



RAIDIGHI COLLEGE

(A NAAC Accredited College)

P.O. & P.S. -Raidighi, South 24 Parganas, Pin- 743383

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Ref. No: RC

Date: 06.12.2021

RAIDIGHI COLLEGE GIRL'S HOSTEL COMMITTEE

(Vide GB Resolution No.1 Dated 03.11.2021)

1. Dr. Sasabindu Jana, Principal
2. Prof. Sabita Soren
3. Prof. Asim Panda
4. Prof. Manas Gayen
5. Prof. Sharmila Ray
6. Prof. Shrabony kar
7. Mr. Jakir Hossain
8. Mr. Priyatosh Halder

INVITTEE MEMBERS

1. O.C., Raidighi Police Station
2. C.M.O.H, Raidighi Rural Hospital
3. B.D.O, Mathurapur-II Block



Approved

Principal

Raidighi College

PRINCIPAL

RAIDIGHI COLLEGE
SOUTH 24 PARGANAS

Report of Raidighi College Girls Hostel (Nivedita Bhawan)

(Approved by the Principal)

There is total 56 rooms in the Girls hostel which include one Warden's residence room. All the rooms are self-contained. Rest 53 rooms are available for hostel admission. The total capacity of Girls hostel is 159 students. At present there are 20 students in the hostel. There is mess attached to the girl's hostel. The seating capacity of the mess is 100 students. All 20 students are taking their meals in the mess.



Lateral View of Nivedita Bhawan

Room's Details: -

- 1) 3-Seater Room – 53 Nos.
Each room contains 3 Cots, 3 Computer cum Study Tables, 3 chairs, one Cupboard with 1 door, one Mirror, one Ceiling Fan, one Dustbin, 4 light points and 4 other light points for Table Lamp or computer or Mobile charging
- 2) As Warden is residential, one room is in used as Warden's Residence.
- 3) 3 dining halls are used for lunch and dinner.

Girls' Hostel Staff:

Sr. No.	Name of Staff	Contact Number
1	Prof. Mrs. Sabita Soren (Rector)	8436390608
2	Mrs. Gita Pradhan	7583929741
3	Mr. Himangshu Mondal	9933606561
4	Mr. Ananda Halder	9933143553

Girls' Hostel Office Number: 8436390608

Accommodation is available for 159 students. Hostel building is new, modern, spacious and adjacent to the college. The rooms are properly ventilated and provided with fans, tube lights and furnished with cots, cupboards (lockers), a chair and a study table. Hostel has a spacious dining hall where daily meals are served at reasonable rates. (Fixed by management on contract basis.). Also, the hostel is well secured and guarded for 24 hrs.



Front view of Nivedita Bhawan

HOSTEL RULES: - ADMISSION TO

HOSTEL: -

- 1) A student admitted to Raidighi College only shall be eligible to apply for admission to hostel.
- 2) Students will have to buy prospectus and apply for admission in the Prescribed form through the respective Principal of the college.
- 3) Admission will be granted by management at its own discretion.
- 4) Admission to the hostel will be confirmed only after the student pays hostel fees and deposits and submits receipts in the hostel office.
- 5) For students, whose result of earlier annual/semester is pending may be admitted to the hostel only provisionally. Admission of such students shall be confirmed after the declaration of result and only if they become eligible for succeeding year of study.
- 6) Admission to the hostel will be valid only for one academic year.
- 7) Student desirous of continuing admission in the hostel for the next academic year will have to follow the same procedure as prescribed for first year admission in the hostel. The admission to such student will be given only by seeing her behavior in the previous year of stay in the hostel. In disciplined students will not be given admission in the hostel for next academic year.

II) HOSTEL FEES AND DEPOSITS: -

- 1) The student who has been given admission to hostel will have to pay hostel fees and deposits as under: -

Sr. No	Particular	Amount
1	Hostel Fee For one Academic Year	Rs.21,600
2	Hostel Deposits	Rs.1,500
	Total Fees	Rs. 23,100

- 2) The Xerox Copy of all receipt should be deposited in the hostel office.



Our Girls, Our Strength

III) CANCELLATION OF HOSTEL ADMISSION & REFUND OF FEES & DEPOSITS

- 1) **Cancellation of admission –**

The student desirous of cancelling Hostel admission will have to apply in her own handwriting to the concerned Principal through Rector.

- 2) **Refund of hostel fees: -**

The fees once paid are not refundable

Except certain special circumstances shown below, the hostel fees once paid are not refundable.

- a. When the student cancels her admission in the college.

- b. When the College Principal cancels admission of the student on technical ground.
- c. The following deductions will be made in the refundable amount.

Condition	Deduction
If the admission is cancelled after Confirmation within	
15 days	Rs. 500/-
30 days	Rs. 1,000/-
45 days	Rs. 1,500/-
60 days	Rs. 2,000/-
After 60 days	No Refund

Note – No refund of fees will be given if a student leaves the Hostel on her own or is removed from the Hostel or College on the ground of misbehavior in the hostel or in the college.

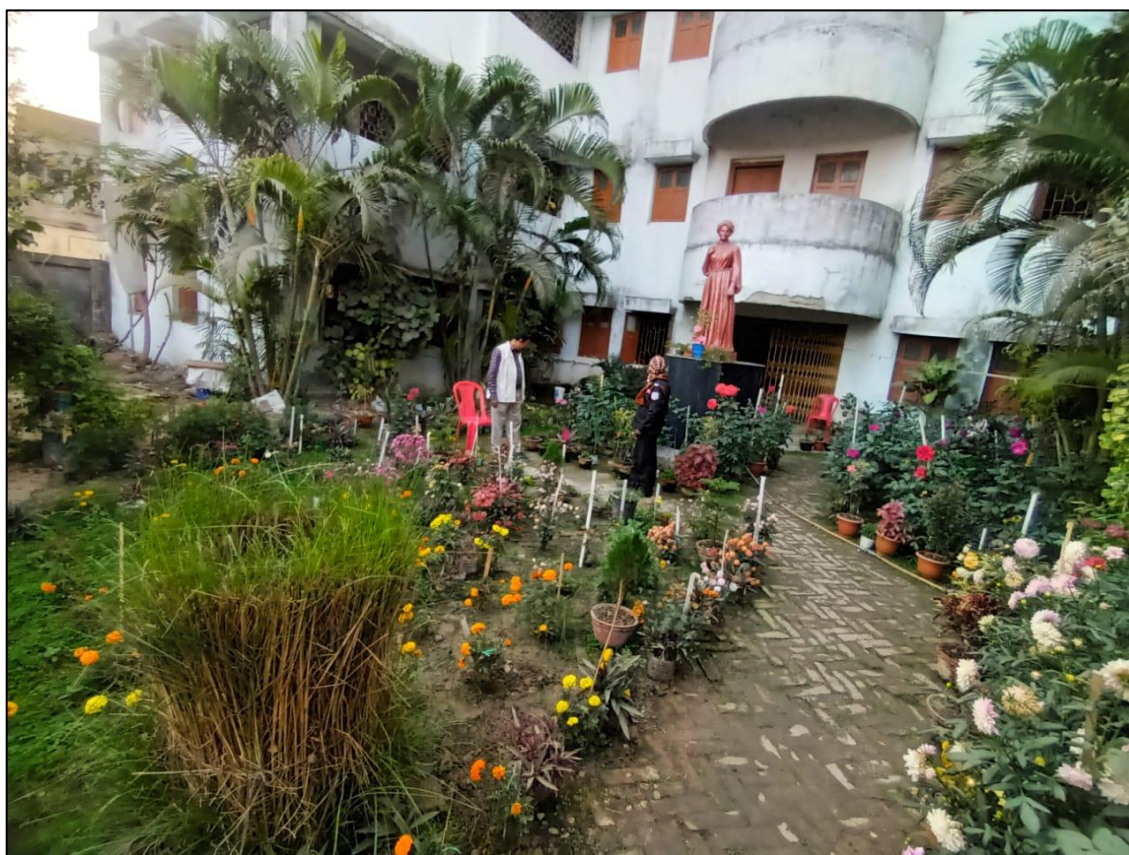
Refund of Deposits-

- 1) The deposits will be refunded only after the student has obtained the clearance certificate (No dues certificate) from the college as well as from the Hostel.
- 2) The refund of fees and deposit shall ordinarily be made by cheque within three months from the date of cancellation of admission in the college and in the hostel.

IV) REGARDING ALLOTMENT OF HOSTEL ROOM –

- 1) Allotment of room to the students will be made by the Rector after confirmation of the admission in the Hostel
- 2) Allotment once made will ordinarily remain unchanged throughout the year. However, the Rector will have the right to make necessary changes in the allotment of the room during the year and the change made by Rector will be binding on the student. Student is not expected to change her room without prior permission of the Rector.
- 3) A student should occupy her room within 7 days from the date of allotment. Failing to do this, allotment of the room will stand cancelled and the hostel fees paid by her will not be refunded.
- 4) Before occupying the room, a student should produce a medical fitness certificate from a registered medical practitioner.
- 5) In case of sickness student should inform hostel office about it immediately.
- 6) Students will have to use their own locks for room and lockers.
- 7) Student will be provided with a cot, table, chair, locker, fan and tube light switch boards. After allotment of the room by the Hostel Authority, each student will have to submit the report of the furniture and equipment received. Similarly, the student will have to hand over the furniture and equipment received by her at the time of leaving the room.
- 8) A student will use her own bedding.
- 9) Student will have to keep her room clean, neat & tidy and should always be careful in its maintenance. She should not litter up her room or the premises.
- 10) Water and electricity should be used economically. Uses of electrical appliances such as heater rod, hot plates, electric iron, radio receiver etc are strictly prohibited. Heavy fine will be charged if the students are found using

- such appliances and they will be liable for dismissal from the hostel.
- 11) Student should stay in their Hostel rooms between 9 p.m. To 6 a.m.
 - 12) **A student's presence is compulsory at the final roll call by the Hostel staff every day at 9p.m.**
 - 13) For permission to remain absent for the roll call or for going out during night time or for going out station or for staying with relatives and friends in the city, a student should apply in writing to the Rector well in advance and get her permission.
 - 14) The student will have to apply in the prescribed form to Rector for going out during night for genuine reasons. Such permission will be granted by the rector only once in a week with the written recommendation of the Principal.
 - 15) Taking into consideration the acute shortage of electricity students should take particular care to switch off the lights and fans, when they are not inside the rooms. If they fail to switch off the lights and the fans, they will be fined.
 - 16) Student shall not enter into others room without their consent and should not disturb others.
 - 17) Students will have to vacate the rooms immediately within two days after their annual examination is over. If they desire to stay in the hostel during vacation period, they will have to apply in writing to the respective Principal, through the rector well in advance and the decision of the Principal will be final.



Principal is monitoring the health & beautification of the hostel compound

- 18) If the occupant of the room does not reside in the hostel room continuously for more than four days without the prior permission of the Rector, her room will be considered as vacant and it will be allotted to the needy student, who is in waiting list and the fees will not be refunded under any circumstances.
- 19) Hostel students will be granted leave on prescribed form the hostel **only on**

college holidays. No leave will be granted on working days, in case of urgency student have to take permission from the HOD/ Class teacher and the application should be submitted personally to hostel office.

- 20) Student is not allowed to carry outside/mess meal to the hostel rooms.
- 21) Due to unavailable circumstances if student is not able to return to hostel after leave, she should inform to hostel office telephonically about over staying. A strict disciplinary action will be taken against the defaulters.
- 22) The student who remains absent for more than three days without the permission of the Rector, the Principal of her college will be informed accordingly and suitable disciplinary action will be taken against the defaulters.
- 23) No student is allowed to stay in the hostel room, while academic classes are going on.
- 24) Hostel students' parents are only allowed to stay in the guest room.
- 25) Hostel student's guests are not allowed to go to students' rooms. They are permitted to meet their ward in visitor's room.

V) RULES OF GENERAL DISCIPLINE -

- 1) The student should behave in such a fashion that the atmosphere in the hostel remains clam and conducive to studies and leading to the cultural and moral development of the inmates.
- 2) Students should take utmost care to keep their room and hostel premises neat and clean.
- 3) Prior permission of the principal of the colleges, through Rector in necessary for arranging any function, lecture, excursion, get together or to start any activity in the hostel premises. The decision of the Principal for giving permission will be final.
- 4) In the case of any untoward happening such as theft, cheating accident, sudden sickness etc. student should immediately report to the hostel authority.
- 5) Student suffering from bodily disorder, injury or sickness should immediately report the matter to the Rector and seek help from the authorized hospital; however, student wishing to be treated other than authorized hospital may do so by giving in writing.
- 6) The students are advised not keep valuable articles or cash in their rooms. If they do so it will be entirely at their own risk. They are further advised to lock their room with sturdy locks even if they leave the room for any reason and they are further advised to deposit their cash or valuables with Indian Overseas Bank available on the campus.
- 7) No parents are allowed to stay in the student's room. However, there are three guest room available in the hostel at reasonable charges. Only parents of the students can stay by paying the necessary charges.
- 8) Students are strictly prohibited from receiving a female guest in their rooms.
- 9) Students are strictly prohibited from paying outdoor games in the hostel premises. Similarly, students should not play indoor games in hostel rooms.
- 10) Students will have to remain present for flag hoisting on 15th August and 26th January.
- 11) Vehicles, if any, of the students will have to be parked only at the parking place at their own risk.
- 12) Students should not drive vehicles in the college campus or off the campus

- at a speed more than 30KMPH for their own and public safety.
- 13) Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting is strictly prohibited.
 - 14) Smoking and alcoholic drinks are strictly prohibited in the hostel and college premises.
 - 15) Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life/property or both.
 - 16) Student should take utmost care to see that no damage is caused to the hostel building, furniture, electrical & sanitary fittings, water cooler & Aquaguard and any other equipment in the hostel premises. The loss caused will be recovered from the students.
 - 17) Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
 - 18) The students will have to make entry in the muster kept at the entrance of the hostel while going out or coming in.
 - 19) Students shall behave politely and properly with the Rector/ staff member of the hostel.

VI) PROHIBITION

Following activities are strictly prohibited in the hostel.

- 1) Loudly speaking/talking.
- 2) Sitting unnecessarily anywhere in campus/hostel.
- 3) Ragging or torturing any student mentally or physically.
- 4) Misbehavior with the hostel staff.
- 5) Quarreling with each other.
- 6) Late coming in the hostel (without permission).
- 7) Damage to hostel property.
- 8) Standing in front of hostel main door, passage, staircases etc.
- 9) Improper dress while taking meals.
- 10) Posters or painting on the walls of hostel rooms and doors.
- 11) Playing outdoor games in the hostel.
- 12) Disturbance to other students.
- 13) Cooking in the room.
- 14) Changing allotted room and the furniture without prior permission from hostel authority. In all above matters the decision of the principal of college, based on the report and recommendation of the Rector of colleges shall be final and binding on the students. The students will strictly adhere to the rules of discipline framed by the college and the Hostel authorities, from time to time.



Approved

Principal
Raidighi College
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