calculators, Cell Phones, Laptops/Computers and Books. They are advised not to keep large amounts of cash or valuables (gold ornaments, costly wristwatches etc.) in their rooms. The Hostel Management authorities / University will not be responsible in case of theft or loss of any item.
- v. Use of any electrical appliance except Mobile-charger / Laptop charger, is prohibited. The hostel inmates are neither allowed to keep any private electrical equipment nor to tamper with electrical fittings provided in rooms. Unauthorized possession of such kinds of equipment will lead to confiscation of the same.
- vi. Rough handling of room furniture, dining hall furniture, or any furniture/property or fittings of the hostel is strictly forbidden. If any individual/group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/group. Repeated acts of causing damage to the hostel property will result in expulsion from the hostel.
- vii. Inmates are requested to switch off lights, fans and other electrical appliances when they leave the rooms.
- viii. Employing unauthorized persons for personal errands such as washing clothes, or repairing of Hostel property etc. is prohibited.
- ix. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is disallowed.
- x. Cooking is strictly banned inside the hostel rooms.

- xi. Hostel inmates must have lunch and dinner in the dining hall in the ground floor. No inmate is permitted to take meals in the room, except for those who report sick, with prior permission of the Dean of Students' Welfare.
- xii. **Lunch** will be served from **9:30 a.m. to 1:30 p.m.** and **Dinner** will be served from **8:00 p.m. to 9:30 p.m.**
- xiii. Inmates are **not allowed** to stay in the hostel during the **class hours (10:30 a.m. to 4:30 p.m.)** unless the stay is unavoidable due to illness or any other valid reason. In such cases they should provide information in writing and take the permission of the Dean of Students' Welfare.
- xiv. The **gate/s** of the hostel will be **opened** at **6:00 a.m.** and at **7:00 a.m. in Winter** (1<sup>st</sup> November to 28<sup>th</sup> February) and will be locked at **8:00 p.m.**
- xv. No inmate shall leave the hostel without prior permission of the Dean of Students' Welfare.
- xvi. No student shall remain absent from the hostel between **8:00 p.m.** and **6:00 a.m.** unless she has obtained night out pass from the Dean of Students' Welfare. Permission will be granted on week-ends only with prior approval of the parents.
- xvii. Hostel inmates who need to attend weddings and/other social functions, or to go outstation must seek permission of the Dean of Students' Welfare. A written request needs to be submitted by the parent/guardian of the student.
- xviii. Hostel inmates are not allowed to go out of the campus during classes. However, they will be permitted to go out for **shopping** in and around the locality on Wednesdays, Sundays and Holidays as per following timings.

**Wednesday Timings:**

- 4:30 p.m. to 7:00 p.m. from 1<sup>st</sup> April to 30<sup>th</sup> September.
- 4:30 p.m. to 6.30 p.m. from 1<sup>st</sup> October to 31<sup>st</sup> March.

**Sundays and Holidays Timings:**

- 10:00 a.m. to 5:00 p.m. from 1<sup>st</sup> April to 30<sup>th</sup> September.
- 10.00 a.m. to 4.00 p.m. from 1<sup>st</sup> October to 31<sup>st</sup> March.

- xix. Students with chronic or contagious diseases will not be allowed to stay in the hostel. If an inmate falls sick, she should report immediately to the Dean of Students' Welfare.

## VII. Strict Prohibitions

- i. **Ragging** is strictly prohibited.
- ii. **Ragging in any form** – creating unpleasant noise, indulging in disorderly conduct, indulging in anything which causes or is likely to cause physical or psychological harm or raise apprehension / fear / shame / embarrassment to the other inmates by words, spoken or written or by an act which includes teasing, abusing, playing practical jokes or causing hurt to other inmates or asking the other inmates to perform something which the inmate will not in the ordinary course willingly perform is strictly forbidden. Ragging is now a crime. No one can feign ignorance of the law. Under the **Prohibition of Ragging Act 1997** those who indulge in ragging can be punished. If anyone is found guilty of being **directly involved** or **abetting in ragging** she will be **punished – rusticated / expelled / suspended** – from the University and also be **liable to prosecution** in terms of the **decision of the Supreme Court of India on Writ Petition No. (C) 656/1998**. Jail for ragging is for a period ranging from six months to ten years and Fine up to Rs. 50,000/-.
- iii. A student seeking admission to the hostel will have to submit an **affidavit** along with her application for hostel accommodation that she is aware of the ragging law in this regard and agrees to abide by the punishment meted out if she is found guilty of ragging and/or abetting ragging (as per AICTE Requirements).
- iv. **Gambling** in any form such as Playing Cards (even without money at stake) is strictly prohibited.
- v. **Smoking, Consumption of Alcohol, use of Drugs and Narcotics** and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University.
- vi. **Anti-national, antisocial activities; inequitable discussions on politics and religion** and/or of any nature which disrupt harmony and discipline and tarnish the image of the DHWU are strictly prohibited.
- vii. No Notice can be put up by Hostel inmates in the University/Hostel notice board without the countersignature of the Registrar / Dean of Students' Welfare.
- viii. Taking part directly/indirectly in any **movement / agitation / strike** by students in the DHWU which in the opinion of the authority is subversive will attract punishment, rustication or expulsion.

## VIII. Visitors / Guests

- i. **Parents / Spouses / Visitors / Guests** are permitted to visit the Hostel inmates in the **Hostel Visitors' Room** but **not in the allotted rooms**.  
**Visiting Hours:**
  - 10:00 a.m. to 12:00 noon
  - 4:30 p.m. to 6:30 p.m.
- ii. The Parents/Guardians need to write in the **prescribed pro forma** at the time of the hostel admission, the **names of relations** who could visit the Girls Hostel and vice-versa. The relationship of such persons with the students should be specifically mentioned. Parents/Guardians must provide full address, telephone number of the relatives whom the hostel inmate can visit with prior permission.
- iii. All Visitors should carry **Identity Cards** (Voter ID Card / Aadhaar Card)
- iv. All Visitors should make **necessary entries** in the **Visitor's Book** available at the hostel entrance with the security guard.
- v. No Visitor will be permitted to stay overnight in the hostel premises.
- vi. Permission needs to be obtained preferably with prior intimation over mail/letter. Instant permissions may not be allowed. The Dean of Students' Welfare reserves the sole right to grant or refuse permission to any visitor.

## **IX. Rights of Hostel Management Authorities**

- i. The Hostel Management reserves the right to revise the Rules and Regulations from time to time and will keep the residents informed of any changes in the form of Memorandums and Notices.
- ii. Violation of any of the above mentioned Rules & Regulations and Codes of Conduct will invite an enquiry that will be conducted by the Administrative Officers.
- iii. The Hostel rooms and premises are subject to inspection by the DHWU/Hostel Management Authorities to make sure that they are kept neat and tidy and no unauthorized items like Liquor, Tobacco, Drugs, Lethal weapons etc. are kept/stored.
- iv. The DHWU/Hostel Management Authorities may conduct surprise checks periodically and if anyone is found violating the Rules & Regulations and Codes of Conduct mentioned above, disciplinary action will be taken against her. The Hostel Management reserves the right to take direct disciplinary action, including immediate expulsion from the Hostel.

## **X. Contact Persons**

<b>Name</b>	<b>Designation</b>	<b>Contact Details</b>
<b>Dr. Md. SAYEEDUR RAHMAN</b>	<b>Registrar</b>	<b>M: +91 9679483714 Email: rg.dhwu@gmail.com</b>
<b>Dr. TANIA CHAKRAVERTTY</b>	<b>Dean of Students' Welfare</b>	<b>M: +91 9830112334 Email: dsw.dhwu@gmail.com</b>
<b>Dr. TAPAN MANDAL</b>	<b>Dean of Arts</b>	<b>M: +91 9875663048 Email: tapan.nbu@gmail.com</b>
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