



Government of West Bengal
West Bengal State Haj Committee
(A Statutory Body under
Minority Affairs & Madrasah Education Department)



Memo. No.: WBSHC-445/22

Dated :15.03.2022

Aikatan Ladies' Hostel Rules & Regulations

The Rules and Regulations shall apply to all the boarders of Aikatan Ladies' Hostel under management of West Bengal State Haj Committee (WBSHC). Every boarder has to obey the discipline related Rules of the Hostel. Violation of any Rules and Regulations will make the boarder liable to disciplinary action including expulsion from the hostel.

Each boarder has to deposit **Rs. 5000/- (Rupees Five Thousand only)** in favour of Haj House Welfare Fund by demand draft or online payment as **security deposit (refundable)** at the time of admission. Admission will not be granted without payment of security deposit.

1. General Rules :

- 1.1 The West Bengal State Haj Committee shall provide accommodation in Aikatan Ladies' Hostel to the UG (Under-graduate) & PG (post graduate) students admitted in regular courses including Research Scholars of Universities subject to availability of vacancies. Further, accommodation shall also be provided to minority working women.
- 1.2 The Aikatan Ladies hostel shall be for exclusive accommodation of women from minority communities i.e Muslims, Christian, Sikh, Buddhist, Parsee and Jain.
- 1.3 Boarder(s) of a room in Hostel shall be responsible for any loss / damage of the property of the room / Hostel concerned, as the case may be.
- 1.4 A boarder can leave the hostel only after clearing all the dues. The Superintendent / Warden etc. may issue notice to her Guardian to recover the due amount. Without clearing the Hostel due, neither the clearance will be issued nor the belongings of the boarder will be handed-over.
- 1.5 Fluorescent tubes / CFL for boarder's room shall be supplied by the Authority only at the time of fresh admission to the Hostel. For replacement(s) of the same for the allotted room, the responsibility is vested on the respective boarder(s).
- 1.6 All cases of illness shall be immediately reported to the Superintendent/ Warden who in turn will report the incident of illness to the Executive Officer, West Bengal State Haj Committee depending upon the severity of the problem.
- 1.7 It is required for each boarder to have one Local Guardian (LG) nominated by the parent(s) / Guardian. The Parent(s) / Guardian shall coordinate with LG for all affairs related to the ward.
- 1.8 There shall be a Visitors' Register in the Hostel accessible to visitors and shall be properly maintained by the Hostel Superintendent/ Warden.
- 1.9 For any complaint and or issue, boarders(s) shall directly approach the Superintendent/Warden. Executive Officer, West Bengal State Haj Committee may be approached only with the knowledge of the respective Superintendent.
- 1.10 In addition to these rules, boarders shall also be governed by the rules, orders, discipline, instructions etc. issued by the EO, WBHSC from time to time.
- 1.11 Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from them. Repeated acts of causing damage to the hostel property will result in expulsion from the hostel.
- 1.12 Cooking in hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc will invite heavy penalty including expulsion from the hostel.

- 1.13 Boarder shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, within hostel premises except in the dustbin or the place specifically provided for the said purpose.
- 1.14 The boarder shall not bring and/or keep any pets in the premises including fish, cats, dogs and so on. Boarder should desist from pampering stray dogs by offering food etc.
- 1.15 Boarders are prohibited from writing slogans or writing obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on the boarder / group of boarder indulging in such writing. She may also be expelled for such misconduct.
- 1.16 Boarders shall treat the Mess Staff (Catering) and house-keeping staff, Security Guards and other Staff of the Hostel with due courtesy at all times. Service of the house-keeping staff shall NOT be utilized for private or personal works. No tips in cash or kind will be given to the staff of the Hostel.
- 1.17 Boarders are requested to keep their belonging safe. Jewels and other valuable items are not be kept in the hostel. Hostel Authorities are not responsible for loss of any of their belongings.
- 1.18 **Dress Code :** Boarder should be decently dressed when they are out of the room. Tight Body hugging clothes, shorts, tops, revealing clothes etc are forbidden within the campus.
- 1.19 **Political or Communal Activity :** The boarder shall not indulge in any political or communal activity which is detrimental to the law and order and / or against the Government. Boarders shall not carry out any propaganda or publicity of any nature whatsoever in respect of political or communal matters.
- 1.20 **Information to Media :** The boarders are not allowed to provide any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or Social Media. Such misconduct will result in immediate expulsion from the hostel without any further reference.
- 1.21 **Suggestion Box / Register :** Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the Hostel premises. Suggestion Form will also be available in the Hostel.

2. Admission to Hostel

- 2.1 The Admission to Hostel for a student / Research Scholar/ Working Women is subject to the availability of seat and submission of duly filled in application as well as declaration and undertaking signed by the parent(s)/Guardian/ Employer/ Institutions at the time of admission.
- 2.2 Only regular students / Ph.D. Scholars/ Working Women are entitled to apply for admission to Hostels.
- 2.3 A student, if admitted to a Hostel must furnish a written declaration and undertaking in the prescribed form duly signed by the student and her parent / guardian to the effect that the student shall abide by the Authority Rules, Hostel rules and Code of Conduct, failing which the student will be liable for action as per the rules.
- 2.4 A boarder shall cease to be occupant of the hostel from the date completion of her course / programme
- 2.5 The boarders shall pay all the dues regularly, failing which the Superintendent / Warden may initiate action as per rules.
- 2.6 A boarder shall deposit the prescribed fee(s) and occupy the Hostel seat within the stipulated time from the date of allotment of the seat, failing which the allotment shall stand cancelled. However, the Superintendent/Warden may be requested for extension of time stating specific reasons. The Superintendent/Warden, if satisfied, may consider and grant extension.
- 2.7 The boarders are required to pay the prescribed fees at the time of admission/re-admission. All fees, charges are required to be paid in advance only.
- 2.8 Executive Officer, West Bengal State Haj Committee reserves the right to expel a boarder from the Hostel admission in the interest of the Hostel without assigning any reason.

3. ACCOMMODATION :

- 3.1 Application for admission to the hostel must be in the prescribed form in online mode. Accommodation would be provided only after paying the requisite fees and rents as decided by the hostel Management from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Hostel authorities without prior notice.
- 3.2 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that she has submitted incorrect information.
- 3.3 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by her parent/guardian, to the extent that she would abide by the rules and regulations of the Hostel.

4. ROOM ALLOTMENT :

- 4.1 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each boarder as well as table, chair, ceiling fan with regulator and reasonable light fitting.
- 4.2 Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.
- 4.3 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the boarders should exchange seats/rooms without the knowledge of the Management.
- 4.4 Boarders shall respect equal rights of their roommates. Respect is earned by respecting others.
- 4.5 In exigencies the Hostel Management, without assigning any reason, may shift boarders from one room to another.
- 4.6 If the status, on the basis of which a boarder was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, she is required to inform the Hostel Warden(s) /superintendent immediately. Such student may be asked to vacate the Hostel immediately if the Hostel Management finds that she is no longer eligible for Hostel accommodation.
- 4.7 The students are entitled for accommodation in the Hostel as long they are full time registered students/working ladies. Any boarder whose name has been removed from the rolls of the Institute/ who has ceased to be an employee will automatically cease to be an boarder of the Hostel. Such students shall immediately leave the Hostel.
- 4.8 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Superintendent / Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item(s) is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder as per Rules.

5. Withdrawal from Hostel / Termination on course completion.

- 5.1 Application in Prescribed Form for Withdrawal from the Hostel duly countersigned by the parent / Guardian and cleared by concerned Head of the Institution, if any shall be submitted to the Executive Officer, West Bengal State Haj Committee through the Hostel Superintendent. Such application shall be submitted after clearing all Hostel dues. The Superintendent will strike out such name from Hostel Register.
- 5.2 Ph.D. Students can stay at the Hostel till her submission of thesis. However, the boarders need to pay Hostel re-admission fees even after submission of thesis as like other boarder, if she does not vacate the hostel.

6. Hostel Leave Rules:

- 6.1 For seeking leave from the Hostel, the boarder must apply in a prescribed form. After obtaining the signatures of the Local Guardian / Parent(s) on the prescribed form, boarders are required to obtain the permission from the Superintendent / Warden as mentioned in the leave record book before availing such leave.
- 6.2 A boarder may go on leave with prior permission from the Superintendent / Warden. Absence without intimation to the Hostel Management will be viewed very seriously.

7. Visitors in the Hostel :

- 7.1 Visiting hours in the Hostel:

Working days: 4.00 pm to 6.00 pm.

Holidays (including Saturdays / Sundays): 10.00 am to 12 Noon and 4.00 pm to 6.00 pm or the time as may be decided by the Superintendent of the Hostel.

- 7.2 Visitor(s) should be received in the visitor's room only.
- 7.3 Any visitors entering the Hostel should register her name and other particulars in the Visitor's Register kept for this purpose at the Hostel gate.

8. Night Roll Call at the Hostel :

- 8.1 Female borders have to return to their respective hostel within 6.30 pm (from March to September) or by 7.30 pm (with prior permission of the Superintendent). During winter (from October to February) entry to the hostel has to be within 6.00 pm which may be extended upto 7.00 pm with prior permission of the Superintendent.
- 8.2 Attendance will be taken by 9.45 pm each day through Bio-metric Machine. It is compulsory for each boarder. Warden shall inform the Superintendent about any case of unauthorized absence of Hostel boarders immediately.
- 8.3 Boarders are not allowed to leave the Hostel after the night attendance, except on medical emergency.
- 8.4 The time of return to the Hostel may, however be extended, only with the prior approval of the Superintendent in special reasons, such as to facilitate attending programmes organized by the University/College/Employer.
- 8.5 **Lunch:** on working days: 9.00 am to 11.00 am

On Saturday, Sunday and Holiday lunch period may extended upto 1.00 pm

Dinner: 8:30 pm to 10:00 pm

9. Discipline inside Hostel / Code of Conduct in the campus :

Code of Conduct :

- 9.1 All boarders are required to maintain high standards of behaviour expected from students of prestigious Institutions. They are expected to behave courteously and fairly with everyone both inside and outside.
- 9.2 Silence must be observed in the Hostel premises; all unnecessary noises must be avoided.
- 9.3 Seats are allotted to each boarder on her personal responsibility and should see to the upkeep of her room, hostel and its environment. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
- 9.4 Modesty in dress is expected from boarders.

- 9.5 Boarders should bring to the notice of the Superintendent / Warden any pending maintenance works (Civil, Carpentry, Electrical, Plumbing & Sanitation) to be carried out in rooms, Corridors, toilets or other areas in Hostel premises through a suggestion register kept for the purpose.
- 9.6 The boarder of a room is responsible for any damage to the property in the room during her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the boarder is found to be damaged or broken, the management shall take strict disciplinary action including levying a monetary penalty equal to market price of the item.
- 9.7 Notices shall be put on Notice Board only. Walls shall not be scribbled.
- 9.8 Activities of any nature like playing loud music which may cause disturbance to roommates or neighbours should not be carried out in the hostel rooms.
- 9.9 To ensure the security of boarders, close circuit cameras and TVs are being installed in the hostel complex for common rooms and public areas including one in the entrance lobby, waiting hall etc.
- 9.10 Boarders are advised in their own interest not to keep money or other valuables in their rooms. They may deposit all such money etc., which is not immediately required by them in the local branch of any bank or locker etc.
- 9.11 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without prior notice to the boarders.

Ragging :

- 9.12 Ragging in any form is banned. Severe punishment, including expulsion from the room and the Hostel, shall be imposed on any boarders if she is found to be indulged in ragging.
- 9.13 Ragging is a cognizable offence. The offender shall also be dealt with as per law of the land.
- 9.14 Any fresher or for that matter any boarder, if subjected to any form of ragging, must report the incident immediately to the Superintendent / Warden. Non-reporting of the incident by a victim shall also be considered as an offence.
- 9.15 Any boarder, for that matter any person, if is witnesses to an incident of ragging, must report the same immediately to the Superintendent.
- 9.16 Failure to do so shall be considered a serious offence and shall be dealt with at par with the perpetrators of ragging.
- 9.17 When the boarders committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the boarders may be resorted to as a deterrent measure.

10. Action against offence :

- 10.1 In the case of minor offence the offender shall receive stern warning letter with a copy marked to guardian from the Superintendent / Executive Officer, WB. If such offences are repeated by the boarder it shall be considered as a major offence.
- 10.2 Boarder shall face one or more of the following punitive actions based on the recommendation of the Superintendent for major offence.
- 10.2.1 Conduct probation for a specified duration.
- 10.2.2 Fine of a specific amount.
- 10.2.3 Rustication from Hostel forever.
- 10.2.4 Expulsion from Hostel for a specific period.
- 10.2.5 Any other type of punishment may be exercised as per the merit of the case.
- 10.3 Every case of Punishment shall be intimated to all concerned including the Executive Officer, West Bengal State Haj Committee / the Chairman, West Bengal State Haj Committee immediately after the order is passed by the Superintendent.
- 10.4 The effective date of disciplinary action will be the date when the order is issued by the Superintendent / Warden.

11. Superintendent and Warden :

Superintendent and Warden are to be duly appointed by the Executive Officer, WBSHC who coordinates in managing overall Hostel affairs. Superintendent/Warden shall be responsible for managing and conducting the affairs of the Hostel. In absence of Superintendent all the works assigned to Superintendent will automatically befall on on-duty Warden.

11.1 The Superintendent shall administer and manage the Hostel, shall ensure proper discipline in the Hostel and also deal with any violation of discipline in accordance with the provision of Hostel rule.

11.2 The Superintendent shall supervise the duties of the Hostel employees and shall maintain the records of leave granted to them by the appropriate authority. Any kind of leave shall be forwarded by the Superintendent to the appropriate authority for further action through the Executive Officer, WBSHC.

11.3 The Superintendent shall submit leave, absentee statement for all Hostel employees every month within the specified date for the purpose.

11.4 The Superintendent shall maintain an admission register for all the boarder admitted / readmitted to the Hostel in the beginning of each session and perform other related duties not specific in the Hostel rules, but assigned by the authority from time to time.

11.5 When the Superintendent is on leave / or remain outside the Headquarter, the Executive Officer, WBSHC shall appoint other staff / officer as in charge of the concerned Hostel for a temporary period.

11.6 The Superintendent shall maintain Inventory- permanent record (stock book / register) for all non - consumable articles and submit stock verification report should be submitted to the Executive Officer, WBSHC for record and necessary action.

12. The Hostel Mess :

12.1 All boarder of the Hostel shall automatically be members of the Hostel Mess.

12.2 The Superintendent shall select one boarder as convener of the Mess committee for a period of six months. She shall be responsible for overall management of the Mess for that period.

12.3 There shall be a Mess committee consisting of 9 (Nine) boarder members which will be formed by the Superintendent in consultation with the Executive Officer, WBSHC.

12.4 The Mess committee will nominate two or more boarders every month as Mess Manager. Further two/three boarders will be appointed as Auditors for each month. In addition to the internal Auditing, the Mess account will also be audited by an official auditor appointed by Executive Officer, WBSHC.

12.5 The Mess Managers shall perform their duties with highest degree of honesty/ integrity and commitment and will be responsible for arranging procurement of Mess related articles /Mess stock management and keeping all other Mess related receipts.

12.6 The Mess managers shall submit the audited A/c with all original bill and receipt for provisional approval at the mess committee meeting to be held on the last day of every month. The Mess committee shall also finalise the Mess dues for the next month. Final approval of the monthly Mess A/c will be obtained once it is passed by the officially engaged Auditors.

12.7 Students are not permitted to cook any food on their own accord in the mess or in their room.

12.8 Mess Managers will always be in touch with the Mess Committee convener and other member for day to day operation.

12.9 The Term of office of the Mess Committee shall be for six months and that of the Mess Managers Generally is not more than one month.

12.10 Food will not be served in rooms and residents are not allowed to take food in their rooms. If boarder is ill the warden will make suitable arrangements.

12.11 Meals and refreshment shall be in the dining hall of the Hostel during the scheduled hours only.

12.12 The System of self services will be followed in the mess.

12.13 Boarders should not enter the kitchen.

12.14 In case of sudden illness, information on leaving the mess should be made available to the Superintendent/Warden immediately.

12.15 After eating food, diner shall leave the cup, plate, waste food etc, in the designated bins.

12.16 If any boarder is medically ill and requires a special diet she should request the warden to arrange for this well in advance.

12.17 Wasting food is a social crime. It should be the collective endeavour of the boarders to avoid food waste.

12.18 Suitable fine, as decided by the mess committee, shall be imposed on the boarders in case of default for payment of mess dues.

12.19 In addition to these rules, the Hostel Mess committee may form specific rules and regulation for proper management subject to approval of the Executive Officer, WBSHC.

13. Special Power of the Executive Officer, WBSHC

13.1 Notwithstanding anything contained in the Rules, the Executive Officer, West Bengal State Haj Committee shall have the authority to institute an enquiry against any student / boarder(s) regarding her misconduct /misbehaviour/indiscipline/breach or violation of any rules & regulations and shall execute appropriate disciplinary action including forfeiture of Security Deposit.

13.2 Notwithstanding anything contained in the rules framed above, Executive Officer, WBSHC shall be at liberty to modify/ alter/ add any rule necessary for the management and maintenance of the hostel in consultation with the WBSHC.

By Order,

Executive Officer
West Bengal State Haj Committee

UNDERTAKING

(to be notarized on Rs. 10/- non judicial stamp paper)

I have read and fully understood all the Rules & Regulation of the Aikatan Ladies' Hostel under management of West Bengal State Haj Committee (WBSHC) vide Memo. No. :WBSHC...../21, Dated :01/2022 and I undertake to fully observe and abide by all of them.

I have received a copy of Rules & Regulation for my reference.

Signature of the candidate:

Full Name:

Place:

Date:/...../.....

Permanent Address:

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Phone No.

Mobile No.

Signature & Name of Parent/ Guardian

Medical Screening & Fitness Certificate for Admission in Aikatan Ladies' Hostel

(To be issued from a Government Hospital only)

Personal Particular

Application Name:-.....

Date of Birth:-...../...../..... Blood Group:.....

PHOTOGRAPH
Paste your recent
passport size
colour
photograph
having
WHITE
BACKGROUND
(size:)

Medical Examinations

General Physical Examination

Pallor

Icterus

Pulse Rate

Respiratory Rate

Blood Pressure

History of previous illness1.COPD(Asthma/Bronchitis/Emphysema) **Yes/No**2.Diabetes Mellitus **Yes/No**3.Hyoertension(BP) **Yes/No**4.Heart Disease **Yes/No**5.Mental illness **Yes/No**6. Epilepsy **Yes/No**7. Cerebrovascular Accident **Yes/No**8.Tuberculosis **Yes/No**9.Renal Diseases **Yes/No**10. Major Surgeries **Yes/No**11. History Cancer **Yes/No****Remarks****Certification from the Doctor**

I have carefully examined the person and certify that she is mentally and physically fit/not fit and is not suffering from any chronic/contagious disease.

Name of Doctor (In BLOCK Letter)

Signature of Doctor with Stamp

Hospital Address&

Registration no.....



Signature/Thumb impression of Application