

REPORT OF

BHOLANATH GOURI CHATTERJEE GIRLS HOSTEL

MANKAR COLLEGE

PURBA BURDWAN : WEST BENGAL

ESTD IN 2016

As per the UGC Grant under XI plan (vide letter WHW-007/09-10 [ERO] dt 21.08.2009 and with the help and inspiration of Sri Bholanath Chatterjee and Smt Gouri Chatterjee (hostel land doner) on 29.06.2016 the hostel has been set up and inaugurated by the honourable Vice Chancellor of Kaji Najrul University Dr. Sadhan Chakraborty. There are total 20 rooms in the Girls hostel which include one Warden's residence room. The total capacity of Girls hostel is 50 students. At present there are 50 students in the hostel. There are two aqua guards for water purification in the hostel . There is adequate electricity for the rooms. There is mess attached to the girls hostel. The seating capacity of the mess is 60 students. All 50 students are taking their meals in the mess.

Room's Details: Each of the room is 3 seater, contains 3 beds, 3 Computer cum Study Tables, 3 chairs, one Cupboard with three doors, one Mirror, one Shoe Rack, one Duty Rack, one Ceiling Fan, one Dustbin, 4 light points and 4 other light points for Table Lamp or computer or Mobile charging

Girls' Hostel Staff : One warden/Hostel in charge (Contact Number : +91- 9153334216)

Girls' Hostel Office Number : +91 - 9475738113 / 7908574079

Mankar College have spacious educational campus in Mankar. This educational campus is equipped with hostel facilities for students. Accommodation is available for 60 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, and each room is attached with toilet/bath. There is a facility of incinerator for napkin disposal. Aqua guard is fitted for providing safe and pure drinking water. Hostel has a spacious dinning hall where daily meals are served at reasonable rates. (fixed by management on contract basis.) Hostel has a Recreation Hall with colour TV. Set. Also the hostel is well secured and guarded for 24 hrs. The hostel provides a serene atmosphere and clean surroundings to the students for their study and stay. In order to meet the scarcity of water rain water harvesting sump is constructed to collect and save water. Washing area for the plates is extended to facilitate the students to wash their plates quickly and to be on time in the college. To inculcate the reading habit of the students, a separate space is given and many more value-based magazines have been subscribed. Hostel campus is well equipped with Wi-Fi connection and a few desktop computers with internet connection for browsing. With the purchase of a few more sports equipments, students are privileged to have some indoor games. Some physical fitness instruments were bought and a separate space is allotted to do physical exercises. There is a whats app group to communicate effectively.

Various Committees :

To have effective functioning of the hostel as well as to involve the students in taking up various responsibilities, various committees have been formed.

Cultural Committee :

The Cultural committee organizes various cultural programmes in order to help the hostel students to tap their hidden talents by conducting various cultural competitions such as general quiz, dances, singing competition, etc on a regular basis.

Sports Committee :

The sports committee geared up with all enthusiasm and instilled a great passion in the lives of inmates to play well and keep physically and mentally fit by conducting various indoor competitions such as chess, carom, volleyball, throw ball and badminton in view of the hostel day celebration.

Magazine Committee :

The magazine committee has worked hard to bring out the hostel magazine. They encouraged the students to exhibit the writing skill through the magazine.

Food & Discipline Committee :

Food committee gives periodic suggestions regarding the menu and modern culinary recipes and it helps the hostel administration.

Discipline committee and floor representatives encourage the students to do what is expected of them in time and place.

The homely and the family atmosphere is cherished among the inmates through mutual understanding and moral support to each other be it dear, near or far. The Rector of the hostel take special care not only the physical needs of the students but also their psychological and spiritual aspects by offering regular counseling and guidance to the students.

HOSTEL RULES :-

I) ADMISSION TO HOSTEL :-

- 1) A student admitted to Mankar 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.

II) HOSTEL FEES AND DEPOSITS :-

- 1) The student who has been given admission to hostel will have to pay hostel fees and deposits as per the college determined hostel fees rules.
- 2) The fees and deposits will have to be paid by Demand Draft drawn in favour of “The Principal, Mankar College (Hostel)” payable at Burdwan.
- 3) The Xerox Copy of all receipt should be deposited in the hostel office.

III) 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) Before occupying the room a student should produce a medical fitness certificate from a registered medical practitioner.
- 4) In case of sickness student should inform hostel office about it immediately.
- 5) Students will have to use their own locks for room and lockers.
- 6) Student will 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 equipments received. Similarly, the student will have to hand over the furniture and equipments received by her at the time of leaving the room.
- 7) A student will use her own bedding.
- 8) 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.
- 9) 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.
- 10) Student should stay in their Hostel rooms between 9 p.m. To 6 a.m.
- 11) A student’s presence is compulsory at the final roll call by the Hostel staff every day at 9 p.m.
- 12) 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.

13) 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.

14) 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.

15) Student shall not enter into others room without their consent and should not disturb others.

16) 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.

17) 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.

18) 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.

19) Student is not allowed to carry outside/mess meal to the hostel rooms.

20) 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.

21) 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.

22) No student is allowed to stay in the hostel room, while academic classes are going on.

23) Hostel students guests are not allowed to go to students rooms. They are permitted to meet their ward in visitors room.

V) RULES OF GENERAL DISCIPLINE –

1) The student should behave in such a fashion that the atmosphere in the hostel remains calm 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.
- 7) No parents are allowed to stay in the students 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 will have to remain present for flag hoisting on 15 th August and 26 th January.
- 9) Vehicles, if any, of the students will have to be parked only at the parking place at their own risk.
- 10) Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting in strictly prohibited.
- 11) Smoking and alcoholic drinks are strictly prohibited in the hostel and college premises.
- 12) Students shall not bring or use crackers, hand bobs or any explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life/property or both.
- 13) Student should take utmost care to see that no damage is caused to the hostel building, furniture, electrical & sanitary fittings & Aqua guard and any other equipment in the hostel premises. The loss caused will be recovered from the students.
- 14) 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.

WARNING :

“RAGGING” of students, physically or mentally, is a black spot on the society and is a cognizable offence. The student who have to face ragging can lose their mental stability and can spoil their lives.

All the students are requested not to do such inhuman and cruel act and should given up completely. If any students, is found involved in the ragging of juniors or any student, then matter will be handled very seriously. The student may be rusticated and the case may be handed over to the Police.

This academic year, with the rapid expansion of the infrastructure, we were able to accommodate 50 students. We feel that it is an enriching experience for many more students to live in a multicultural milieu. Mankar College Hostel creates an excellent ambience for the rural students and economically poor students to excel in their academics. Hostel students, who are economically better off, are encouraged to support the poor students.






