

GUIDE BOOK OF HOSTEL

REVISED IN THE YEAR 2009

&

AMENDED IN 2017

**UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI :: COOCH BEHAR**

Placed in the 62nd Executive Council Meeting held on 25th July, 2017

1. General

- 1.0. The hostel under the administrative control of UBKV should be treated as facilities provided by the Viswavidyalaya for the students enrolled in the University in accordance with UBKV Act, 2000 and First Statute. The right of admission and continuance in the hostels as a boarder are reserved by the Viswavidyalaya.
- 1.1. Residence in the hostel is compulsory for all students registered under the University, provided that the Dean, Students' Welfare permits a student to reside outside the hostel with his/her parents/ guardians.
 - a) The application of the student should be accompanied by a letter from the parent/guardian to the effect that the student will be living with them during the period of his/her study in the Viswavidyalaya and
 - b) The permission so accorded shall be withdrawn by the Dean, Student' Welfare if the student fails to attend the theory and practical classes as per class schedule during a term/semester.
- 1.2. The students residing in a hostel shall have to abide by the hostel rules and other instructions issued by the hostel authorities from time to time. Any breach of hostel rules or such instructions will render a student liable to disciplinary action.
- 1.3. Night stay outside hostel without the permission of the hostel authority is a serious punishable offence.
- 1.4. The boarder will always clear hostel dues and some other dues as has been fixed by the University Authority within such date and time notified.
- 1.5. A boarder must stay in the hostel for at least 15 days/month, except during Puja vacation, study tour, in-plant training and such other academic activities.
- 1.6. If a boarder does not stay in the hostel as per clause 1.5 without prior approval of the DSW/ Resident Superintendent, his/her boardership will be cancelled from the next month.
- 1.7. Ragging within the hostel premises is strictly prohibited and is a punishable offence as per " UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" under section 26(1)(g) of the University Grants Commission Act, 1996. Measures will be taken as per the above act.

2. Admission and Accommodation:

- 2.1. The Registrar shall admit the students and send the names of such students to the DSW/ISW for arranging their accommodation in the hostels. The DSW/ISW shall send those students to the Resident Superintendent for reporting to him and for getting seat allotment in the hostels.
- 2.2. The Resident Superintendent shall provide one cot, one chair and furniture if so provided by the authority to each of the boarders, preferably on the first day a student is admitted in a hostel, Each boarder shall receive the same by putting signature in the record book for this purpose.
- 2.3. The boarder shall have to leave the hostel within 7 days from (1) the date of final submission of Ph.D thesis in case of Ph.D students, (2) the date of viva-voce examination in case of M.Sc students, (3) the date of completing the final examination in case of UG students and other registered students.
- 2.4. The boarders shall return the furniture received on the last day of their stay in the hostel and shall obtain clearance certificate stating that he/she has returned all the furniture in as it is condition.
- 2.5. If any furniture is damaged, lost or disposed by a boarder the Resident Superintendent or the authorized functionary will immediately report to the DSW and to the Registrar, intimating them the amount of loss

involved. The latter shall serve a bill to the boarder/guardian for payment of the cost, failing which the boardership will be cancelled by the Registrar and marks sheet/certificate shall not be issued.

- 2.6. Each boarder shall obtain a no-dues certificate from the DSW / Resident Superintendent stating that there is no outstanding bill unpaid against him/her, including the boarder's mess charge and all furniture has been made.

3. Hostel Authorities and staff:

- 3.1. Dean, Students' Welfare: Powers and functions will be as per the provisions of Section 33 of UBKV Act, 2000 and Section 45 of First Statute of UBKV.

- 3.2. Resident Superintendent cum NSS Coordinator: Powers and functions will be as per the provisions of Section 60 of the First Statute of UBKV.

1. He shall be responsible to the DSW on all affairs of the hostel and for maintenance of its utility services. He shall be responsible for maintaining the discipline and promotion of harmonious and smooth life of the boarders. He shall act as the chairman of CMC.
2. He shall maintain a register of names of the boarders along with the names and addresses of their parents/ guardians or local guardians authorized by their parents at the time of their admission.
3. He shall maintain the funds and accounts of the hostels and stock registrar of the assets of the hostel provided by the Viswavidyalaya.
4. He shall be the controlling officer of Provost, steward, matron and all categories of hostel staffs.
5. He shall supervise the work of hostel staffs and forward their leave application to the DSW for necessary action.
6. He shall bring to the notice of the DSW irregularity and indiscipline of staffs and boarders.
7. He shall perform all works related to NSS as per the guideline laid down by NSS advisory committee.
8. He shall perform such other duties as may be assigned to him from time to time by DSW.
9. He must stay within the University Campus.
10. He will chair the meetings of the Wardens Committee in the hostel, which will be held as regularly as may be necessary, but at least once a month.
11. **He** can impose fines (upto the limit set in List of Rates) or waive fines.
12. **He** can transfer a resident from one wing of the hostel to another.
13. **He** can permit the stay of a resident's guest for more than 7 days but upto 14days according to hostel rules.
14. **He** will regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.
15. **He** will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
16. **He** can sanction payment of security deposit to suppliers for goods to be supplied or services rendered.
17. **He** can recommend refund of all kinds of security money.
18. He /She will ensure the timely completion of works and will examine the bank reconciliation statement of all accounts pertaining to the hostel.
19. He /She **shall ensure proper checking by Office In-charge and shall verify the wage bills pertaining to the mess, sanitary and other staff provided by the private manpower service provider.**
20. He /She can sanction repairs to furniture in emergent cases.

21. He /She will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
22. He /She can recommend overtime in accordance with rules.
23. He /She can recommend leave in respect of mess and other staff of the hostel as per delegation of authority given in this Manual.
24. He/ She will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel)
25. Will check the resident students register and the guest room register.
26. Will take disciplinary action for keeping any unauthorised guest.
27. Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer/ Care taker of the University.
28. Will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, Stuart, matron, and take action for their repairs/replacement or for obtaining additional furniture.
29. Will look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
30. Will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.
31. Will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.

3.3. **Provost:** There shall be one provost for each hostel to be appointed by the Registrar from amongst the teachers, officers or non-teaching employees not below the rank of Superintendent of the University.

1. The provost shall be responsible to the Resident Superintendent cum NSS coordinator and perform such duties as may be assigned to him/ her from time to time by the Resident Superintendent.
2. The provost must reside in the University premises.
3. The provost shall perform the routine work of Resident Superintendent in his absence. He may deal with financial matter on the direction of the DSW.
4. He shall maintain a students' requisition book for hostel requirements and inform the Resident Superintendent for action.
5. He shall maintain a record book for daily movement of students away from the hostel and inform the same to DSW.

3.4. **Steward:** There shall be one steward for each hostel for assisting the Resident Superintendent in maintaining the records like cash book, stock book, etc. of hostels, common room and the mess system as well as the individual rooms of the boarders.

1. He shall assign duties to the mess workers in consultation with the mess committee and also to the staff performing sweeping and cleaning work.
2. He shall also perform duties relating to cleanliness, sanitation and health care aspects of students.
3. He shall also supervise and endorse the monthly accounts of mess Central Mess Committee (CMC) maintained by the Secretary, CMC.

3.5. **Matron:** There shall be two Matrons for each ladies hostel, she shall be responsible to the Resident Superintendent.

1. She shall maintain the records of the movement and attendance of the boarders and staff attached to the hostel.
2. She shall attend the sick boarders and assist the Resident Superintendent in maintaining proper discipline and hygienic conditions in the hostels.
3. She shall help in allotting duties of hostel staffs and supervise their duties.

3.6. Physical Instructor:

1. There shall be one Physical Instructor for assisting the Resident Superintendent cum NSS Coordinator in maintaining the activities for Sports and Games and the gymnasium facilities for students when established.
2. He shall advise and supervise the students for the promotion of the Sports and Games and gymnasium aspects.
3. He shall prepare field arrangements and place requisition for procuring items relating to sports and games.
4. He shall perform duties relating to conducting Annual Athletic Meet and other indoor and outdoor competition relating to sports and games.

3.7. **Mali:** One Mali may be appointed by the Viswavidyalaya for each hostel. He shall be responsible to the Resident Superintendent cum NSS Coordinator for cleaning and maintenance of garden and lawns around hostel and shall perform such other duties as may be assigned to him from time by the Resident Superintendent/Provost.

3.8 Mess Workers:

1. Mess workers shall remain staff of Dean, Students' Welfare/ISW
2. They shall perform duties under the supervision of the Resident superintendent as per advice of Secretary, Central Mess Committee.
3. They shall also perform such other duties as may be assigned to them from time to time by Dean, Students' Welfare/Resident Superintendent/Provost/Steward.

3.9 Prefect:

- I. Resident Superintendent Cum NSS Coordinator in consultation with provost and Central Mess Committee will select Prefect from each floor of every hostel building to look after the well being of boarders of his/her floor. The number of Prefects shall be as follows. There shall be one prefect for upto 50 boarders in each floor and for each next 15 boarders there shall be another Prefect in each floor.
- II. He or she shall look after and report to the Resident Superintendent/Provost on the light, water, sanitary condition and any other facilities provided/to be provided in the floor.
- III. He or she shall assist the Resident Superintendent/Provost in such matter of administration of hostel and perform such functions as may be assigned to him or her.
- IV. He or she shall be allowed to continue as prefect only on satisfactory performance which will be evaluated by the Resident Superintendent.
- V. He or she shall enjoy a rent free accommodation in his or her floor in the hostel.
- VI. The tenure of the prefect will be maximum of 6 months. But he or she may be changed before 6 months based on the performance or any other valid reasons.

4. Central Mess Committee:

4.1. There shall be a Central Mess Committee (CMC) for the all the hostels of the University and one Hostel Mess Committee in each hostel. The members of the Central Mess Committee will be elected by all valid boarders of all the hostels. The number of Central Mess Committee members will be in the ratio of 01 (one) for every 20 (twenty) valid boarders or part thereof. The Secretaries of Hostel Mess Committees

will be the ex-officio members of the Central Mess Committee. Among the members 1 (one) member will be elected as Secretary of the Central Mess Committee elected by the members of the Central Mess Committee. Resident Superintendent-cum-NSS Co-ordinator will be the ex-officio Chairman of Central Mess Committee.

The members of the Hostel Mess Committee will be elected by the valid boarders of that particular hostel. The number of members of Hostel Mess Committee will be in the ratio of 1 (one) for every 20 (twenty) valid boarders or part thereof. This Hostel Mess Committee will run the mess of that particular hostel, reading room etc. as per rules framed. It will report, with recommendations, to the Central Mess Committee about the non-compliance of rules by any of its boarder. This committee will perform all the functions of the particular hostel with due compliance of the rules and will be responsible to the Central Mess Committee.

- 4.2. The tenure of the office of the Central Mess Committee (CMC) and hostel Mess Committee (HMC) shall normally be one year from the date of its formation. The election of the members and the secretaries of both the CMC and HMC should be done with proper notification issued by the Resident Superintendent cum NSS Coordinator/DSW at least 30 days prior to the expiry of the term of the office of the existing Committees. However, under special circumstances the CSW and HMC but the extension should not be more than 2 months, if the case arises. The Returning officer for election to the CMC and HMC will be the Dean, Students Welfare or his representative.
- 4.3. The Hostel Mess Committee shall prepare a roaster of month wise mess manager(s) from the boarders of the respective hostels for six months. The manager shall make all necessary purchase pertaining to preparation of food in the hostel with the help of the steward of the hostel. He or she will maintain the record of day to day expenditure on account of food prepared and maintain the store of mess under overall supervision and cooperation of HMC. The HMC will be responsible to the CMC for proper functioning of mess during the tenure of a mess manager. The CMC may take alternative arrangements in consultation with the secretary of the concerned HMC in case of emergencies to substitute/relieve manager for the remaining period.
- 4.4. The responsibility of solving messing problems and for checking of accounts shall rest on the CMC in consultation with HMC. The CMC , will appoint two auditors from among the boarders of the concerned hostels for auditing the mess account for each month.
- 4.5. The mess charge of a hostel will be calculated by the manager with the help of HMC which will publish it after checking the account by CMC within 5th of the next month.
- 4.6. The manager shall hand over the charge of the mess to his successor on the last day of expiry of the tenure of Mess Managership.
- 4.7. The dues for hostel mess calculated by the Secretary of the HMC with the help of Steward, if any, will be reported to the CMC which will take further necessary action.
- 4.8. Central Mess Committee may provide concession on mess charge to poor boarders as decided by the Mess Benevolent Fund Committee.

5. Other Utility services Committee in the college

5.1 Committee for Health and Hygiene

A committee shall be constituted by the DSW for the students.

- I. To discuss all matters related to health and hygiene
- II. To review and monitor the related programmes time to time

III. To make recommendations regarding the promotion of the standard of health and hygienic condition

The members of the Committee are-

- | | | |
|------|---|-------------|
| I. | DSW | -- Chairman |
| II. | Resident superintendent cum NSS Coordinator | -- Member |
| III. | Medical Officer | -- Convenor |
| IV. | President, CSU | -- Member |
| V. | Secretary of CMC | -- Member |
| VI. | Provost | --Member |

The committee shall meet at least twice in a year.

5.2 Committee for Games and Sports

- I. The DSW shall constitute a Sports Committee for the students
- II. To discuss all matters related to sports and games
- III. To review and monitor the sports programme
- IV. To formulate, modify or revise the programme for promotion of sports and games aspects and
- V. To constitute the sub-committee for the conduction of Viswavidyalaya annual Athletic Meet

The Committee shall consist of the following members.

- | | | |
|-------|--|-------------|
| I. | DSW | -- Chairman |
| II. | Resident superintendent | -- Member |
| III. | Physical Instructor | -- Convenor |
| IV. | Games and Sports Secretary (CSU) | -- Member |
| V. | General Secretary (CSU) | -- Member |
| VI. | President (CSU) | -- Member |
| VII. | Comptroller or his representative | -- Member |
| VIII. | One teacher to be Nominated by concerned Dean, | --Member |

The committee shall meet twice in a year.

5.3 Discipline Committee

The DSW will constitute a committee to:

- I. Discuss all matters related to discipline and its maintenance in the hostel.
- II. Make recommendations for the promotion of discipline among the students.
- III. Review the implementation of programme related to discipline.
- IV. To advice DSW at the time of occurrence of any in disciplinary act.

The committee shall consist of following members:

- | | | |
|-------|---|---------------------|
| I. | Registrar | -- Chairman |
| II. | DSW | -- Member Secretary |
| III. | Deans of all the faculties | -- Members |
| IV. | Two senior teachers to be nominated by VC | -- Member |
| V. | Secretary CSU | -- Member |
| VI. | Resident Superintendent | -- Member |
| VII. | Deputy Registrar | -- Member |
| VIII. | One Provost nominated by VC | --Member |

The committee will prepare the code of conduct of the students and submit it to the CSW for further necessary action.

6. In-Charge, Students' Welfare (ISW):

There shall be an In-Charge, Students' Welfare for each college under the University.

- a) The ISW shall be appointed by the Vice-Chancellor from the teachers or officers of the University not below the rank of Associate Professor for a maximum period of two years.
- b) He /she shall be responsible to the Associate Dean or the person officiating on his behalf for his duties and function and shall also work in close co-ordination with the DSW of the University.
- c) The powers and functions of the ISW for a college is similar to that of the DSW until and unless defined otherwise by the appropriate authority of the University.
- d) He/she shall abide by the UBKV Act, Statute, decisions of the CSW and other Bodies adopted from time to time.
- e) He/she shall represent the meeting of the Council of Students' Welfare (CSW) on behalf the college as and when a meeting of CSW is arranged by the University.
- f) The In-charge, Students' Welfare, shall be the chief co-ordinator to promote Students' Welfare activities including all extra-curricular activities.
- g) The ISW , shall be responsible for proper maintenance of students' discipline in the hostels, messes and various functions and activities.
- h) The Resident Supervisor-cum-NSS Co-ordinator and all other staff related with students' welfare shall be under the administrative control of the ISW.
- i) All funds related with the students' welfare in the college shall be maintained by the ISW
- j) The ISW, shall organise coaching classes for service examination and shall explore the possibilities of obtaining scholarships, fellowships, endowments, and medals from different organisations or agencies in consultation with the DSW.
- k) ISW, shall be responsible to the Vice-Chancellor in promoting extra-curricular such as inter and intra University sports and games meet, health and hygiene, literary, cultural and other fine arts programmes among the students of the college.
- l) Perform such other duties as may be assigned to him/her from time to time by the Council of Students' Welfare and the Vice-Chancellor and Associate Dean.
- m) Exercise the overall control all students of the college outside Faculty programme.

7. Other Utility services Committee in the college

7.1 Committee for Health and Hygiene

A committee shall be constituted by the ISW for the students:

- i. To discuss all matters related to health and hygiene
- ii. To review and monitor the related programmes time to time
- iii. To make recommendations regarding the promotion of the standard of health and hygienic condition

The members of the Committee are:

- | | | |
|------|---|-------------|
| i. | ISW | -- Chairman |
| ii. | Resident superintendent cum NSS Coordinator | -- Member |
| iii. | Medical Officer | -- Convenor |
| iv. | One Senior teacher to be nominated by the Associate Dean with the approval of V.C. | -- Member |
| v. | President, CSU | -- Member |

- vi. Secretary of CMC -- Member
- vii. Assistant Provost --Member

The committee shall meet at least twice in a year.

7.2 Committee for Games and Sports

- i. The ISW shall constitute a Sports Committee for the students
- ii. To discuss all matters related to sports and games
- iii. To review and monitor the sports programme
- iv. To formulate, modify or revise the programme for promotion of sports and games aspects and
- v. To constitute the sub-committee for the conduction of Viswavidyalaya annual Athletic Meet.

The Committee shall consist of the following members.

- i. ISW -- Chairman
- ii. Resident superintendent -- Member
- iii. Physical Instructor -- Convenor
- iv. Games and Sports Secretary (CSU) -- Member
- v. President (CSU) -- Member
- vi. Assistant Comptroller or his representative -- Member
- vii. One teacher to be Nominated by Associate Dean --Member

The committee shall meet twice in a year

7.3 Discipline Committee

The ISW will constitute a committee to:

- i. Discuss all matters related to discipline and its maintenance in the hostel.
- ii. Make recommendations for the promotion of discipline among the students.
- iii. Review the implementation of programme related to discipline
- iv. To advice DSW at the time of occurrence of any in disciplinary act.

The committee shall consist of following members:

- i. Associate Dean -- Chairman
- ii. ISW -- Member Secretary
- iii. Two senior teachers to be nominated by VC -- Member
- iv. One representative of CSU -- Member
- v. Resident Superintendent -- Member
- vi. Assistant Provost --Member

The committee will prepare the code of conduct of the students and submit it to the CSW for further necessary action.

8. NORMS/PRIORITIES FOR ALLOTMENT OF HOSTEL ACCOMMODATION TO THE STUDENTS:

8.1. First Priority

List of documents to be furnished along with application form (original documents should be submitted at the time of hostel allotment).

8.2. ELIGIBILITY FOR HOSTEL ALLOTMENT

8.2.1 Only students admitted to a full-time programme of study are eligible to apply for hostel accommodation. Students who accept employment or join any course outside UBKV in the course of their study **including a course through open and distance learning mode** will lose their entitlement to hostel accommodation if they are employed (ad hoc or temporary employment included) for a period exceeding 3 months on a salary (including all allowances) higher than the amount of UGC/CISR/ ICAR JRF or any other research fellowship. The students concerned shall be responsible to immediately inform the hostel administration in this regard. Concealment of any information or failure to inform about joining a course outside UBKV or undertaking employment and salary shall lead to disciplinary action, including eviction from Hostel.

For the purpose of this clause, the condition of "3 months" and "salary" are to be taken into account jointly and separately and even one condition will be sufficient to invoke this provision against the defaulting student. For example, if a student undertakes employment upto 3 months but with a salary (including all allowances) more than the amount of UGC/CISR/ICAR JRF or any other research fellowship, such a student will have to vacate the hostel. Similarly if a student undertakes employment for more than 3 months even with a salary less than the amount of UGC/CSIR/ICAR JRF or any other research fellowship, such a student will also have to vacate the hostel.

Note: UGC or ICAR or any other fellowship will not be treated as employment.

8.2.2. Students coming from outside Cooch Behar will have first preference over the local students who will be considered only after the outside students have been allotted hostel accommodation.

8.2.3. Allotment will be made as per select merit lists supplied by the Admission Branch and on the basis of their application for hostel allotment to be submitted to the Dean of Students' Office.

8.2.4 The Dean of Students may allot a seat/room to a student(s) on medical grounds, keeping in view the seriousness of the ailment and merits of the case.

8.2.5. Students belonging to SC/ST & P.H. categories shall be given reservation in hostel seats as per quota fixed from time to time by the University. Presently it is 15% for SCs; 7.5% for STs; and 3% for Physically Handicapped students. **All SC/ST students of P-I category shall be allotted hostel on priority basis as per University norms.**

8.2.6. Similarly some rooms will be reserved for non-resident foreign nationals (i.e. those foreign nationals not residing in India) joining the various full-time programmes of study of the University, so as to provide accommodation at the earliest.

8.2.7. No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Branch of the University. (See List of Rates).

8.2.8. Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

A. NORMS GOVERNING HOSTEL LIFE

1. All the boarders shall abide by the following Hostel regulations. Non-compliance of any regulation shall lead to such punishment as expulsion from the Hostel and even from the Viswavidyalaya. Every Boarder must acquaint himself/herself with all the regulations of the Hostel and observe them strictly. Ignorance of rules will not be considered as an excuse.
2. Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
3. Boarder shall always be responsible to come across any Notification issued by the Hostel Administration through Notice Board or through any other official means or university website (www.ubkv.ac.in).
4. Boarders shall maintain perfect discipline and proper atmosphere of studies in the hostel.
5. Boarders shall be responsible to the provost for the furniture's fittings etc. provided in their rooms.
6. Boarders shall keep their own rooms neat and clean and will help in maintaining proper cleanliness in and around the hostel.
7. Boarders shall bring all problems related to their hostel accommodations to the notice of the provost and prefects of the Hall.
8. All cases of sickness shall be reported first to the Provost/Stuart / Matron and then to the M.O. of the Viswavidyalaya.
9. No boarder shall keep fire arms, lethal weapons and poisons in the hostel.
10. No alcoholic drink or any other intoxicants or combustible materials shall be taken or permitted in the hostel.
11. Ragging in any form in the hostel is strictly prohibited. Detection of any act of ragging, depending upon its seriousness, shall be liable to heavy punishment including expulsion from the Hostel/University with the approval of the U. B. K. V. Council.
12. All kinds of shouting, violence, knocking or any other acts, movement or behavior causing disturbance or annoyance or nuisance to other students are strictly prohibited in the hostel premises.
13. Complaints on maltreatment or abusing of the Hostel workers/staff, which shall ordinarily be dealt with by the provost, will be liable to penal measures.
14. The boarders shall make proper use of common room, the news papers and allied literature and articles of indoor games. Hours of opening and closing of common room will be fixed by the provost from time to time.
15. Boarders shall visit the dining hall, Common room and canteen in proper and decent dresses.
16. Cutting, defacement, destruction and removal of any portion of news papers, magazines etc. are strictly prohibited.
18. Boarders shall not take meals outside the dining hall unless he/she has been permitted by the provost /Hostel Super on bonafide grounds.
19. All boarders of a hostel must be the member of the Mess of the concerned hostel and must not be permitted to have any separate cooking arrangement in his/her room.

20. Boarders requiring any repair/maintenance work in their rooms, urinals and latrines shall write these matters in the register to be maintained by Provost /Matron/Steward.
21. Character Certificate shall not be issued in favour of any student until and unless it is recommended by the Provost and the Dean, Students' Welfare.
22. Boarders shall not be allowed to permit boarding of their guests in the Hostel/Hall. However, under special circumstances, a guest may be permitted to stay in the Hostel for not more than three days with prior approval of the concerned Provost. However, in Ladies hostel, only female guests whose names have been declared by the guardian at the time of admission may be permitted as above by the provost not exceeding three days.
23. Video show can be allowed in the Hostel Campus for academic and Cultural purposes with prior permission of D.S.W. on recommendation of the students union.
24. The residents should be back in their respective hostels latest by 11 p.m. or by half an hour after time for library closing, whichever is later. Students who are found outside their respective hostel premises after the stipulated time and involving in any violence or otherwise disturbing the peace on campus and privacy of UBKV community will be evicted from hostel forthwith apart from any other disciplinary action by the University.
25. A resident who wishes to stay out late or to remain absent overnight shall inform the Stuart/matron concerned in the prescribed form.
26. No Non-resident visitor shall be permitted to stay in the rooms of the residents after 10.30p.m.
27. Male visitors including male students or guests shall not be allowed in girls/women hostels except that bonafide male guests may be permitted by Mess Warden in the dining halls of girls' hostels. Similarly female visitors (including girl students) may not be allowed in the dining halls of Men's Hostels.
28. Only men can stay as guests in a men's hostel and only women can stay as guests in women's hostel.
29. The residents shall make payment of all hostel dues as per prescribed intervals and on demand.
30. For a visitor to stay in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with law on the subject.
31. Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Hostel Super/ Provost or higher authorities. The relevant provision is reproduced below:

"The hostel resident(s) on account of harbouring unauthorized person(s) in his/her room would be fined in the first instance Rs. 1000/-. If found guilty second time, the fine will be Rs. 2000/- and if found guilty for the 3rd time he/she will be evicted from the hostel".
32. The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's, is likely to disturb peace and order in the hostel.
33. The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.
34. Every resident is responsible for the care of the hostel property he uses. Residents found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case

may be, and they will also be liable to disciplinary action. The decision of the Hostel Super/Provost will be final in this regard.

35. Residents shall switch off the lights, including table light, fans and other electrical gadgets of their room while going out.

36. The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.

37. The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorised electrical appliance/gadget. **Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken by the Hostel Super/Provost.**

38. Cooking of food in the rooms including in the pantry is strictly prohibited.

39. The residents should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the residents.

40. No resident is permitted to take away his belongings from the hostel premises without a proper 'gate pass' issued by the Hostel Super.

41. The residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour.

42. Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited.

43. The residents shall not hold any religious or political function (other than related to students activities) within the premises of the hostel, except with the prior written permission of the Vice-Chancellor.

44. The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.

45. The Hostel Super or the Provost or any officer of CHMC concerned, Matron, Stuart reserves the right to inspect the hostel rooms at any time.

46. Pets are not allowed within the Hostel.

47. The University reserves the right to close any or all hostels *suo motto*.

48. Students/Residents shall not hold any meetings within the hostel premises unless with the prior permission of the Hostel Super and such permission should normally be obtained at least 48 hours in advance of the meeting.

B. Withdrawal and removal from the Hostel

1. Application for withdrawal from the Hostel shall be submitted only after the hostel dues have been cleared. Such application shall be countersigned by the father / guardian, if required, by the authority and be submitted to D.S.W. with the recommendations of the concerned provost.

2. Boarders shall have to pay all the hostel dues and fines standing against his / her name up to the day he/she continues to be on the roll of the Hostel as well as Mess.

3. A boarder shall be expelled from the Hostel, if he/she is in the habit of staying away from hostel without permission or is negligent in his/her studies or is found guilty of misconduct or indiscipline.

4. (a) Boarders shall not be allowed to stay in the Hostel, if his/her hostel mess dues are in arrears for more than a month and the guardian of the defaulter boarder will be intimated thereof.

(b) In case of defaulter boarder, the matter must be reported by the concerned provost through D.S.W. and the Dean of the Faculty concerned to the Registrar and requesting him to withhold the results till the balance of the outstanding dues are paid by the students. In case of UG and PG final year students, Dean of the Faculty concerned shall effect recovery of outstanding dues from the security deposits. The Dean of the Faculty will then hand over such recovered amount to the concerned provost. When a student leaves the hostel before the final examination in UG and PG programme without clearing the hostel dues, he/she should not be allowed to appear in the unfinished examination until he/she gets a clearance certificate from the concerned provost. The provost shall submit defaulters' list prior to the examination and publication of results to the Dean of the Faculty concerned and Registrar. 5. No boarder shall leave the hostel without personally handing over the charge of the room/seat to the concerned provost. Loss, if any, during his/her absence, in case he/she does not hand over charge, will be made good from him/her. In case a boarder leaves the room locked for 30 days without permission from the provost, the latter shall have the authority to unlock the room for re-allotment. For an outgoing student, after completion of the final examination, he/she shall have to vacate the room, failing which the provost shall have the authority to open the room by any means for re-allotment.

C) Maintenance of furniture, lights etc. in boarders' room

1. Suitable furniture shall be provided for each student.
2. Furniture shall not be removed from one room to the other. In case of any damage willfully or carelessly done to any furniture, electric and other fixtures, utensils, glass panels or any property belonging to the Hostels, it shall have to be made good by the boarder / boarders causing damage and fines shall be imposed on the boarder/boarders on the basis of the report from the provost. D.S.W. will realize the said amount.
3. Extension of the existing electric wiring by any boarder is strictly prohibited.
4. Use of electrical radios, heaters, irons or other electrical appliances by the boarders is strictly prohibited.

D) Leave rules

1. Leave sanctioned for absence from the Faculty does not mean leave from the Hostel. Leave from the Hostel shall have prior approval of the concerned provost which will be recorded by the steward/Matron of the same Hostel.
2. During summer recess and puja vacation, both hostel and mess will remain closed. Only under compelling circumstances hostel may remain open with the approval of D.S.W. and Registrar.

E) Provisions for guests and visitors

1. Guests shall not normally be permitted to stay in the hostel. In exceptional cases, however, if father, guardians or brother of a male boarder comes from far off places in an odd hour, they may be allowed to stay in the guest room with the permission of the concerned provost not more than 3 days. The names of such guests shall be entered in the Guest Register. The boarder concerned will have to make all payments of the guest charges. However, in case of ladies hostel, only female guests whose names were recorded as per advice of guardian at the time of hostel admission may be permitted as above by the provost not exceeding three days.
2. A boarder keeping guest without the permission of the provost shall be liable for punishment.
3. Visitors whose names have been approved by the provost shall be received in the visitor's room.

F) Disciplinary rules

1. Boarders shall be required to stay in the respective rooms and shall not act in any way so as to create disturbances for others.
2. Except otherwise stated here-in-under, boarder shall in no case remain outside the hostel after 8 p.m. However, boarders of ladies hostel must not remain outside the hostel after 5-30 p.m. (for November to February) and 6.00 p.m. (March to October). Before leaving the hostel, other than their academic activities, the girl students shall have to take permission in writing from the provost and keep the records of their absence from the hostel in the movement register maintained in the office of the provost.
3. Staying in the hostel without sufficient reason, when the classes are going on, shall be considered to be an act against hostel discipline.
4. Any insubordination or incivility on the part of the hostel worker / staff shall at once be reported to the Mess Secretary for its onward transmission to the provost. A boarder shall under no circumstances take any step against any employee.
5. Boarders shall along with their belongings leave the respective hostels within 7 days after completion of respective courses. Responsibility of any of their belongings, if left behind, shall lie with them. Boarders shall have to hand over the possession of their rooms to the provost.
6. Cases of violation of regulations including disciplinary rules by a boarder will be reported to the guardian of the concerned boarder as well as the D.S.W. for necessary action.
7. A boarder, if found guilty of having committed breach of rules, shall be liable to be punished by the provost / D.S.W. as under:
 - a) The provost may impose a warning or fine upto Rs. 100/- on a defaulting boarder.
 - b) The D.S.W. in consultation with the registrar may expel a student from the hostel or impose a suitable fine for violation of hostel rules as per recommendation of the concerned provost.
 - c) Provost will not be responsible for any action / activities consequent to involvement of a boarder, outside the concerned hostel.

G) Mess Rules

1. Every boarder shall pay mess deposit and hostel caution money as may be fixed by the authority time to time which is adjustable or refundable by the Viswavidyalaya on recommendation of the Hostel provost when the boarder leaves the hostel after completion of the courses or for good.
2. The mess manager is expected to prepare a week's menu in advance in consultation with the mess committee pending approval of the provost.
3. All the boarders shall take their meals only in the dining hall during the scheduled hours as notified from time to time. Meals shall not be served to boarders staying outside the dining hall, except with the permission of the provost for only sick boarders.
4. Special diet shall not be served to any boarder except when he/she is sick on the recommendation of the Medical Officer of the Viswavidyalaya.
5. Meals shall not be available after the fixed timing unless prior permission is obtained from the mess manager.
6. Guests of boarder may be allowed to take meals in the mess by payment of a charge in advance to be determined time to time by the mess committee.
7. Once admitted in a hostel, a boarder shall have to be a member of the mess. A boarder shall not be permitted to take meals in any hostel other than the one fixed for his/her residence.

8. A boarder shall not be permitted to be the guest of another boarder of the same or other hostels in any case.
9. Boarders on no account remove any utensil of the hostel out of the dining hall.
10. The students shall check up at the beginning of each month their mess accounts for the previous month in the hostel office and shall bring to the notice of the provost discrepancies, if any, within 2 days from the date of publication of mess accounts. Discrepancy, if any, shall be rectified in the next months accounts.
11. Boarders, except the mess committee members, mess secretary and mess manager, shall not usually enter the kitchen.

H) Medical Rules

- a) All cases of illness of boarders shall have to be reported to the provost /Asstt. Provost/ Matron (in case of ladies hostel) and the medical officer of the University for treatment.
- b) A sick boarder has to be hospitalized as per the recommendation of the medical officer of the University. However, in absence of M.O. the concerned provost may hospitalize the concerned boarder but the M.O. and D.S.W. to be intimated at the earliest opportunity for further necessary action, if required.
- c) All cases of sickness to be reported to the guardian / local guardian of the concerned sick boarder for further necessary action. No medical expenses / aid to be made available to the concerned ailing boarder by the Viswavidyalaya.
- d) In case of any infectious disease, the provost shall remove the ailing boarder to the segregation / sick room.

I) Meeting etc.

1. The mess committee shall meet once in a month or more frequently, if needed.
2. The Mess secretary shall convene the meeting of the mess committee giving advance notice of at least three days as and when necessary.
3. The provost shall preside over the mess committee meeting.

J) Hygiene and cleanliness

1. Students are expected to show a sense of responsibility in the maintenance of hedges, lawns and floral growth in the hostel premises. They will refrain from any act that goes against the general cleanliness and hygiene and beauty of the hostel premises.
2. Cleanliness of corridors, common room, sick room, students' room, kitchen, drains, latrines etc. shall rest with the sweeper posted in the hostel by the Viswavidyalaya.
3. Cleaning of all utensils, dining table, benches etc. shall rest with the hostel workers / staff.
4. Cleaning and maintenance of lawns, garden etc. shall rest with the MALI of the concerned hostel.
5. Boarders have to clean their room clean by themselves. Any room found dirty liable to punishable offence.

The University has vast residential complex and various civic amenities are provided to all the students and staff members including effective transport and security systems. Banking and postal services are available inside the University campus and one ATM has also been established near the main gate of the University to cater the needs of the students and the employees.

ANTI - RAGGING INITIATIVE AND SELF DECLARATION

All the students taking admission in the University must submit the following affidavit/ declaration / undertaking in the prescribed formats (Annexure I, Annexure II and Annexure II A) at the time of admission/counseling.

Affidavit is to be submitted by the Student (as per format in Annexure I) and by parent/guardian (as per format in Annexure II) during admission/counseling.

Declaration/ Undertaking is to be submitted by the student and Mother/Father/Guardian (as per format in Annexure II A) during admission/counseling.

.....

Appendix

- **Appendix A : Hostel Admission Form**
- **Appendix B : Approach of Uttar Banga Krishi Viswavidyalaya to Students towards Ragging.**
- **Appendix C: Declaration of Hostellers only**

AFFIDAVIT BY THE STUDENT

Annexure-I

I,.....(full name of the student with admission./ registration/enrolment number) S/O D/O Mr./Mrs./Ms.....having been admitted to(name of University)have received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declare thisday ofmonth of year.

Signature of deponent.

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at(place)on this the (day) of(month).....(year).....

Signature of deponent.

Solemnly affirmed and signed in my presence on this the (day) of (month)..... (year)after reading the contents of this affidavit.

Registrar

AFFIDAVIT BY PARENT/ GUARDIAN

I, Mr./Mrs./Ms.....(full name of parent/ guardian) father mother/ guardian of admission./ registration/enrolment number) S/O D/O Mr./Mrs./Ms.....having been admitted to ----- (name of University).....have received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that
a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declare thisday ofmonth of Year.

Signature of deponent
Name:
Address:

Telephone/Mobile No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at(place)on this the (day) ofmonth.....(year).....

Signature of deponent Solemnly affirmed and signed in my presence on this the (day) of (month)..... (year)after reading the contents of this affidavit.

Registrar



UTTAR BANGA KRISHI VISWAVIDYALAYA
ADMISSION & SCHOLARSHIP SECTION, REGISTRAR'S DEPARTMENT
P.O. PUNDIBARI, DT- COOCH BEHAR, PIN 736165,
Phone: Tel: 03582-270 588

DECLARATION

1. On Non-Judicial Stamp Paper of Rs. 20/-
2. Both pages to be filled by prospective Student and his/her Guardian (with date).

I, Mr./Ms. Faculty of.....Dept. of.....student of Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar being permanent resident of..... (give permanent home address with telephone no.) do hereby undertake on this the (day), of (month)(year), the following :

1. I, hereby, declare that, the entries made by me in Application Form are complete and true to the best of my knowledge and based on records.
2. I, hereby undertake to present the original documents immediately upon demand by the concerned authorities of the University.
3. I, hereby, promise to abide by the admissible rules and regulations, concerning discipline, attendance, etc. of the University (UBKV), and also to follow the Code of Conduct prescribed for the Students of the University, as in force time to time and subsequent changes/ modifications/ amendment made thereto. I acknowledge that, University has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
4. I, understand that, 80% attendance in classes is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance falls short, for any reason, the competent authority of the University may take such punitive action against me, as may be deemed fit and proper.
5. I, hereby declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the authorities of the University to solve my problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of life of the Uttar Banga Krishi Viswavidyalaya campus and /or its Hostel premises.
6. I, hereby declare that, neither I will indulge in, nor tolerate ragging, in any form, even in words or intensions, nor I accept to give a undertaking in the prescribed format for the same.
7. I, understand that as per rules and regulations of the University, I will not be permitted to possess or use any motorized vehicle inside the University campus, unless I am permitted to do so by a written prior authorization from the Dean of Students' Welfare.
8. I, hereby declare that, I shall be solely responsible for my involvement in any kind of undesirable / indisciplinary activities outside the campus, and shall be liable for punishment as per the law of the land. I, further understand that, the University shall in no way provide any support to me and will not be held responsible for my any such action.
9. I, also declare that, I am not suffering from any serious/contagious ailment and/ or any psychiatric/ psychological disorder.

10. I, further declare that, my admission may be cancelled, at any stage, if I am found ineligible and/ or the information provided by me are found to be incorrect.

11. I, hereby undertake to inform the University, about any changes in information submitted by me, in the Application Form and any other documents, including change in addresses and phone nos., from time to time.

Date:

Signature of the Student.

DECLARATION BY PARENT/GUARDIAN

I, (Mother/Father/ Guardian) hereby fully endorse the above undertaking/declaration given by my child/ward. And I will endeavour to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit.

Place :

Dated:

Signature of Mother/Father/Guardian

**UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDBARI:: COOCHBEHAR:: WESTBENGAL
FACULTY OF AGRICULTURE/ HORTICULTURE/ TECHNOLOGY
HOSTEL ADMISSION FORM**

- 1.Name of Student (BLOCK LETTER):
- 2.(A) Rank of Admission:
3. (A)Gender: Male/Female. 3(B)Category: *SC/ST/GEN/PWD/OBC-A/B/etc.*
- 3 (C) Faculty
4. (a) Present Address and address for correspondence:
- i) Vill.IStreetii)
- P.O iii) T.O
- iv) P.Sv) Dist
- vi) State vii) Pin:
- viii) Phone No. (Student)*/Guardian*
- (b) Permanent address: (if different from present address/ address for correspondence):
- Vill./Street.ii)
- P.O.iii) T.O
- iv) P.Sv) Dist
- vi) Statevii) Pin:
- 5.Name of Father/ Guardian:
- 6.Address of Father/ Guardian:
- 7.Annual Income:
- 8.Who will bear the Hostel Charges (hostel fee, mess charges, etc.)
- 9.State his annual income and full address

I declare that I shall abide by the RULES and REGULATIONS of the hostel as amended from time to time. I further agree that in case of any indiscipline on my part I shall be liable to expulsion from the hostel.

Countersigned by Father/
Guardian with date

Signature of the student
with date

TO BE FILLED BY THE D.S.W.

1. Name of the Hostel:
- 2.Date of admission to the Hostel:
- 3.Class:..... year
- 4.Roll No:..... Section:
- 5.Room No:..... Floor No:
6. Details furniture provided:
- a) c)
- b) d)

Resident Superintendent
Cum NSS Coordinator

Dean, Students' Welfare (Actg.)

APPROACH OF UTTAR BANGA KRISHI VISWAVIDYALAYA TOWARDS RAGGING

Uttar Banga Krishi Viswavidyalaya (UBKV) has accepted the guidelines issued by the Hon'ble Supreme Court in connection with the judgment in Civil Writ Petition No. 656 of 1998 filed by Viswa Jagriti Mission Vs Central Government and others.

The University has also accepted the West Bengal Prohibition of Ragging in Educational Institution Act, 2000 (W. B. Act. XIII of 2000) which, inter alia, contained the following provisions (For detail, The Calcutta Gazette", Extraordinary, published by authority on Monday, May 29, 2000 may be seen):

1. **"Ragging"** means the doing of any act which causes, or is likely to cause, any physical, psychological, psychological harm or apprehension or shame of embarrassment to a student, and includes-
 - a) Teasing or abusing of playing practical joke on, or causing hurt to any student or
 - b) Asking any student to do any act, or perform anything, which he/ she would not, in the ordinary course, willing to do or perform.
2. **Penalty for Ragging-**
 - a) Ragging within an educational institution is hereby prohibited.
 - b) No person shall participate in, abet, or propagate, ragging in any educational institution.
3. **Penalty for Ragging-**
 - a) Expulsion from the educational institution, if found guilty on inquiry by the Institution against a complaint lodged by any other student.
 - b) Imprisonment of either description upto two years or fine upto five thousand rupees or both.
 - c) Any student convicted under 3(b) shall be dismissed from the educational institution in which he/ she has been prosecuting his/ her studies for the time being, and shall not be re- admitted to that educational institution.

DECLARATION AGAINST RAGGING

Declaration and Undertaking by the Candidate:

I do hereby declare that I am fully aware of the above-noted approach of UBKV towards and the statutory punishment to which a student shall be liable if found guilty of ragging and hereby undertake that I shall neither indulge in ragging activities nor shall take part in or subject anyone to ragging.

Date-

.....
Signature of the Candidate

Declaration and Undertaking by the Guardian:

I do hereby declare that I am fully aware of the above-noted approach of UBKV towards and the statutory punishment to which a student shall be liable if found guilty of ragging and hereby undertake that my ward shall not indulge in any kind of ragging activities nor shall take part in or subject anyone to ragging.

Date-

.....
Signature of the Guardian

DECLARATION FOR HOSTELLERS ONLY

This is to certify that our relative/family friend (of the student) who is residingwill be the local Guardian of during his/her B.Sc.(Ag./Hort.), B.Tech, M.Sc (Ag./Hort) & Ph.D (Ag./Hort.) course (Local Guardian has to come personally and sign the undertaking, in the presence of Resident Superintendent cum NSS Coordinator)

LOCAL GUARDIAN’S NAME Mr./Mrs./Ms

RELATIONSHIP WITH THE STUDENT

RESIDENTIAL ADDRESS

.....

TEL NO. E-MAIL MOBILE.....

OCCUPATION DESIGNATION

OFFICIAL ADDRESS.....

TEL NO. E-MAIL MOBILE.....

Signature of the Student

Signature of Mother

Signature of Father

Name:

Name:

Name:

Contact No:

Contact No:

Contact No:

Date:

Date:

Date:

We, the undersigned do hereby undertake complete responsibility for our ward

Mr./Ms

We further undertake to pay by way of fine or make goods if any loss caused by him/her during his/her stays in the hostel premises by way of recovery in case of damage accidentally or otherwise caused by him/her to the property of the institute or the property belonging to other hosteller. We agree that in the interest of maintaining discipline and decorum, the decision taken by the concern authorities will be binding on us and my ward without any questioning whatsoever. In case of major sickness/ hospitalization, I, the local guardian undertake to reach the hostel/hospital immediately on intimation and take charge of my ward. In case of ward suffering from any contagious disease, he/she has to vacate the hostel immediately and he/ she will be allowed to stay in the hostel only on producing a fitness certificate from the doctor concerned.

Furthermore, we understand that our ward, on being expelled from the hostel, on disciplinary grounds, will be staying with the local guardian. The local guardian will take complete responsibility of the ward and will make necessary arrangements for his/her stay, meals etc.

Signature of Parent with date

Signature of Local Guardian with date

Personal presence of Local Guardian Verified on in presence of the Students.

Resident Superintendent
Cum NSS Coordinator

Dean,
Student’ Welfare (Actg.)