



# Students' Hostel Rules 2024-25

Effective August 1, 2024

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## **BRAINWARE UNIVERSITY**

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

[www.brainwareuniversity.ac.in](http://www.brainwareuniversity.ac.in)

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### **1. ADMISSION TO THE HOSTEL**

Admission to the hostel for the new students will be communicated to the desirous students by admission office along with their admission form after which they will be required to deposit their required hostel fees. A photocopy of the bank receipt along with hostel admission form completed in all respects will be submitted to the respective hostel office before occupying the accommodation. The duration of hostel-stay will commence from the day of admission to the last day of the programme in which he/she is pursuing. On completion of the programme, the hostellers will be required to hand over their accommodation along with allocated furniture items, key of room and Almirah keys to the respective Hostel Warden or Hostel Super. Over-staying in the hostel is not permitted.

### **2. ACCOMMODATION**

- 2.1 Each hosteller is provided with a Cot, Study Table, Study Chair and an Almirah besides standard electrical fittings such as tube lights and ceiling fans. An individual hostel resident is responsible for any damage to the items provided to them and will be required to cover the cost of the damages. In case of damages, if the defaulter is not identified, collective penalty would be imposed.
- 2.2 Change/Inter-Change of Room: A boarder shall not change/interchange her/his room with another boarder or shift into a vacant room without the written permission of the Hostel Warden/Super. The Hostel Warden/Super has the right to shift a boarder from her/his room to another room in the hostel at any time without assigning any reason.
- 2.3 Boarders are not allowed to remain in the hostel during class hours on working days unless they are genuinely sick or have no classes. A minimum of 75% class attendance is mandatory; however, for Pharmaceutical Technology students 80% class attendance is compulsory and for Nursing 100% attendance is compulsory.
- 2.4 Accommodation will be allocated to hostel boarders through a lottery system on the first of hostel admission.

### **3. LEAVE/OUTPASS FROM HOSTEL**

- 3.1 **Boarders may go out of the hostel after class hours in the afternoon on weekdays only once, after signing the "In-out" register at the campus gate. They must return before 8:00 pm and sign in the register again upon return.**



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- 3.2 If a boarder needs to stay during the semester break for special classes or other reasons, they must obtain special permission from the departmental head, providing relevant documents.  
**Boarders must leave the hostel during Puja vacation. Under any circumstances, no student will be allowed to stay back in the hostel during Puja Vacation.**
- 3.3 Boarders wishing to stay out overnight must obtain permission from the hostel warden/super by filling out a hostel leave form, stating a valid reason and with **consent from Parents/Guardians.**
- 3.4 Boarders needing to leave the hostel during class hours must obtain special permission from the concerned HOD or Programme Coordinator, providing a valid reason for their absence and submit the leave form to the Hostel Warden/Super.

## **4. ATTENDANCE**

- 4.1 Boarders must be in their rooms from 8:00 pm to 9:00 pm for attendance checking.
- 4.2 All hostel doors will be shut for the night at 10:00 PM. Thereafter no hostellers is permitted to leave the hostel premises.
- 4.3 Hostel staff will conduct regular checks to identify students staying back in the hostel during class hours. **Repeated offenders, who stay back in the hostel without any valid reasons will be asked to vacate their accommodation in the hostel.**
- 4.4 Hostel authorities reserve the right to conduct routine bag checks of all hostel boarders to ensure compliance with hostel rules and regulations. Bag checks will be conducted in the presence of the respective boarder to maintain transparency and respect for personal belongings. Any prohibited items found during the inspection will be confiscated, and the boarder may face disciplinary action as per hostel policies. The findings of the bag checks will be treated with confidentiality and will only be shared with relevant authorities as necessary.

## **5. RULES FOR VISITING BOYS HOSTEL**

- 5.1 Guardians or relatives may visit the hostel from 07:30 hour to 19:30 hour to meet their wards in the hostel. In emergencies, visits to the boarder's room are allowed with prior **written permission** from the Hostel Warden/Super or concerned Authority of the University; Guardians or relatives are not permitted to visit the rooms without prior permission.



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- 5.2 Day scholars (both boys and girls) will not be allowed entry in hostel without prior permission from the competent authorities. **Defaulter day scholars as well as hostellers will each be penalized by 50% hostel fee for one month and will also be liable for disciplinary action.**
- 5.3 The maintenance staff like carpenter, electrician, plumber etc. on grant of permission will be accompanied by the hostel staff to the flat/suite for repairs.
- 5.4 Ladies are not permitted to enter the Boys' hostels, except University officials with prior permission from concerned Authority.

### **6. RULES FOR VISITING GIRLS HOSTEL**

- 6.1 Only female guardians or relatives may visit the hostel from 07:30 hour to 19:30 hour to meet their wards in the hostel. In emergencies, visits to the boarder's room are allowed with prior **written permission** from the Hostel Warden/Super or concerned Authority of the University; Guardians or relatives are not permitted to visit the rooms without prior permission. No male guardian or relatives are allowed to enter boarders room.
- 6.2 Day scholars (both boys and girls) will not be allowed entry in hostel without prior permission from the competent authorities. **Defaulter day scholars as well as hostellers will each be penalized by 50% hostel fee for one month and will also be liable for disciplinary action.**
- 6.3 The maintenance staff like carpenter, electrician, plumber etc. on grant of permission will be accompanied by the hostel staff to the flat/suite for repairs.
- 6.4 The entry of all males is strictly forbidden inside Girls' hostel.

### **7. MEDICAL FACILITY**

- 7.1 First aid medical treatment is available within the campus. Brainware University has a resident doctor (8:30 am to 7 pm) and nursing staff. On falling sick the hosteller will inform the warden who will arrange medical help. Should the hosteller be advised hospital admission, necessary communication to this effect will be sent to the parents/local guardians by the hostel warden/super.
- 7.2 **Each student of Brainware University must obtain medical insurance with a minimum coverage of INR 50,000.00. Proof of the medical insurance must be submitted within 15 days of admission to the hostel.**



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### **8. LAUNDRY FACILITY**

Any hostel boarder is entitled to avail themselves of the laundry facility in exchange for payment. They are advised to follow the regulations posted in the laundry facility area.

### **9. CANTEEN FACILITY**

- 9.1 Boarders must take care of their canteen coupons; as these will not be re-issued under any circumstances once issued for the month.
- 9.2 All meals must be taken in the dining hall of the canteen. Ready food items are not allowed to be carried to hostel rooms.
- 9.3 Meals will be served in the canteen block at specified times, as notified periodically.

### **10. CODE OF CONDUCT**

- 10.1 Boarders must maintain respectful behaviour towards hostel and office staff and avoid any unethical conduct.
- 10.2 "Silence hours" will be observed from 11:00 pm to 6:00 am. During these hours, boarders must maintain silence in the rooms and hostel premises. Assemblies in rooms, lobby or common areas are prohibited. Students wishing to study after 11:00 pm should do so without disturbing roommates, preferably using personal table lamps.
- 10.3 Boarders must maintain a quiet environment; loud music, dancing, and creating noise are forbidden. Boarders must refrain themselves in creating any nuisance to others.
- 10.4 **Boarders must switch off lights and fans when not in use to prevent misuse.**
- 10.5 Personal fans are not allowed in hostel rooms. Electrical plug points may only be used for mobile charging, table lamps during silence hours, and personal computers/laptops for academic purposes.
- 10.6 **Boarders should keep valuables under lock and key. The university is not responsible for any loss of money, jewellery or personal belongings of any boarder. Boarders are advised not to keep any cash/jewellery or any costly items in the room openly.**
- 10.7 Boarders should not write on walls, doors and windows of the hostels. If found he/she has to face disciplinary action. All boarders must keep hostel neat and clean.
- 10.8 Cooking in the hostel rooms is strictly prohibited. If anyone is found guilty, than a fine upto INR 25000/-can be imposed or disciplinary action will be taken as decided by authority.



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Students are not supposed to use any electrical Equipment/Gadgets in the hostel room such as Induction Plate, Room Heater, Electric Kettle, Electric Iron, Immersion Rod, Refrigerator etc. without prior permission of authority. A fine upto INR 5000/- is imposed if anyone is found using the same with confiscation of Gadgets/Equipment and strict disciplinary action will be taken against them as decided by authorities.

- 10.9 **Smoking/Consumption of alcohol, drugs, or tobacco products and Gambling in any form such as Playing Cards (even without money at stake) are strictly prohibited in the hostel. Anyone found indulging in the use of such things, a fine of upto INR 10,000/- will be imposed and will face immediate expulsion from the hostel.**
- 10.10 Boarders should take permission of Hostel Warden and concerned Authority of the University to arrange any event in hostel.
- 10.11 Boarders shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. **Anyone found indulging in such activities will be fined up to INR 10,000 and will face immediate expulsion from the hostel.**
- 10.12 Boarders are not allowed to make union or community based on caste, religion or region. **Anyone found indulging in such activities will be fined up to INR 10,000 and will face immediate expulsion from the hostel.**
- 10.13 No boarder shall bring or store any firearm, ammunition, explosive and inflammable goods in the premises of the hostel. **Anyone found indulging in such activities will be fined up to INR 10,000 and will face immediate expulsion from the hostel.**
- 10.14 Dress Code: Boarders should be decently dressed when they are out of rooms. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
- 10.15 Boarders are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/ other students' rooms.
- 10.16 Giving the room keys to any person other than the Wardens, in good faith is at their own risk. The boarders must lock the rooms and their lockers with their own locks.
- 10.17 If any boarder is unwell, his / her roommate or immediate neighbour should instantly inform the Hostel Warden, so that due care may be taken for providing treatment to the concerned boarder.
- 10.18 Cooked food from outside is not allowed inside the hostel.



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### **11. WAITING LIST FOR CHANGING HOSTELS/ROOMS**

Boarders desirous of shifting to different rooms within their present Hostel must submit an application with proper reason to the respective Warden's/Supers's Office. Such students will be accommodated subject to decision of the authority.

### **12. RAGGING**

**Ragging in any form in the hostel is BANNED. It is a cognizable offence. Being a silent spectator and not reporting/stopping others indulging in ragging in the hostel is also an offence and will invite disciplinary action. Boarders have to sign an Affidavit and should be endorsed by the Parents/Guardians, in compliance with UGC Regulations on curbing the menace of ragging.**

### **13. EXPULSION FROM HOSTEL**

- 13.1 Forging documents or signatures of guardians is a criminal offense and will result in expulsion from the hostel/University, based on the decision of Committee.
- 13.2 **Boarders with chronic ailments MUST disclose their conditions when they apply for hostel accommodation. If their condition worsens during their stay, they may be required to leave the hostel, with the final decision resting with the relevant authority. This policy is likely in place to ensure the health and safety of all boarders and to manage any potential medical emergencies effectively.**
- 13.3 **Boarders experiencing mood swings, depression, or having mental issues, SHOULD declare the above status upon applying for hostel accommodation. If their condition deteriorates during their stay, they will be expelled from the hostel immediately. This policy aims to ensure the well-being of the individual and the broader hostel community, addressing any mental health crises promptly and effectively.**
- 13.4 Please also refer to the points 10.9, 10.11, 10.12 and 10.13.

### **14. WITHDRAWAL FROM HOSTEL**

For permanent hostel departure, boarders must coordinate with the hostel warden/superintendent.

### **15. HOSTEL ADMINISTRATION**





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- 15.1 The hostel administration may search boarders and their belongings at any time, including during silence hours.
- 15.2 Theft/damage to hostel assets in common areas/corridors will be recovered from all boarders of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

**I undertake to abide by the above rules**

\_\_\_\_\_  
**Guardian Signature**

**Relationship:**

**Date: -**

**Phone No.**

**WhatsApp No.**

**Mail ID:**

\_\_\_\_\_  
**Student Signature**

**Date: -**

**Student Code:**

**Phone No:**

**Mail ID:**

**DECLARATION BY GUARDIAN**

I, \_\_\_\_\_ [Guardian's Full Name],

residing at \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

[Guardian's Address], am the legal guardian of \_\_\_\_\_

[Hostel Boarder's Full Name], \_\_\_\_\_ [Code], who is currently

residing in \_\_\_\_\_ [Hostel Name]. I hereby declare and assign \_\_\_\_\_

\_\_\_\_\_ [Local Guardian's Full Name], residing at \_\_\_\_\_

\_\_\_\_\_



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\_\_\_\_\_ [Local Guardian's Address], as the  
local guardian for my ward.

Details of Local Guardian:

- Full Name: [Local Guardian's Full Name]: \_\_\_\_\_  
\_\_\_\_\_
- Relationship to Hostel Boarder: [Relationship]: \_\_\_\_\_
- Contact Number: [Local Guardian's Contact Number]: \_\_\_\_\_
- Email Address: [Local Guardian's Email Address]: \_\_\_\_\_
- Residential Address: [Local Guardian's Address]: \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- WhatsApp No [Local Guardian's Address]: \_\_\_\_\_

\_\_\_\_\_  
**Guardian Signature**

\_\_\_\_\_  
**Local Guardian's Signature**