



**MAA NANIBAI CHHATraniWAS**  
(A Unit of Sri Basudeo Ramsisaria Charitable Trust)

**HOSTEL**  
**FOR STUDENTS AND WORKING WOMEN**

**RULES AND REGULATIONS**

Plot No. BA-152, Street No. 118  
Area 1B New Town, PS Rajarhat  
Near Pride Hotel, Kolkata – 700 156  
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**MAIN OBJECT**

To provide accommodation for girl student and working women to live in a family atmosphere along with other inmates coming from various parts of the country to the city of Kolkata, having no safe place to stay for studying and on getting an employment. The hostel is open to the Indian girl student and working women. Preference will be given to women from middle and lower income group.

**TERMS AND CONDITIONS**

**I. APPLICATION :**

The application for admission must be made in the prescribed form which must be completed in every respect. Each applicant is given a copy of rules and regulations of the institution which includes application for admission in the hostel.

- a) The Superintendent/Warden will scrutinize the application and allot accommodation
- b) Admission to the hostel will be open to students and employed women who have no other suitable place to stay in Kolkata.
- c) All admissions are entirely at the discretion of the Superintendent of the hostel subject to the approval of the Administrative Officer.

**II. ADMISSION RULES :**

- a. Application for admission to the hostel will be in the prescribed form. Documents required to be submitted are :
  1. Medical Fitness Certificate
  2. Zerox of Address and ID Proof (Self Attested) [Aadhar Card or Voter ID Card etc.]
  3. Registration details of the current course being pursued or Appointment Letter, as applicable
  4. Declaration from Local Guardian in Kolkata putting sign in presence of hostel superintendent/Warden
  5. Passport Size photos (3 copies)
- b. Unemployed women in search of employment may be given provisional accommodation for not more than one month and those already residing may continue to stay in the hostel for a period not exceeding one month when not in employment. The time period can be extended by the authority of the Trustee.
- c) The maximum period anybody can stay is 1 year after which one has to vacate the hostel. Grant of extension will be at the sole discretion of the Trustees.
- d) Any inmate not observing the discipline and/or if her presence in the hostel is considered by the management as not in the interest of the hostel, will have to vacate her room when a notice of 15 days is served on her.
- e) Children will not be allowed to stay with the inmate as there is no provision for this.

### III. SECURITY DEPOSIT :

- a) A sum of Rs. 6000/- is to be paid at the time of joining the hostel as deposit under receipt. The deposit will be refunded at the time of leaving the hostel on surrendering the original deposit receipt duly discharged, after adjusting hostel dues, if any.
- b) Any amount due to the hostel towards damage to hostel property or monthly fee or other dues will be deducted from the deposit.
- c) The Security Deposit will be forfeited if the inmate leaves the hostel without one calendar month's notice in writing.

### IV. RATES OF HOSTEL:

- a) The applicants have to pay the following fees at the time of admission:

✓ Security Deposit (refundable)	: ₹ 6000.00
✓ Development Fees(Per session, non-refundable)	: ₹ 5000.00
✓ Lodging Charges per month	: ₹ 4200.00 (Quarterly in advance)
- b) Food Charges:

✓ Vegetarian Food (Breakfast + Dinner) per month	: ₹ 1800.00 (Quarterly in advance)
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- c) The above mentioned food charges include the charges of Breakfast & Dinner only.
- d) Lodging charges include the cost of all facilities subject to the user guidelines provided by the Management.
- e) Monthly boarding charges and food charges will be payable quarterly in advance.

### V. NOTICE:

- a) Any resident desirous of leaving the hostel is required to give one calendar month's notice in writing to the superintendent.

### VI. LEAVE AND RETAINING FEES :

- a) A notice of absent should be notified in writing at least a fortnight prior to departure and the retaining fees for the period must be paid in advance. Resident will be required to make the room available during their absence. Separate storage facility will be provided but the cupboard etc. must be emptied.
- b) In the event of a resident not returning in the due date without any written notice, she will forfeit the right of accommodation and the management will have the right to give the room to other applicants after waiting for seven day more.

## VII. GENERAL RULES:

- a) If the fees are not paid before 15<sup>th</sup> of the quarter starting or within the prescribed time, the defaulter will pay Rs 100/- per day as late fee fine or vacate her room.
- b) Beds, Mattresses, Tables and chairs are provided in the room.
- c) Residents are not allowed to bring their own furniture into the rooms or move furniture from one room to the other.
- d) Resident should report any sickness immediately. They are liable to be sent to the hospital at their cost and at the discretion of the superintendent/warden.
- e) Silence should be observed from 10.00 pm to 6.00 am. Lights should be put off at 11.00 pm except those residents having permission to study.
- f) Stove, Irons and other electrical appliances will not be allowed to use in the rooms. Iron can be used only in Ironing Room.
- g) No intoxicating drinks, drugs should be kept in the rooms and or consumed by the residents themselves or their visitor in the hostel premises. Any resident found in an intoxicating conditions will be dismissed forthwith.
- h) The management will not be responsible for any loss of money, jewellery or any other valuable things due to theft.
- i) The servants of the hostel are not to be used for personal needs.
- j) Rooms are to be kept in tidy condition and residents should help the management in maintaining the premises clean.
- k) The management reserves their rights in respect of allotment of rooms. A resident cannot have the option to have any particular room or choice as to her room-mate. Residents shall have to occupy the room, the management allots her with whomsoever the management chooses, and they are expected to maintain cordial relations with each other. The management will try to put the residents in any rooms of their choice or any other residents as their room-mates but the residents cannot claim this as their right.
- l) Any residents absenting herself from hostel without such previous permission or intimation on phone in case of emergency will be liable to leave the hostel and lose their deposit amount.
- m) Residents should not make any kind of friendship with the servants. They should not give any gifts/tips in cash or kind.
- n) Residents should be properly dressed when they are out of their rooms. They should tie their hair when coming to the dining hall and at reception.
- o) Giving false information of the course pursuing or study or employment etc. as the case may be, will be liable for immediate dismissal from the hostel.
- p) Lights and fans should be put off when the residents go out of the rooms. Water taps will be closed when they go out of the bathrooms. Nobody should waste foodstuffs. No waste material should be thrown in the bathroom sinks. Violations will be fined and repeated violations will call for dismissal.
- q) Complaints, if any should be made to the superintendent/warden whose decision will be final.
- r) Residents found guilty of misconduct or breach of any of these rules will be dismissed forthwith.
- s) Music should be played under controlled volume levels.
- t) Lights and fans should be put off when the residents go out of the room.

#### **VIII. LATE LEAVE AND NIGHT OUT:**

- a) Residents are expected to be in by 10.00 pm
- b) Late leave is granted up to 10.30 pm for four nights in a month
- c) Leave for Night outs will be allowed only six nights in a month with special permission of the superintendent/warden on written application by the resident.

#### **IX. VISITORS AND GUESTS :**

- a) Visitors and guests are allowed between 5.00 pm and 7.00 pm on Holidays and Sundays. During week days visitors will be allowed only between 9.00 am to 12.00 Noon and 4.00 pm to 6.00 pm respectively.
- b) No male visitors will be allowed in residents rooms. But female visitors may be permitted during visiting hours with the special permission from superintendent/warden.
- c) No residents shall talk with any other visitors after the visiting hours inside the compound or in the vicinity of the hostel.

#### **X. OTHER RULES :**

- a) Residents are expected to take care of every article of the hostel. Any damage will be charged for.
- b) No nail shall be driven into the wall. No picture be hung or stuck onto the wall or furniture. No writing on the walls, doors and windows or anywhere else is permitted.
- c) The superintendent/warden and other office bearers of the hostel are entitled to visit and inspect the rooms of the residents at any time.
- d) The residents should refrain from instigating and influencing others to support them on any matter affecting the management. They shall not refuse to accept any communication addressed to them. Such action shall be considered gross indiscipline and they will be dismissed forthwith without notice.
- e) The management reserves their right not to accept any resident's renewal application for continued stay whose presence in the hostel is considered detrimental to the general atmosphere and welfare of the residents.

#### **XI. MESS :**

- a) Residents should not take any utensils, crockery or cutlery from the dining hall at their rooms.

#### **FOOD TIMING:**

Morning Tea/Breakfast	: 8.00 am to 10.00 am
Evening Tea/Coffee	: 5.00 pm to 7.00 pm
Dinner	: 8.00 pm to 10.00 pm

These timings are subject to change.

#### **NOTE:**

1. All rates and tariffs are subject to change from time to time at the sole discretion of the management.
2. Mess is compulsory.