

Date : 09.11.2021

নোটিশ

যে সকল ছাত্রীরা Hostel নিতে ইচ্ছুক, তারা নিম্নলিখিত Admission Form টি Fill up করে জমা দেবে। 1st Sem, 3rd Sem and 5th Sem এর B.A (Hons), B.Sc (Hons) এর ছাত্রীরা আগামী ২০.১১.২০২১ তারিখের মধ্যে কলেজ অফিসে যথাযথ পূরণ করা ফর্ম জমা দেবে।

Sd/-
Principal
Hooghly Women's College

Hooghly Women's College, Hooghly

(Estd. 1949)

(Form of Application for Hostel Admission)

To
The Principal
Hooghly Women's College
P.O. & Dist. Hooghly Madam,

I beg to state that I wish to enroll my(relationship),
Sm.....as a boarder of your College Hostel.

I undertake to bear all her Hostel expenses and remit the same to your office within due date.

I also undertake that she shall abide by all the rules of Hostel discipline during her stay in the Hostel.

The following visitors may be allowed to see her occasionally in the Hostel during visiting hours.

Visiting Hours:

Yours faithfully

Sunday (in every week)

3.00 p.m. to 5.30 p.m. (in winter)

(Signature of Father/Legal guardian)

3.00 p.m. to 6.00 p.m. (in summer)

Permanent Address:

Wednesday (in every week)

4.30 p.m. to 5.30 p.m. (in winter)

4.30 p.m. to 6.00 p.m. (in Summer)

Phone No:

List of approved visitors :

• List of approved visitors •

Name	Ph. No	Relationship	Signature
1.
2.
3.
4.
5.

No. : 2021/

Principal
Hooghly Women's College

RULES AND REGULATIONS OF HOSTEL - BOARDERS

1. During hostel admission, local guardian must be present and should be introduced to superintendent.
2. Seat rent, Establishment charges for the entire session to be paid at the time of entry.
3. A student has to pay in full the seat rent, Establishment and Contingency charges if she leaves the hostel in the mid-session.
4. Hostel charges are to be paid within 10th of every month. A fine of Rs. 10 will be charged per week's default. Name of the student will be struck-off from the hostel register if the charges are not paid within the month.
5. Boarding charges in full will be realized from hostel boarders for stay of 15 days or more.
6. Student-boarders are not allowed to go outside the college without the permission of the superintendent.
7. Application from the guardian/local guardian must be submitted to the superintendent to take the student home. Students are allowed to go home once in a month and on holidays only.
8. A student boarder can spend a day in her local guardian's house for once in a month but with prior permission of the superintendent.
9. Visitors approved by the legal guardian are allowed to see a boarder on Sunday and Wednesday within 4-30 p.m. to 5-30 p.m. in winter, within 4-30 p.m. to 6-00 p.m. in summer. Signatures of the visitors duly authorized by the legal guardian must be submitted at the hostel gate at the time of entry. However, on Sunday visiting hrs. are extended as from 3-00 p.m. to 5-30 p.m. (in winter) / 6-00 p.m. (in summer).
10. No student boarder is allowed to leave the hostel without any escort and the signature of the escort must be attested by the legal guardian to take the student in case of emergency. A letter to the superintendent of the hostel is necessary regarding the matter.
11. Each boarder should bring her own bedding, clothing, one-set of plate-cup-glass etc. and other necessaries regarding personal use. Books for reading purpose are to be supplied by the guardian time to time. Use of mobile phone is prohibited in hostel campus.
12. Boarders are to receive all letters through superintendent and also to submit to her all letters written by them for posting.
13. Hostel charges are likely to change as and when necessary.
14. Boarder shall abide by the "Rules and Disciplines" framed for the smooth running of the hostel and are also expected to live as members of a big family. Any breach of hostel rules is liable to disciplinary action against the hostel boarder.
15. Application for hostel should be made to the Principal by the legal guardian in the prescribed form obtainable from the college office. Legal guardian should furnish the signatures of the local guardian, visitors etc. in the application.

Principal
Hooghly Women's College