



Form Fee Rs.500/-

BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH
Hostel Admission Form
Session 20..... - 20

Paste here your
Passport size
Photograph

To
The Principal/ Secretary
Bijoy Krishna Girls' College
Howrah

Madam,

1. I desire to take admission in Hostel.
The undersigned applicant will abide by the Hostel rules of the College which is in force or such amended rules as may the College amend from time to time. The undersigned applicant hereby declares that she shall be liable to pay the Hostel fees/ dues as decided by the College authorities from time to time.
2. I hereby furnish following information supported by necessary documents.

PARTICULARS TO BE STATED BY THE APPLICANT

1. Name in full (In Block letters).....
CourseYear Roll No. Sec
2. Father's Name Contact No.....
Occupation Annual Income
3. Mother's Name Contact No.
Occupation Annual Income
4. Local Guardian NameContact No.....
Address
5. Date of Birth/...../..... (mm/dd/yyyy)
6. a) Mobile No..... b) E-mail ID :
7. Permanent Address
8. Present Address

9. Mobile/ Telephone No. of the person to be contacted in case of emergency

10. Any other remark, which candidate thinks needs consideration (Mention the distance).

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DECLARATION

I hereby declare that all the information given by me herein above is correct to my knowledge and belief, that nothing material has been concealed or suppressed and I am full responsible for the same.

If at any time any of the above information is found to be incorrect or false, suitable penal/ legal action may be taken against me.

Date :

Place :

Yours obediently

(Full Signature of the Applicant)

Countersigned by the Guardian/Local Guardian

Encl. 1) Photocopy of ID proof of applicant 2) Photocopy of ID proof of Father/ Mother 3) Address proof 4) College I.Card 5) ID & Address proof of Local Guardian 6) Residential Certificate 7) Consent letter from Guardian.

.....X.....X.....X.....

(For Office Use)

Date of Application :

Recommendation : Yes/ No (Put "√" in the appropriate box)

Allotted :

a) Room No.

b) Bed No.

Amount paid (In Rupees) :

Signature of Issuing Authority

DECLARATION

I/ We have read the above mentioned Rules and Regulations & Code of Conduct for Hostel Residents and understood them. I/ We hereby agree to abide by the same .

Name of the Student _____

PARENTS DETAILS

Name : _____

Address : _____

Landline (with STD code) : _____ Mobile _____

Local Guardian whom the student may visit weekends/ short vacation

Name : _____

Address : _____

Landline (with STD code) : _____ Mobile _____

(Any change in the Address or Phone No. of Parents/ Guardian should be updated at the Hostel Office in order to maintain an up-to-date record of the resident student)

Date _____

Signature of the Student

Full Signature of the Parent/ Guardian
(Required for first (new batch) student)

RULES AND REGULATION FOR HOSTEL INMATES

- **RAGGING**

Ragging is illegal and punishable in strictest and most exemplary terms as per the ruling of the Supreme Court of India.

Intimidating fellow hostel mates in any form will lead to punishable offense.

- **Prohibition/ Ban**

Smoking, use of liquor, drugs or any other intoxicants by the hostel residents in the hostel premises (in the present case, entire Silver-Springs area) is strictly prohibited.

Failure to abide by this would lead to strict action by the College Hostel Disciplinary Committee, resulting in expulsion from hostel and in worse case may even lead to rustication of the student.

- **Quiet Hours**

No boarder will be allowed to stay outside the hostel premises beyond 19.00 p.m.

During this time noise audible from the source should not be loud enough to disturb the activities of fellow Residents. At all other times, a Resident's right to request a quiet environment should be honoured. Hence even during the day noise level should not be annoying to anybody residing at Silver Springs. The Warden-in-Charge shall take the necessary action against the defaulters.

No personal electrical/ electronic gadget can be used in the room or any other place inside the hostel premises. If detected this will lead to disciplinary action as well as fine.

- **Damages/ Vandalism**

Residents are responsible for the condition of their flat/ unit and all the furnishing assigned to them.

Intentional or reckless destruction of any Hostel property on pretext of party, Holi or any such celebrations will be dealt severely and will result in fine. Charges for damages and cleaning will be determined solely by the Warden-in-Charge and Hostel Office Staff. Residents who fail to pay assessed charges may have their records flagged, which will reflect during the payment of the fees during the following semester.

Damage to the hostel property will be the collective responsibility of all residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

- **Sports gears and musical instruments** issued to the students are Institute property and should therefore be used for intended purpose in the common areas. These articles should not be carried to the individual rooms. Defaulters will attract penalty and restrictions on future use of the same.

- Residents of the opposite sex are strictly prohibited from entering the units of the hostel residents at all times. You may use the common area such as the Mess, Hostel Office or Reading Room/ Library for any discussion and/ or group study.

- **Responsibility for personal belongings**

Every resident of the Hostel has been provided with a cupboard and is expected to keep their costly belongings in personal custody. Although every effort is made to optimize security, the Hostel Office cannot assume full responsibility for the loss or damage of student's personal belongings especially when it is left unattended or the main door of the unit is not locked.

- Residents may organize meetings, group events/ parties at the common hostel areas after seeking prior and specific permission for the same from the Chief-Warden. Any such activity should conclude before the “**Quite Hours**” of the Hostel.

- **Guests**

Visiting hours for the parents/ guardians of the resident is between **17.00 to 20.00 hrs. on all working days and between 9.00 to 20.00 hrs on Sat/ Sun & Holidays**. Residents cannot host guests in their rooms. In special circumstances where the resident is under medical treatment, the parents/ guardians may be permitted inside the room for limited time. However, prior permission from the Warden-in-Charge should be sort for the same.

Any request for accommodation of the resident's guests should be made at the Hostel Office after seeking permission from Chief Warden. Residents are responsible for their guest's conduct in the common area, i.e. Hostel Mess, Reading/ Library Hall, Lobby etc.

- Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.

DO NOT LITTER INDISCRIMINATELY AND USE THE DUSTBIN.

N.B. ANY VIOLATION OF RULES WILL LEAD TO STRICT DISCIPLINARY MEASURES.

GENERAL CODE OF CONDUCT

All residents are required to maintain standards of behavior expected from students of prestigious institution. They are expected to behave courteously and fairly with EVERYONE, both inside and outside the campus.

- **Room Details :**

- **Keys :** The key to the main door of the room must be available to all the in-mates. As a social responsibility towards fellows residing in the same room, each resident should ensure that the unit assigned to them is locked when leaving for classes or during long absence. In no case shall the Resident herself break open a lock without consulting the Hostel caretaker or supervisor.
- **Furnishing :** A resident will be provided with necessary furniture and other items to her while taking the possession of the allotted room. All such items should be handed over in good condition to the Hostel Office when vacating the hostel. If the room or its furnishing is damaged, residents will be held responsible for the same and shall reimburse the Hostel Office.
- **Water :** Your contribution in saving every drop of water will go a long way in saving the environment. So please TURN OFF the taps and showers when not in use, even if you had not turned it on.
- **Restricted hours :** A resident will be allowed to leave the hostel premise only after signing the attendance register. Residents shall not leave the hostel premises between **18.00 to 9.00 hrs.** A written permission from Warden-in-Charge should be sort prior to leaving or entering the hostel beyond this time.
In the event of proceeding on unscheduled leave on account of illness, family matter, etc student must inform the Warden or Hostel Office in writing or via email. An entry should be made in the register kept with the security guards at Hostel Office while leaving and after returning to the hostel.

ANY RESIDENT FOUND VIOLATING THIS RULE WOULD BE SOLELY RESPONSIBLE FOR HER ACTIONS AND THE HOSTEL OFFICE, WARDENS AND COLLEGE WILL NOT BE RESPONSIBLE FOR HER SAFETY AND SECURITY ALSO REPEATED VIOLATION WILL ATTRACT AN INSTITUTE LEVEL DISCIPLINARY ACTION.

- **Fee Details:**

Seat Rent Fee (excluding meal**): Rs. 2,500/- pm **

****Fees payable by 10th of every month.**

****Meal to be directly purchased from Hostel mess.**

- **Amount payable at the time of admission:**

Caution Money (Refundable):	Rs. 5,000/-
Admission Fee :	Rs. 10,000/-
Monthly Fee (for two months) :	Rs. 5,000/-

Total Rs. 20,000/-

N.B. A fine of Rs.10/- will be payable per day for delay in fees payment

DECLARATION BY THE PARENT

I have permitted my daughter/ ward to join the hostel of the institute/ college and I shall be responsible for her conduct and discipline as laid down in the Hostel rules and regulations and any change made from time to time. I also state that the details given by her in this application are correct. I will be personally responsible for the payment of all the hostel fees etc. Payable by her on the due date and will make such payment on demand.

Date _____

Place _____

Full Signature of the Parent