

Hostel Rule

Boys' Hostel of Presidency University was established in 1886 as the Government **Eden Hindu Hostel**. It is located at 3, P C Sarkar Street, College Square, Kolkata. At present it can accommodate approximately 150 boarders including UG, PG students and research scholars/ research associates. Presidency University Girls' Hostel was established in 1992. It is located at BF-141, Near Swimming Pool, Sector-I, Salt Lake-700064. It can accommodate approximately 200 boarders including UG, PG students and research scholars/ research associates.

Admission Procedure

Every year there is a notification on the university website (Dean of Students' Corner) inviting applications for boardership. Only regular students (no year lag) can fill up the form (google form available on the website) with all required documents. The list of shortlisted students is published on the university website and thereafter candidates can take admission in the respective hostel office.

Admission Rule

Admission is decided on the basis of three factors;

- 1) *marks* obtained in the last examination
- 2) *distance* from residence to the university, certificate to be issued by MP/MLA/Panchayat/Gazetted Officer or from the Head of the Institution last attended to be enclosed with the admission form OR residential proof
- 3) *family income*, certificate from employer or any govt. officer or Form 16

The hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information at any moment of time. The respective Hostel Superintendent will make room allotment to the newly admitted boarders. No boarder can change his/her room without permission of the superintendent. In exigencies the Students' Welfare Board, without assigning any reason, may shift inmates from one room to another.

The boarders need to maintain the following rules strictly:

- No boarder is allowed to engage in any type of temporary or permanent job
- Boarders will always show the Hostel Identity Cards to the security, if asked, at the time of entry to the hostel.
- Year lag candidate or whose name has been removed from the rolls of the university is not permitted to continue his/ her boardership.
- If any boarder wants to stay in the hostel during semester break, this will be allowed only for academic or any other valid reasons and upon prior permission from the Hostel Superintendent and the Dean of Students, application in this regard needs to be forwarded and recommended by the concerned department.

- After the final semester examination is over, boarders have to vacate the hostel within next 3 days. The boarder is required to clear all his/her hostel dues during the time of vacating the hostel (hostel clearance certificate needs to be signed by the respective Hostel Superintendent). Caution money will be refunded after adjustment, if any, and upon submission of necessary documents. If any damage to any hostel item is done by a boarder(s), compensation as assessed by the Students' Welfare Board shall be recovered from the boarder(s) concerned.
- Use of any electrical gadget like heater, iron and induction oven is strictly prohibited in the hostel campus. Violation of this rule will lead to a fine of Rs. 2000/-. Cooking in the room is strictly forbidden.
- Boarders are responsible for cleanliness of their rooms. They must not remove furniture from one room to another without the permission of the Hostel Superintendent.
- Visitors (including parents/guardians) can visit their wards/friends in the hostel during visiting hours (8:00 am to 7:00 pm) after showing their photo ID card and signing in the **Visitors' Book**. They are allowed to visit the boarders in the visitor's room/lobby. Boarders are not allowed to receive visitors in his/ her room without permission of the Superintendent.
- A boarder wishing to go out must personally sign the **Register** furnishing details of the contact number of his/her place of visit (other than university campus). Violation of this rule may attract punishment by the Competent Authority, not excluding the provision of cancellation of boardership.
- Visitors/ Guests can stay in the guest rooms with the prior permission of the Superintendent subject to the availability of Guest Rooms in the hostel and depositing the accommodation charge of Rs. 250/ night to the hostel office. Entertaining unauthorized guests will lead to severe punishment, which may include a fine of Rs. 2000/- (Rupees two thousand only) and/or expulsion from the hostel. In addition, such cases may be referred to the disciplinary committee for further action.
- Visit of male students to the Girls' Hostel and vice versa is allowed up to the Visitors' Room strictly between 8:00 am to 4:00 pm only. Violation of this rule will lead to severe penalty and punishment as decided by the university authority.
- Boarders are not permitted to leave the hostel during sessions, continuously for a period of 10 days or more without permission of the superintendent. However, on medical grounds or in cases of other emergencies leave of absence will be granted only on production of a medical certificate or a letter from the guardian stating the emergency necessitating the leave as the case may be. If any boarder is found that he/she is not filling up the semester examination form or appearing the semester examination without valid reasons or prior intimation from the respective department, his/her boardership will be cancelled immediately.
- No married accommodation shall be provided to any student in the hostel

- When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times) and submit the keys to the Security personnel at the reception. Violation of this rule will attract suitable penalty and punishment as decided by the Students' Welfare Board.
- It is the responsibility of the university authority to look after and take care of the general maintenance and cleanliness of the hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in this matter.
- Silence must be observed in the hostel premises. All unnecessary noises must be avoided. Boarders can discuss any hostel related issue with the hostel superintendent only in his/her available time and that meeting will be held either in the hostel office or any common space of the hostel.
- In case of any damage or loss of hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the boarders of the wing/floor/hostel, as decided by the Students' Welfare Board.
- Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft or any other cause, the University Authority shall in no way be considered responsible.
- In the hostel premises the following acts are strictly prohibited:
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Wilful damage to property
 - Entering the hostel premises in an intoxicated state
 - Using abusive languages
 - Employing unauthorized persons for personal work such as washing clothes, repair of hostel property, etc.
 - Cooking in the room or on the hostel premises
 - Using two-wheelers and/or motor vehicles of any kind
 - Keeping any pet

Code of Conduct

a. Every boarder must consider the hostel as his/her home and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the institution.

b. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the dining area/ hostel premises is not permitted.

c. Parents of student boarders suffering from contagious disease shall be responsible for taking their wards home or make alternate arrangements for stay to avoid spread of the disease. Decision of the hostel authority in this regard will be final and binding.

d. The student shall not indulge in any political or communal activity which is detrimental to the law and order. Students should not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

e. All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board every day to acquaint themselves with the latest information/orders.

f. The authority reserves the right to check the room and belongings of the student boarders as and when required.

g. Anti-ragging Norms

Ragging is strictly prohibited in any form; if someone is found guilty, severe action will be taken. In this connection, Presidency University follows UGC Anti Ragging norms. According to UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, Ragging Means:

I. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student

II. Including in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or raise fear or apprehension thereof in any fresher or any other student

III. Asking any student to do any act which such student will not in the ordinary course do and which has, the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student

IV. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

V. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students

VI. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by student

VII. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person

VIII. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the disclosure to fresher or any other student

IX. Any act that affects the mental health and self-confidence of a fresher or any other student.

If any question arises regarding interpretation of these rules, it shall be referred to the Students' Welfare Board, its decision will be final.

DISCIPLINARY MEASURES

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule, shall be subjected to disciplinary action by the Students' Welfare Board. Moreover, depending upon the gravity of the offence if the Students' Welfare Board so considers, the case may be forwarded to the disciplinary committee of the university for further action. **The jurisdiction of the university is confined to the campus only.**

The Superintendent has the overall charge of the matters relating to discipline and security in the hostel and also matters relating to the boarders' welfare.

Hostel Fees

Payment/fees to be made at the time of admission are:

Establishment Charges	= Rs. 2000.00 (one time) (for UG/PG students) & Rs. 3000.00 (one time) (for research scholars/research associates)
Seat Rent	= Rs. 200.00 pm (for UG/PG students, Rs. 150 for financially challenged students) & Rs. 300 pm (for research scholars/research associates)
Hostel Caution Money	= Rs. 5000.00 (refundable, after adjustment, if any)

The Hostel authority reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the university website.

Declaration to be signed by the Parent/Guardian

(Use of non-judicial stamp paper of Rs. 10 or above)

I, do hereby declare that (name of the hostel applicant)
agrees to comply with the rules and regulations of the hostel as and when stated by
the university authority and I am also fully aware that in the event of any incident
occurring beyond the jurisdiction of the hostel premises leaves no responsibility
with the hostel authority/university authority.

Signature of the parent/guardian