



**Governing Rules: Admission Procedure & Code of Conduct**

The boarder residing at the Hostel shall strictly observe Rules & Regulation which are subject to change from time to time. The Boarders will have to follow the Management Guidelines of Do's and Don'ts during their stay in the Hostel. They will be under the control of the CEO/Management during their tenure in the hostel. Boarders are supposed to sign the declaration (given below) of their acceptance of the present rules & regulation of the hostel.

**1. Eligibility for Admission**

- Students who are yet to attain majority but taken admission in any registered institution at Kolkata for undergraduation or any professional courses can also apply for Hostel. However, in such cases, admission can be confirmed to the selected students on payment of admission & other fees as applicable but shall be allowed to stay in the hostel only after attaining the age of 18. It is also informed that in such cases lodging charges shall be effective only from the date when the seats shall be allotted.
- Preference will be given to boarder who cleared CPT and/or are undergoing Articleship training in Kolkata during CA course.
- Any boarder eligible and willing to take admission in the hostel should submit their application in the prescribed format.
- Application forms for admission are available at the Hostel premises.
- Part time/Full time employed boarder are not eligible for admission.

**2. Session**

- Hostel will have one session /term of one year only.
- Admission granted to boarder will be for one session only.
- The first initial session of the hostel will be from June 1 to June 30.
- Any other session after the first session will be from July 1st to June 30th.
- Boarders admitted anytime during the year will complete their 1st session on June 30th after admission.
- Admission will be given at a time for one session only. Boarder if they so desire, may seek readmission as prescribed.

**3. Fees Structure**

**a) The boarders have to pay the following fees at the time of admission:**

Admission Fees (one time, non-refundable) : 7500.00  
[Including Starter Kit]

- ✓ Security Deposit (refundable) : 6000.00
- ✓ Development Fees (Per session, non- refundable) : 5000.00
- ✓ Lodging Charges per month : 4100.00 (Quarterly in advance)

**Late Payment Fees:**

- Late fees for delay upto 10 days : 300.00
- For delay beyond 10 days and upto 30 days : 1000.00
- Any default of more than 30 days will result in vacation of the seat.

**b) Food Charges:**

✓ Food (Breakfast + Dinner) per month : 1900.00 (to be paid Quarterly in advance)

- Monthly food charges will be payable directly to the Vendor, payable quarterly in advance.
- The above mentioned meal charges include the charges of Breakfast & Dinner only.
- Lunch, Snacks and Beverage, if any, will be payable to the vendor directly at rates approved by the Management.
- Starter Kit includes - 2 bed sheets, 1 Pillow, 2 pillow covers, 2 towels, 2 hand towels, 5 hangers and 1 water bottle.
- Lodging charges includes the cost of all facilities subject to user guidelines provided by the Management.
- All fees other than food will be made by drawing Bank Draft/Pay Order in favour of "S L DHANUKA GIRLS HOSTEL" (subject to changes with prior notification).
- Monthly boarding charges and basic food charges will be payable quarterly in advance.

#### 4. Admission Procedure:

- Duly filled in application forms by the eligible boarder should be submitted on or before the due date declared by the Management.
- After initial screening of application, the names of candidates will be shortlisted on the basis of selection criteria as decided by the Management and such short listed boarder will be interviewed by the selection committee, whose decision will be the final.
- Selected applicant has to come for the interview. List of selected candidates for interview with date, time and place will be placed on the Notice Board of the hostel and will be informed by mail.
- The date of interview as decided will be final.
- The selected boarder will have to complete the following admission formalities:
  - ✓ A routine medical check-up for selected boarder will be mandatory and the report has to be submitted.
  - ✓ Meeting with father/local guardian and the local contact person.
  - ✓ Responsibility statement from applicant, father, local guardian and the contact person.
- Acceptance of admission to hostel will be informed individually.
- All the boarders granted admission will have to pay all fees including security deposit as mentioned above within the prescribed time. If the due of the hostel fees is not paid within the prescribed time limit, the seat shall be considered vacant.
- Readmission Extension:
  - Boarder willing to continue after completion of the session for which admission was granted will have to seek readmission and submit readmission forms for next term at least 15 days before last date of the term.
  - Readmission of a student will be done based on the past conduct, completion and progress of studies and other conditions as decided by the management.
  - Management's decision in respect of readmission will be final.
  - Boarder not readmitted will have to vacate the seat immediately.
  - Boarder not seeking readmission will be discontinued (considered vacant) at the end of the term, and such boarder will have to vacate the Hostel.
- Within 30 days from the last date for which admission is granted, a boarder can apply for extension for a further period of three to six months.
- Extension to a student will be done based on the past conduct, completion and progress of studies and other conditions as decided by the management.
- Management's decision in respect of extension will be final.

#### 5. Vacation of Seat

- The boarder shall vacate the seat once the period for which admission is granted is over.
- Boarder whose fee is outstanding for more than 30 days will be considered to have vacated the seat allotted.
- If any boarder is found to be violating the code of conduct and disciplinary action is taken against the boarder by the management, the boarder will have to vacate the seat immediately. Management's decision in this respect will be final and binding.
- The boarder shall vacate the seat on completion of the purpose/course for which the admission was granted.

#### 6. Mess Facility

- The hostel will have an outsourced meal service.
- Breakfast and Dinner will be served to all students. Lunch, Snacks and beverages will be available on take and pay basis.
- Payment in relation to food (including breakfast, lunch or dinner) should be made directly to the vendor.
- Mess will be strictly vegetarian.
- Boarder admitted into the hostel will have to use mess facilities for their meals and outside arrangement will not be allowed.

- All meals will be served in the dining hall only and no meal will be allowed at any other place in the hostel.
- Food menu will be decided in consultation with the Student Committee and the Management.

## 7. **Transportation Facilities**

The boarders shall have the option of two types of transportation facilities – (i) transportation free of cost till Tollygunj Metro Station only and (ii) transportation on payment of applicable charges only to Exide

More/CBD In this regard boarders are requested to get in touch with transport agency as identified and selected (hereinafter referred as transport agency). All payments for item (ii) are to be collected by the Hostel authorities from the boarders for its onward payment to the transport agency. Usage of the services of transport agency is not mandatory and boarders may choose to use any other mode of transport. If the services of transport agency is used, it shall be at the own risk of the boarders. It is hereby clarified that the Management shall in no way be responsible for any incident in relation to the usage of the services of transport agency and in case of any complaints with respect to the services transport agency, the boarder should independently take it up with of transport agency.

## 8. **Refund of Fee and Security Deposit**

- Refund of Security deposit will be made at the time of boarder leaving the hostel after taking No Objection Certificate/Clearance Certificate from Chief Warden, of her satisfaction relating to hostel / fee / clearance of hostel room etc.
- Monthly fees and food charges paid quarterly in advance are non-refundable.

## 9. **Code of Conduct of Students**

### 9.1 **Hostel Timings**

- Hostel main gate will remain closed from 10.00 PM in the evening to 5.00 AM in the morning. During this period no boarder is allowed to remain outside the hostel premises without written permission from the Chief Warden of the hostel.
- Every boarder is expected to be in the hostel latest by 10.00 PM. In case if she wants to remain out of the Hostel due to unavoidable reasons then prior permission in writing is necessary but she must be in the premises of the Hostel by the time specifically permitted.

### 9.2 **Visitors**

- Visitors and outsiders are not allowed to visit boarder in the rooms and they can be attended only at Reception.
- Male visitors other than parents, local guardian and local contact person are not allowed.
- Visitors have to enter their names & address in a register maintained for the purpose.
- Under no circumstance any visitor or guest is allowed to stay with the boarder.

### 9.3 **Leave**

- Proper leave application in prescribed form should be made by boarder going on leave at least one day prior to leave. Date of expected return from leave should be mentioned in the leave application.
- If a boarder has left the Hostel premises without the permission of the Hostel authorities or is outside the Hostel premises beyond the time permitted by the Hostel authorities, the Hostel shall have no responsibility in relation to such boarder.

### 9.4 **Maintenance and Use of Assets and Services**

- Room and the furniture of the room etc. will be provided by the Management according to the decision taken from time to time. Complaint regarding the same will not be entertained.
- Every boarder is personally responsible for maintaining cleanliness as well as security of furniture etc. provided to her/them.
- All facilities like Laundry, Gym & Yoga room, library , class rooms , infirmary and dining hall should be kept clean and well maintained at all times.
- Boarder should not waste electricity and water.
- Boarder should not prepare tea/coffee or meals in their rooms. Neither should they use heater or iron.
- Boarder should only make use of the lights and fans provided by the Management.
- No Boarder will be allowed to bring any type of furniture from outside.
- Any boarder while leaving the hostel room should see that fan & lights are switched off.
- Boarder cannot use the staff/service provider of the Hostel for their personal work nor should they give tips to them, Boarders are not permitted to bring own servants to the Hostel.

- Boarders are not allowed to carry on any type of repairs. Information regarding repairs required, if any, should be given to the Management immediately.
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### 9.5 Medical

- If any boarder is suffering from any infectious/venereal disease, she will not be admitted in the Hostel and the decision of the Management will be the final & binding. The medical check-up while admission is compulsory.
- In case any student falls sick or meets an accident, it should be informed to the Hostel Authorities and should shift immediately to her local guardian.

### 9.6 Discipline

- No Boarder should enter the room of the other boarder without her permission.
- Any type of nuisance in the premises or with others is strictly prohibited.
- Boarder should follow code of conduct strictly.
- Bringing of cigarettes, bidis, chewing tobacco, pan masala and any kind of tobacco product, alcoholic drinks and non vegetarian food is strictly prohibited within the hostel premises.
- No student is allowed to conduct any meeting or function without the prior permission of the Management. Boarders are strictly prohibited from sticking any notice/bill or poster inside/outside the hostel campus.
- Boarders are allowed to celebrate birthdays of Co boarders only in the Dining Hall only.
- Ragging of any nature inside or outside the hostel premises with co boarders or junior boarder is strictly prohibited and anybody indulging or found guilty, will have to leave hostel.

### 9.7 Responsibility

- All the problems of the boarder should be informed to the chief warden in writing. The same may be looked after/solved by the Management at the earliest.
- Boarder should not keep cash amounting to more than Rs.5000/- or any valuable article with them.
- The Management is not responsible for any type of loss/theft. Boarders are fully responsible for taking care of their own valuable articles.
- Hostel authority shall not be responsible for any vendor services arranged by the hostel and used by the boarders.
- All powers regarding allotment of room/seat and shifting of Boarder from one room to other vests with the Management.
- Anyone responsible for disobeying the Management's order or indecent/rude/ungovernable/ arrogant behavior etc. or disobeying any rule or misuse of any property of the Hostel is liable for termination of her admission and no fees will be refunded.
- All power to give admission in any session vests with the Management and the decision of the Management is final.
- Boarders have to accept and follow all the Rules & Regulations (subject to change from time to time by the Management).
- The Management has powers to make a surprise visit in any room during any hour of the day/night.
- The responsibility of the student vests with the hostel authorities only when they are in the hostel premises.
- The Hostel authorities shall in no way be liable if any harm or injury occurs to the student (i) outside the Hostel premises or (ii) if such harm or injury is caused to the student within the Hostel premises for reasons attributable to her or for reasons totally beyond the control of the Hostel authorities.

## 10. Variation Clause

- Changes in Hostel Governing Rules & Regulations, Fee Structure shall be decided by the Management from time to time and will be binding on the Boarders.

## 11. Declaration Clause

I, Ms \_\_\_\_\_ have carefully read and understood the above, I promise to abide by all the Rules & Regulations of the Hostel, written above as well as those that may be amended/inserted or instructed from time to time.

Place: Kolkata

Date: \_\_\_\_\_

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(SIGNATURE OF THE APPLICANT)