

## **-: RULES AND REGULATIONS:-**

### **TDB COLLEGE BOYS' HOSTEL & GIRLS' HOSTEL:**

Trivenidevi Bhalotia College (Estd.: 1957) is now one of the premier educational institutions of West Bengal under Kazi Nazrul University. For the benefit of students the college has both Boys' & Girls' Hostels. . Both the hostels are within the college campus with enough space and healthy environment. Total seat capacity is 100 for Boys' Hostel and 22 for Girls' Hostel. The Hostel building is so designed that every room is well ventilated and with sufficient sunlight. Every room is equipped with sufficient light and fans. The hostel has a spacious hall for special study, two guest rooms and one sick room. The hostel also has well equipped kitchen and spacious dining hall.

### **ANTI RAGGING COMMITTEE:**

In pursuance of the order of Govt. of W. B, order of Govt. of India, order of Kazi Nazrul University and G.B resolution, a follow up action in respect of Anti Ragging Committee is functioning under the leadership of the Principal to comply to the recommendation of the Raghavan Committee as a means of Prevention of ragging in all the educational institutions of the country..

## **-: ADMISSION PROCEDURE:-**

1. Application for admission to the College Hostel is to be made in prescribed form. Form is available at the college website.
2. Applications for admission to the College Hostel are to be considered by the Hostel Committee. Only the selected UG Honours / PG /Ph.D candidates will be admitted according to availability of seats.
3. Merit based marks of Higher Secondary / Graduation / Post Graduation or equivalent examination and the matter of distance of student's residence from College will be considered for selection.
4. Allotment of seats in the Hostel will be entirely at the discretion of the Hostel Committee. In any circumstances Superintendent may change the seat/room without assigning any reason to the Boarders.
5. The admission is for one academic session only, that is, from July to June of the year. Students have to be admitted fresh in the next session.
6. Students of 2nd and 3rd year classes (i.e. 3rd Sem. and 5th Sem.) for UG and 3<sup>rd</sup> Sem for PG will have to take admission in July.
7. Students of Ph.D. and M.Phil. will have to take admission in every July.
8. Session charge will have to be paid during admission for each session.

## **COPY OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM:**

As stated in the application form.

1. Mark sheet of the last examination
2. Adhar card for address proof.
3. Income certificate from concerned authority.

### **-:HOSTEL RULES:**

1. Ragging is strictly prohibited. Boarders accused to be involved in ragging will be immediately rusticated from hostel.
2. Any problem of the boarders should be reported to the superintendent / G.B. nominee immediately.
3. After admission the boarders must report to the Superintendent within 7 days from the date of commencement of class, otherwise seats will be declared vacant.
4. 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.
5. No unsuccessful candidate in any University/College examination will be allowed to continue as boarder of the hostel for the next semester.
6. No boarder will be allowed to stay at the college hostel during the Puja Holidays or long vacations.
7. Superintendent, Hostel staff and the College authorities may visit boarder's room at any time.
8. Boarder must use the bathrooms and toilets in proper way. The wastes are to be preserved in the baskets / dustbins.
9. Water and electricity must not be wasted in any way.
10. All lights/fans must be switched off when the occupants leave the rooms. On violation of this, a lump sum fine will be imposed on the occupants of the room.
11. All boarders must adjust themselves with others and also according to the prescribed routine of the hostel. They will have to maintain simple standard of living in the hostel and must be regular and punctual in all matters.
12. It will be treated as serious offence if a boarder is found absent in the classes but present in the hostel unless he is physically unfit.
13. The boarders must abide by the rules and regulations of the college and participate in the corporate life of the institutions. They must be respectful to the superiors and affectionate to the juniors.

14. Misconduct with the neighbours / outsiders will invite fine and/or expulsion from Hostel/College.
15. Boarders are to pay up seat rent and other charges for the whole semester. All fees for the session are to be cleared before form fill up of Semester examination. **No Concession will be considered.**
16. All hostel fees are to be deposited **Online Mode** only through college portal.
17. Cash deposit receipts are to be shown to the superintendent / warden for official record.
18. Hostel monthly charge are to be deposited within due date of each month. Defaulters will have to pay a fine of Rs. 50/- for each month.
19. Session charges of 2nd and 3rd Year boarders (i.e. 3rd Sem. and 5th Sem.) are to be deposited within 10th day of July each year. Defaulter's boardership may be cancelled from the Hostel and seats may be declared vacant.
20. Hostel fees structure may be revised / changed if required. None of the fees is refundable except caution money.
21. If any boarder remains absent for more than 3 months, or seat rent and electric charges are due for more than 3 months, his boardership may be cancelled from the Hostel and seats may be declared vacant.
22. Any boarder, if he wants to leave the hostel, will have to pay up all the hostel dues & seek prior permission of the superintendent at least one month before.
23. A boarder leaving the hostel in the midst of the session shall take necessary clearance from the college office and superintendent of the hostel. A 1<sup>st</sup> year boarder leaving the hostel as well as the college within one month of admission, no extra fees will be charged and none of the fees will be refunded except caution money. In case of student continues the college but leaves the hostel he will be charged with the hostel monthly fees (except food charge) for remaining period of the semester.
24. Boarders of 6<sup>th</sup> Semester examination (for UG students) and 4<sup>th</sup> Semester examination (for PG students) will be treated as regular boarders only up to the completion of their semester final examination.
25. No meeting shall be held within the hostel premises without permission of the Superintendent.
26. Any type of campaigning is strictly prohibited inside the Hostel Campus.
27. No visitor will be allowed during the study hours (i.e. from 6 a.m. to 9 a.m. & from 6 p.m. to 10 p.m.).
28. No female visitor will be allowed to enter the Boys' hostel or Vice e versa without permission of the superintendent.

29. No furniture shall be removed from one place to another without permission of the superintendent.
30. No boarder will be allowed to use the electrical equipments and applications, viz. Heater, Room heater, Iron, AC, Microwave, Geysers/ immersion Water heater, Induction etc.
31. Walls of the rooms, verandah etc. should be kept neat and clean for all times, otherwise, boarders will be held responsible for cleaning it up and be fined.
32. The cost of bleaching powder, bulbs etc. will be incurred from the messing expenses.
33. Two Hostel Committee members will be elected every year. Each member of the Hostel committee will take responsibility to run the hostel smoothly.
34. If any boarder is expelled from the Hostel for any breach of rules, he may be expelled from the college also, without assigning any reason to the boarder.
35. All matters related to internal discipline will be decided by the superintendent in consultation with the Principal of the college.
36. Cases of infringement of rules and defiance of the order of the authorities shall be dealt with severely by the superintendent.
37. Boarders found guilty of violation of hostel rules or gross misconduct shall be liable to disciplinary action including expulsion from the Hostel/ College.
38. College authority reserves the right to modify any rule or rules if situation demands. The authority may impose any new rules at any time for discipline, decorum & decency.
39. Boarders have to pay electricity bills through their mess Committee / Superintendent within due time directly to the WBS&EDCL office or by online mode and the receipt to be submitted to the college office regularly (Quarterly) otherwise college authority may disconnect electricity. College authority will take no liability for disconnection of electricity due to non-payment of bills.
40. Boarders have to bear all financial liabilities of the staffs recruited for smooth running of the hostel, like- Sweeper, cleaner, cook, attendant, warden etc. College will select the staffs but no liabilities will be taken by the college authority.
41. Basic furniture and utensils used in the hostel to be maintained by the boarders.
42. A television set will be provided by the college but monthly recharge to be borne by the boarders.

## **MESS MANAGEMENT:**

1. Messing will be run by the boarders by their own fund. Two elected hostel committee members among the students and the superintendent will constitute MESS COMMITTEE for a session. The Superintendent of the Hostel shall be the Ex-officio President of the mess committee.
2. The members of the mess committee will elect manager for every month. Mess manager will run the mess under the guidance and supervision of the hostel superintendent. Every boarder is responsible for going to market as and when needed.
3. Messing charges must be paid within the fixed date. Name of the boarders not paying messing charges for more than one month will be struck off from the register and their seats will be declared vacant. Their dues will be recovered through the college administration.
4. Boarders should bring their plate, glass, bedding etc. with them.
5. The mess manager shall submit mess accounts before a committee formed by the mess committee.
6. Only two principal meals will be provided by the mess. None will be allowed to take meals from outside hostel.
7. Boarders shall not be allowed to keep any guest in the hostel. In exceptional circumstances, the superintendent may allow a boarder to keep a guest on payment of usual guest charge. None but the guardian will deserve such permission.
8. Lunch will be served from 10 a.m. to 1 p.m. and dinner from 9 p.m. to 10.30 p.m. Meals must be taken within the specified hours.
9. Boarders shall take meals in the dining hall only.
10. Grumbling in the Dining Hall is strictly prohibited. The boarders must not enter in the kitchen and will not cook any food without the permission of the cook.
11. A guest register shall be kept in the hostel. Boarders will have to record the name of the guest in the register.
12. The main gate will be closed at 10 p.m.
13. Any problem of the boarder shall be reported to the superintendent immediately.
14. Foods to be taken in dining hall only, no boarders are allowed to take food in the room.

