

পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ রাজ্য হাজ কমিটি

(সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা দপ্তরের একটি বিধিবদ্ধ সংস্থা)

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Government of West Bengal
WEST BENGAL STATE HAJ COMMITTEE

(A Statutory Body under

Minority Affairs & Madrasah Education Department)

Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat

Kolkata - 700 160

Tel. No.: 033- 2986 0249 / 2290 3617

Toll Free No.:1800 345 7155

I/181471/2022

Memo No:-WBSHC-446/22

Dated:-15.03.2022

N-O-T-I-C-E

All the selected candidates for the admission in AIKATAN Ladies' Hostel, Kaikhali, VIP Road, Kolkata -52 are hereby informed to comply the below mentioned stipulations:

- Bring their parent/guardian for signing the agreement paper in the presence of the competent authority.
- Bring compulsory deposit amount of Rs. 6000/- [Rs 5000/- as refundable security amount and Rs 1000/- as two months Maintenance Charges in advance] which shall be deposited in the specific given bank account.
Bank Name: State Bank of India A/c Name: HAJ HOUSE WELFARE FUND
A/c No.: 39976951594 IFSC Code: SBIN0014528
Maintenance Charge @ Rs. 500/- per month will be collected from each boarder within 7th of every month.
- A declaration about bonafide resident and annual income from competent authority is to be submitted in the office.
- An undertaking of Aikatan Ladies' Hostel Rules & Regulation duly notarized on Rs 10/- non judicial stamp paper. (As per given proforma, Page no.-8 of the Rules)
- Sign all pages of agreement-cum-guidelines of AIKATAN Ladies' Hostel, as a token of acceptance.
- Bring the prescribed Medical Certificate in original duly filled-in and signed by the competent authority. (As per given proforma, Page no.-9 of the Rules)
- Bring the all original testimonials and one set self attested photo copy.

The above requisitions are mandatory for a boarder in AIKATAN Ladies' Hostel. The boarder must occupy her seat within 15 days of the date of publication of this notice.

Enclosures:-

- List of Selected Candidates
- Aikatan Ladies' Hostel Rules & Regulations

By Order/-
Executive Officer
West Bengal State Haj Committee

AIKATAN Ladies' Hostel
West Bengal State Haj Committee

Kaikhali, VIP Road, Kolkata-52

List of Selected Candidates

Normal Sl. No.	Original Sl. No.	Application No	Applicant Name	District
1	1	AIKATAN-2021-2	NADIRA SULTANA	PURBA BARDHAMAN
2	2	AIKATAN-2021-3	NAZMUN SULTANA	NORTH 24 PARGANAS
3	5	AIKATAN-2021-6	NASMINA FARHIN	MURSHIDABAD
4	6	AIKATAN-2021-7	NARGIS KHATUN	HOOGHLY
5	7	AIKATAN-2021-9	BENAJIR ALAM	BIRBHUM
6	8	AIKATAN-2021-10	MORJINA KHATUN	SOUTH 24 PARGANAS
7	13	AIKATAN-2021-16	RUKSANA KHATUN	MURSHIDABAD
8	14	AIKATAN-2021-17	JAIMA KHATUN	MURSHIDABAD
9	16	AIKATAN-2021-19	SAFIA SULTANA	MURSHIDABAD
10	18	AIKATAN-2021-21	RESUHANA KHATUN	MURSHIDABAD
11	19	AIKATAN-2021-23	MONIRA KHATUN	SOUTH 24 PARGANAS
12	20	AIKATAN-2021-25	NAZMA SULTANA	NADIA
13	26	AIKATAN-2021-31	SHIRIN ZEBA	PURBA BARDHAMAN
14	29	AIKATAN-2021-38	MASHURA KHATUN	HOWRAH
15	36	AIKATAN-2021-46	MOMTAZ KHATUN	NORTH 24 PARGANAS
16	41	AIKATAN-2021-52	RIMA PARVEEN	BIRBHUM
17	43	AIKATAN-2021-54	SAGIRA KHATUN	MURSHIDABAD
18	46	AIKATAN-2021-58	JULEKHA KHATUN	HOOGHLY
19	53	AIKATAN-2021-66	TUHINA PARVIN	MALDA
20	54	AIKATAN-2021-68	CHOWDHURY TASLIMA NUSRIN	PURBA BARDHAMAN
21	55	AIKATAN-2021-71	MAISARA KHATUN	HOOGHLY
22	64	AIKATAN-2021-82	SUMMA KHATUN	NORTH 24 PARGANAS
23	69	AIKATAN-2021-89	SUHANA AKHTAR	MURSHIDABAD
24	70	AIKATAN-2021-90	NAZMA KHATUN	MURSHIDABAD
25	71	AIKATAN-2021-91	MUNTAHA MATIN	PURBA MEDINIPUR
26	73	AIKATAN-2021-93	SAHIDA KHATUN	MALDA
27	74	AIKATAN-2021-94	RAYHANA SULTANA	SOUTH 24 PARGANAS
28	76	AIKATAN-2021-96	SARMIN SULTANA	MURSHIDABAD
29	78	AIKATAN-2021-98	FATEMA KHATUN	MALDA
30	86	AIKATAN-2021-108	ASMA KHATUN	BIRBHUM
31	90	AIKATAN-2021-112	HABIBA KHATUN	MURSHIDABAD
32	95	AIKATAN-2021-117	HUSNE HASIDA	MURSHIDABAD
33	97	AIKATAN-2021-120	KOHINOOR BEGUM	BIRBHUM
34	99	AIKATAN-2021-125	RUPSA KHATUN	PASCHIM MEDINIPUR
35	101	AIKATAN-2021-128	TANUJA KHATUN	BIRBHUM
36	102	AIKATAN-2021-130	FATEMA KHATUN	NORTH 24 PARGANAS
37	105	AIKATAN-2021-135	AFSANA YEASMIN	MURSHIDABAD
38	107	AIKATAN-2021-137	WAHIDA KHATUN	MURSHIDABAD
39	108	AIKATAN-2021-138	SAHILEE KHATUN	NADIA
40	111	AIKATAN-2021-141	SHEEMRON SULTANA	MURSHIDABAD
41	112	AIKATAN-2021-142	TANIA SULTANA KHATUN	NADIA

AIKATAN Ladies' Hostel
West Bengal State Haj Committee

Kaikhali, VIP Road, Kolkata-52

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42	113	AIKATAN-2021-143	SHOBNOM SULTANA	MURSHIDABAD
43	116	AIKATAN-2021-146	SANIA SANHAI	MURSHIDABAD
44	118	AIKATAN-2021-149	SAMIM SIMA	DAKSHIN DINAJPUR
45	119	AIKATAN-2021-150	SK ASMINA KHATUN	PURBA BARDHAMAN
46	120	AIKATAN-2021-151	AMINA SIDDIQUE	MURSHIDABAD
47	121	AIKATAN-2021-152	TAMANNA MONDAL	DAKSHIN DINAJPUR
48	126	AIKATAN-2021-157	AYESHA SIDDIKA	HOOGHLY
49	130	AIKATAN-2021-162	LEENA PARVIN	NORTH 24 PARGANAS
50	138	AIKATAN-2021-171	KAZI ASLEMA KHATUN	PURBA BARDHAMAN
51	139	AIKATAN-2021-172	TAHERA SIDDIKA	DAKSHIN DINAJPUR
52	140	AIKATAN-2021-173	NADIRA PERVEEN	MALDA
53	146	AIKATAN-2021-179	ALISA MONDAL	SOUTH 24 PARGANAS
54	148	AIKATAN-2021-181	ROJANA PARVIN	MALDA
55	163	AIKATAN-2021-199	SUMAIYA KHATUN	PURBA BARDHAMAN
56	165	AIKATAN-2021-202	HURE ARMAN	DAKSHIN DINAJPUR
57	174	AIKATAN-2021-212	BILKISHA KHATUN	HOOGHLY
58	179	AIKATAN-2021-218	ISHITA HOSSAIN	NADIA
59	184	AIKATAN-2021-223	SARMIN SULTANA	MURSHIDABAD
60	185	AIKATAN-2021-224	MASUMA KHATUN	MURSHIDABAD
61	186	AIKATAN-2021-225	HASNAHENA	MALDA
62	188	AIKATAN-2021-227	TUHINA PARVIN	NADIA
63	190	AIKATAN-2021-230	TAMIMA TANHA	MURSHIDABAD
64	191	AIKATAN-2021-231	RABEYA BASRI	NORTH 24 PARGANAS
65	192	AIKATAN-2021-232	SUMAIYA PARVIN	MURSHIDABAD
66	195	AIKATAN-2021-236	JESMIN KHATUN	NADIA
67	196	AIKATAN-2021-237	NAZIA NAAZ	PASCHIM BARDHAMAN
68	198	AIKATAN-2021-239	JOYNAB SULTANA	BANKURA
69	200	AIKATAN-2021-241	NASRIN PARVIN	SOUTH 24 PARGANAS
70	204	AIKATAN-2021-245	ROJINA KHATUN	MURSHIDABAD
71	207	AIKATAN-2021-248	HAFIJA KHATUN	BIRBHUM
72	214	AIKATAN-2021-259	AMISHA SULTANA	BIRBHUM
73	218	AIKATAN-2021-263	RUHINA KUDDUS	NORTH 24 PARGANAS
74	219	AIKATAN-2021-264	UMMAE RUMMAN	HOWRAH
75	225	AIKATAN-2021-271	SNEHA KHATUN	PURBA BARDHAMAN
76	227	AIKATAN-2021-273	MARIYAM KHATUN	PURBA BARDHAMAN
77	231	AIKATAN-2021-277	NAIMA SULTANA	MURSHIDABAD
78	233	AIKATAN-2021-279	MOUHEEDA KHANM	MALDA
79	242	AIKATAN-2021-288	JASMIN KHATUN	NORTH 24 PARGANAS
80	243	AIKATAN-2021-289	SERIN AFRIN	HOWRAH
81	244	AIKATAN-2021-290	NAGMA SULTANA	PURBA BARDHAMAN
82	245	AIKATAN-2021-291	ANISA HAQUE	MURSHIDABAD

AIKATAN Ladies' Hostel
West Bengal State Haj Committee

Kaikhali, VIP Road, Kolkata-52

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Normal Sl. No.	Original Sl. No.	Application No	Applicant Name	District
83	246	AIKATAN-2021-292	TABASSUM KHATUN	BIRBHUM
84	247	AIKATAN-2021-293	SUBNUR MOSTARI	MURSHIDABAD
85	248	AIKATAN-2021-294	TANVI SULTANA	MURSHIDABAD
86	255	AIKATAN-2021-302	ASIA WAYLIVE SULTANA	MURSHIDABAD
87	257	AIKATAN-2021-304	SAHELI SARMIN	NORTH 24 PARGANAS
88	261	AIKATAN-2021-311	KAKOLI KHATUN	BANKURA
89	263	AIKATAN-2021-313	SARBANU KHATUN	DARJEELING
90	264	AIKATAN-2021-314	SARMIN RIMA	MURSHIDABAD
91	266	AIKATAN-2021-316	SAFIKA AZIZ	MURSHIDABAD
92	269	AIKATAN-2021-319	NURJAHAN KHATUN	MURSHIDABAD
93	271	AIKATAN-2021-321	RAJIA SULTANA	PURBA BARDHAMAN
94	276	AIKATAN-2021-326	SAMREEN NURISLAM	HOOGLY
95	277	AIKATAN-2021-327	ARIFA SULTANA	SOUTH 24 PARGANAS
96	278	AIKATAN-2021-328	KARINA YASMIN	PURBA MEDINIPUR
97	279	AIKATAN-2021-329	SOBNOM ARA	PURBA BARDHAMAN
98	283	AIKATAN-2021-333	MOMOTAJ KHATUN	MURSHIDABAD
99	284	AIKATAN-2021-334	AMBIA KHATUN	NORTH 24 PARGANAS
100	285	AIKATAN-2021-335	TAJNAHAR PARVIN	DAKSHIN DINAJPUR
101	291	AIKATAN-2021-341	RUBI KHATOON	NADIA
102	295	AIKATAN-2021-345	SABERA KHATUN	DAKSHIN DINAJPUR
103	299	AIKATAN-2021-349	RAISA SULTANA	BIRBHUM
104	304	AIKATAN-2021-355	SONIA KHATUN	NADIA
105	305	AIKATAN-2021-356	DISHAYE AFRIN	MURSHIDABAD
106	308	AIKATAN-2021-360	SHAMA PARVEEN	NORTH 24 PARGANAS
107	309	AIKATAN-2021-361	SEHNAZ QUADERI	PURBA BARDHAMAN
108	310	AIKATAN-2021-362	FARHANA PARVEN	MALDA
109	311	AIKATAN-2021-363	PAKIJA BEGAM	COOCH BEHAR
110	321	AIKATAN-2021-373	MOSAMMAT SAMSUNNISA KHATOON	SOUTH 24 PARGANAS
111	330	AIKATAN-2021-382	LUTFUN NESHA	MURSHIDABAD
112	332	AIKATAN-2021-385	RUMAYA PARVIN	SOUTH 24 PARGANAS
113	334	AIKATAN-2021-387	MST ASIYA KHATUN	MALDA
114	336	AIKATAN-2021-389	NASIBA KHATUN	MALDA
115	341	AIKATAN-2021-396	RIJIA PARVIN	PASCHIM MEDINIPUR



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West Bengal State Haj Committee
(A Statutory Body under
Minority Affairs & Madrasah Education Department)



Memo. No.: WBSHC-445/22

Dated :15.03.2022

Aikatan Ladies' Hostel Rules & Regulations

The Rules and Regulations shall apply to all the boarders of Aikatan Ladies' Hostel under management of West Bengal State Haj Committee (WBSHC). Every boarder has to obey the discipline related Rules of the Hostel. Violation of any Rules and Regulations will make the boarder liable to disciplinary action including expulsion from the hostel.

Each boarder has to deposit **Rs. 5000/- (Rupees Five Thousand only)** in favour of Haj House Welfare Fund by demand draft or online payment as **security deposit (refundable)** at the time of admission. Admission will not be granted without payment of security deposit.

1. General Rules :

- 1.1 The West Bengal State Haj Committee shall provide accommodation in Aikatan Ladies' Hostel to the UG (Under-graduate) & PG (post graduate) students admitted in regular courses including Research Scholars of Universities subject to availability of vacancies. Further, accommodation shall also be provided to minority working women.
- 1.2 The Aikatan Ladies hostel shall be for exclusive accommodation of women from minority communities i.e Muslims, Christian, Sikh, Buddhist, Parsee and Jain.
- 1.3 Boarder(s) of a room in Hostel shall be responsible for any loss / damage of the property of the room / Hostel concerned, as the case may be.
- 1.4 A boarder can leave the hostel only after clearing all the dues. The Superintendent / Warden etc. may issue notice to her Guardian to recover the due amount. Without clearing the Hostel due, neither the clearance will be issued nor the belongings of the boarder will be handed-over.
- 1.5 Fluorescent tubes / CFL for boarder's room shall be supplied by the Authority only at the time of fresh admission to the Hostel. For replacement(s) of the same for the allotted room, the responsibility is vested on the respective boarder(s).
- 1.6 All cases of illness shall be immediately reported to the Superintendent/ Warden who in turn will report the incident of illness to the Executive Officer, West Bengal State Haj Committee depending upon the severity of the problem.
- 1.7 It is required for each boarder to have one Local Guardian (LG) nominated by the parent(s) / Guardian. The Parent(s) / Guardian shall coordinate with LG for all affairs related to the ward.
- 1.8 There shall be a Visitors' Register in the Hostel accessible to visitors and shall be properly maintained by the Hostel Superintendent/ Warden.
- 1.9 For any complaint and *or* issue, boarders(s) shall directly approach the Superintendent/Warden. Executive Officer, West Bengal State Haj Committee may be approached only with the knowledge of the respective Superintendent.
- 1.10 In addition to these rules, boarders shall also be governed by the rules, orders, discipline, instructions etc. issued by the EO, WBHSC from time to time.
- 1.11 Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from them. Repeated acts of causing damage to the hostel property will result in expulsion from the hostel.
- 1.12 Cooking in hostel rooms is not permitted. Possession of cooking material, induction tops, stoves, heaters etc will invite heavy penalty including expulsion from the hostel.

- 1.13 Boarder shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, within hostel premises except in the dustbin or the place specifically provided for the said purpose.
- 1.14 The boarder shall not bring and/or keep any pets in the premises including fish, cats, dogs and so on. Boarder should desist from pampering stray dogs by offering food etc.
- 1.15 Boarders are prohibited from writing slogans or writing obscene drawings on the hostel walls and rooms. Heavy penalties will be imposed on the boarder / group of boarder indulging in such writing. She may also be expelled for such misconduct.
- 1.16 Boarders shall treat the Mess Staff (Catering) and house-keeping staff , Security Guards and other Staff of the Hostel with due courtesy at all times. Service of the house-keeping staff shall NOT be utilized for private or personal works. No tips in cash or kind will be given to the staff of the Hostel.
- 1.17 Boarders are requested to keep their belonging safe. Jewels and other valuable items are not be kept in the hostel. Hostel Authorities are not responsible for loss of any of their belongings.
- 1.18 **Dress Code :** Boarder should be decently dressed when they are out of the room. Tight Body hugging clothes , shorts, tops, revealing clothes etc are forbidden within the campus.
- 1.19 **Political or Communal Activity :** The boarder shall not indulge in any political or communal activity which is detrimental to the law and order and / or against the Government. Boarders shall not carry out any propaganda or publicity of any nature whatsoever in respect of political or communal matters.
- 1.20 **Information to Media :** The boarders are not allowed to provide any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or Social Media. Such misconduct will result in immediate expulsion from the hostel without any further reference.
- 1.21 **Suggestion Box / Register :** Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the Hostel premises. Suggestion Form will also be available in the Hostel.

2. Admission to Hostel

- 2.1 The Admission to Hostel for a student / Research Scholar/ Working Women is subject to the availability of seat and submission of duly filled in application as well as declaration and undertaking signed by the parent(s)/Guardian/ Employer/ Institutions at the time of admission.
- 2.2 Only regular students / Ph.D. Scholars/ Working Women are entitled to apply for admission to Hostels.
- 2.3 A student, if admitted to a Hostel must furnish a written declaration and undertaking in the prescribed form duly signed by the student and her parent / guardian to the effect that the student shall abide by the Authority Rules, Hostel rules and Code of Conduct, failing which the student will be liable for action as per the rules.
- 2.4 A boarder shall cease to be occupant of the hostel from the date completion of her course / programme
- 2.5 The boarders shall pay all the dues regularly, failing which the Superintendent / Warden may initiate action as per rules.
- 2.6 A boarder shall deposit the prescribed fee(s) and occupy the Hostel seat within the stipulated time from the date of allotment of the seat, failing which the allotment shall stand cancelled. However, the Superintendent/Warden may be requested for extension of time stating specific reasons. The Superintendent/Warden, if satisfied, may consider and grant extension.
- 2.7 The boarders are required to pay the prescribed fees at the time of admission/re-admission. All fees, charges are required to be paid in advance only.
- 2.8 Executive Officer, West Bengal State Haj Committee reserves the right to expel a boarder from the Hostel admission in the interest of the Hostel without assigning any reason.

3. ACCOMMODATION :

- 3.1 Application for admission to the hostel must be in the prescribed form in online mode. Accommodation would be provided only after paying the requisite fees and rents as decided by the hostel Management from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Hostel authorities without prior notice.
- 3.2 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that she has submitted incorrect information.
- 3.3 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by her parent/guardian, to the extent that she would abide by the rules and regulations of the Hostel.

4. ROOM ALLOTMENT :

- 4.1 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each boarder as well as table, chair, ceiling fan with regulator and reasonable light fitting.
- 4.2 Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.
- 4.3 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the boarders should exchange seats/rooms without the knowledge of the Management.
- 4.4 Boarders shall respect equal rights of their roommates. Respect is earned by respecting others.
- 4.5 In exigencies the Hostel Management, without assigning any reason, may shift boarders from one room to another.
- 4.6 If the status, on the basis of which a boarder was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, she is required to inform the Hostel Warden(s) /superintendent immediately. Such student may be asked to vacate the Hostel immediately if the Hostel Management finds that she is no longer eligible for Hostel accommodation.
- 4.7 The students are entitled for accommodation in the Hostel as long they are full time registered students/working ladies. Any boarder whose name has been removed from the rolls of the Institute/ who has ceased to be an employee will automatically cease to be an boarder of the Hostel. Such students shall immediately leave the Hostel.
- 4.8 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Superintendent / Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item(s) is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder as per Rules.

5. Withdrawal from Hostel / Termination on course completion.

- 5.1 Application in Prescribed Form for Withdrawal from the Hostel duly countersigned by the parent / Guardian and cleared by concerned Head of the Institution, if any shall be submitted to the Executive Officer, West Bengal State Haj Committee through the Hostel Superintendent. Such application shall be submitted after clearing all Hostel dues. The Superintendent will strike out such name from Hostel Register.
- 5.2 Ph.D. Students can stay at the Hostel till her submission of thesis. However, the boarders need to pay Hostel re-admission fees even after submission of thesis as like other boarder, if she does not vacate the hostel.

6. Hostel Leave Rules:

- 6.1 For seeking leave from the Hostel, the boarder must apply in a prescribed form. After obtaining the signatures of the Local Guardian / Parent(s) on the prescribed form, boarders are required to obtain the permission from the Superintendent / Warden as mentioned in the leave record book before availing such leave.
- 6.2 A boarder may go on leave with prior permission from the Superintendent / Warden. Absence without intimation to the Hostel Management will be viewed very seriously.

7. Visitors in the Hostel :

- 7.1 Visiting hours in the Hostel:

Working days: 4.00 pm to 6.00 pm.

Holidays (including Saturdays / Sundays): 10.00 am to 12 Noon and 4.00 pm to 6.00 pm or the time as may be decided by the Superintendent of the Hostel.

- 7.2 Visitor(s) should be received in the visitor's room only.
- 7.3 Any visitors entering the Hostel should register her name and other particulars in the Visitor's Register kept for this purpose at the Hostel gate.

8. Night Roll Call at the Hostel :

- 8.1 Female borders have to return to their respective hostel within 6.30 pm (from March to September) or by 7.30 pm (with prior permission of the Superintendent). During winter (from October to February) entry to the hostel has to be within 6.00 pm which may be extended upto 7.00 pm with prior permission of the Superintendent.
- 8.2 Attendance will be taken by 9.45 pm each day through Bio-metric Machine. It is compulsory for each boarder. Warden shall inform the Superintendent about any case of unauthorized absence of Hostel boarders immediately.
- 8.3 Boarders are not allowed to leave the Hostel after the night attendance, except on medical emergency.
- 8.4 The time of return to the Hostel may, however be extended, only with the prior approval of the Superintendent in special reasons, such as to facilitate attending programmes organized by the University/College/Employer.
- 8.5 **Lunch:** on working days: 9.00 am to 11.00 am

On Saturday, Sunday and Holiday lunch period may extended upto 1.00 pm

Dinner: 8:30 pm to 10:00 pm

9. Discipline inside Hostel / Code of Conduct in the campus :

Code of Conduct :

- 9.1 All boarders are required to maintain high standards of behaviour expected from students of prestigious Institutions. They are expected to behave courteously and fairly with everyone both inside and outside.
- 9.2 Silence must be observed in the Hostel premises; all unnecessary noises must be avoided.
- 9.3 Seats are allotted to each boarder on her personal responsibility and should see to the upkeep of her room, hostel and its environment. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
- 9.4 Modesty in dress is expected from boarders.

- 9.5 Boarders should bring to the notice of the Superintendent / Warden any pending maintenance works (Civil, Carpentry, Electrical, Plumbing & Sanitation) to be carried out in rooms, Corridors, toilets or other areas in Hostel premises through a suggestion register kept for the purpose.
- 9.6 The boarder of a room is responsible for any damage to the property in the room during her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the boarder is found to be damaged or broken, the management shall take strict disciplinary action including levying a monetary penalty equal to market price of the item.
- 9.7 Notices shall be put on Notice Board only. Walls shall not be scribbled.
- 9.8 Activities of any nature like playing loud music which may cause disturbance to roommates or neighbours should not be carried out in the hostel rooms.
- 9.9 To ensure the security of boarders, close circuit cameras and TVs are being installed in the hostel complex for common rooms and public areas including one in the entrance lobby, waiting hall etc.
- 9.10 Boarders are advised in their own interest not to keep money or other valuables in their rooms. They may deposit all such money etc., which is not immediately required by them in the local branch of any bank or locker etc.
- 9.11 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without prior notice to the boarders.

Ragging :

- 9.12 Ragging in any form is banned. Severe punishment, including expulsion from the room and the Hostel, shall be imposed on any boarders if she is found to be indulged in ragging.
- 9.13 Ragging is a cognizable offence. The offender shall also be dealt with as per law of the land.
- 9.14 Any fresher or for that matter any boarder, if subjected to any form of ragging, must report the incident immediately to the Superintendent / Warden. Non-reporting of the incident by a victim shall also be considered as an offence.
- 9.15 Any boarder, for that matter any person, if is witnesses to an incident of ragging, must report the same immediately to the Superintendent.
- 9.16 Failure to do so shall be considered a serious offence and shall be dealt with at par with the perpetrators of ragging.
- 9.17 When the boarders committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the boarders may be resorted to as a deterrent measure.

10. Action against offence :

- 10.1 In the case of minor offence the offender shall receive stern warning letter with a copy marked to guardian from the Superintendent / Executive Officer, WB. If such offences are repeated by the boarder it shall be considered as a major offence.
- 10.2 Boarder shall face one or more of the following punitive actions based on the recommendation of the Superintendent for major offence.
 - 10.2.1 Conduct probation for a specified duration.
 - 10.2.2 Fine of a specific amount.
 - 10.2.3 Rustication from Hostel forever.
 - 10.2.4 Expulsion from Hostel for a specific period.
 - 10.2.5 Any other type of punishment may be exercised as per the merit of the case.
- 10.3 Every case of Punishment shall be intimated to all concerned including the Executive Officer, West Bengal State Haj Committee / the Chairman, West Bengal State Haj Committee immediately after the order is passed by the Superintendent.
- 10.4 The effective date of disciplinary action will be the date when the order is issued by the Superintendent / Warden.

11. Superintendent and Warden :

Superintendent and Warden are to be duly appointed by the Executive Officer, WBSHC who coordinates in managing overall Hostel affairs. Superintendent/Warden shall be responsible for managing and conducting the affairs of the Hostel. In absence of Superintendent all the works assigned to Superintendent will automatically befall on on-duty Warden.

11.1 The Superintendent shall administer and manage the Hostel, shall ensure proper discipline in the Hostel and also deal with any violation of discipline in accordance with the provision of Hostel rule.

11.2 The Superintendent shall supervise the duties of the Hostel employees and shall maintain the records of leave granted to them by the appropriate authority. Any kind of leave shall be forwarded by the Superintendent to the appropriate authority for further action through the Executive Officer, WBSHC.

11.3 The Superintendent shall submit leave, absentee statement for all Hostel employees every month within the specified date for the purpose.

11.4 The Superintendent shall maintain an admission register for all the boarder admitted / readmitted to the Hostel in the beginning of each session and perform other related duties not specific in the Hostel rules, but assigned by the authority from time to time.

11.5 When the Superintendent is on leave / or remain outside the Headquarter, the Executive Officer, WBSHC shall appoint other staff / officer as in charge of the concerned Hostel for a temporary period.

11.6 The Superintendent shall maintain Inventory- permanent record (stock book / register) for all non - consumable articles and submit stock verification report should be submitted to the Executive Officer, WBSHC for record and necessary action.

12. The Hostel Mess :

12.1 All boarder of the Hostel shall automatically be members of the Hostel Mess.

12.2 The Superintendent shall select one boarder as convener of the Mess committee for a period of six months. She shall be responsible for overall management of the Mess for that period.

12.3 There shall be a Mess committee consisting of 9 (Nine) boarder members which will be formed by the Superintendent in consultation with the Executive Officer, WBSHC.

12.4 The Mess committee will nominate two or more boarders every month as Mess Manager. Further two/three boarders will be appointed as Auditors for each month. In addition to the internal Auditing, the Mess account will also be audited by an official auditor appointed by Executive Officer, WBSHC.

12.5 The Mess Managers shall perform their duties with highest degree of honesty/ integrity and commitment and will be responsible for arranging procurement of Mess related articles /Mess stock management and keeping all other Mess related receipts.

12.6 The Mess managers shall submit the audited A/c with all original bill and receipt for provisional approval at the mess committee meeting to be held on the last day of every month. The Mess committee shall also finalise the Mess dues for the next month. Final approval of the monthly Mess A/c will be obtained once it is passed by the officially engaged Auditors.

12.7 Students are not permitted to cook any food on their own accord in the mess or in their room.

12.8 Mess Managers will always be in touch with the Mess Committee convener and other member for day to day operation.

12.9 The Term of office of the Mess Committee shall be for six months and that of the Mess Managers Generally is not more than one month.

12.10 Food will not be served in rooms and residents are not allowed to take food in their rooms. If boarder is ill the warden will make suitable arrangements.

12.11 Meals and refreshment shall be in the dining hall of the Hostel during the scheduled hours only.

12.12 The System of self services will be followed in the mess.

12.13 Boarders should not enter the kitchen.

12.14 In case of sudden illness, information on leaving the mess should be made available to the Superintendent/Warden immediately.

12.15 After eating food, diner shall leave the cup, plate, waste food etc, in the designated bins.

12.16 If any boarder is medically ill and requires a special diet she should request the warden to arrange for this well in advance.

12.17 Wasting food is a social crime. It should be the collective endeavour of the boarders to avoid food waste.

12.18 Suitable fine, as decided by the mess committee, shall be imposed on the boarders in case of default for payment of mess dues.

12.19 In addition to these rules, the Hostel Mess committee may form specific rules and regulation for proper management subject to approval of the Executive Officer, WBSHC.

13. Special Power of the Executive Officer, WBSHC

13.1 Notwithstanding anything contained in the Rules, the Executive Officer, West Bengal State Haj Committee shall have the authority to institute an enquiry against any student / boarder(s) regarding her misconduct /misbehaviour/indiscipline/breach or violation of any rules & regulations and shall execute appropriate disciplinary action including forfeiture of Security Deposit.

13.2 Notwithstanding anything contained in the rules framed above, Executive Officer, WBSHC shall be at liberty to modify/ alter/ add any rule necessary for the management and maintenance of the hostel in consultation with the WBSHC.

By Order,

Executive Officer
West Bengal State Haj Committee

UNDERTAKING

(to be notarized on Rs. 10/- non judicial stamp paper)

I have read and fully understood all the Rules & Regulation of the Aikatan Ladies' Hostel under management of West Bengal State Haj Committee (WBSHC) vide Memo. No. :WBSHC...../21, Dated :/01/2022 and I undertake to fully observe and abide by all of them.

I have received a copy of Rules & Regulation for my reference.

Signature of the candidate:

Full Name:

Place:

Date:/...../.....

Permanent Address:

.....

.....

.....

Phone No.

Mobile No.

Signature & Name of Parent/ Guardian

Medical Screening & Fitness Certificate for Admission in Aikatan Ladies' Hostel

(To be issued from a Government Hospital only)

PHOTOGRAPH
Paste your recent
passport size
colour
photograph
having
WHITE
BACKGROUND
(size:

Personal Particular

Application Name:-.....

Date of Birth:-...../...../..... Blood Group:.....

Medical Examinations

General Physical Examination
Pallor
Icterus
Pulse Rate
Respiratory Rate
Blood Pressure

History of pervious illness

1.COPD(Asthma/Bronchitis/Emphysema)	Yes/No	6. Epilepsy	Yes/No
2.Diabetes Mellitus	Yes/No	7. Cerebrovascular Accident	Yes/No
3.Hyoertension(BP)	Yes/No	8.Tuberculosis	Yes/No
4.Heart Disease	Yes/No	9.Renal Diseases	Yes/No
5.Mental illness	Yes/No	10. Major Surgeries	Yes/No
		11. History Cancer	Yes/No

Remarks

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Certification from the Doctor

I have carefully examined the person and certify that she is mentally and physically fit/not fit and is not suffering from any chronic/contagious disease.

Name of Doctor (In BLOCK Letter)

Signature of Doctor with Stamp
Hospital Address&

Registration no.....

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Signature/Thumb impression of Application