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REPORT ON WOMEN'S/ GIRLS' HOSTEL 2021-2023



Report on Women's/ Girls' Hostel 2021-2023

The Girls' Hostel of Maulana Azad College, situated in 19, Haji Mohammad Mohsin Square, Kolkata-700016, was established in the year 2021 with funding from Hon'ble Member of Parliament, Sri Sudip Bandyopadhyay's MPLAD scheme, UGC grant under the Women's Hostel Special Scheme and also grant from Government of West Bengal to facilitate affordable accommodation to the girl students of this college, many of whom come from districts as well as other states. It was inaugurated by Dr. Partha Chattopadhyay, Hon'ble Minister-in-Charge, Department of Higher Education, Government of West Bengal on 15.02.2021. It is a 3-storied building with 17 well maintained rooms and one room allotted for hostel superintendent. Each room has two to three beds along with tables and chairs, and a common closet.

Apart from this it has one front-office room cum reading room with a computer and all required accessories. There is also one well-equipped sick room. Initially it had a capacity of 66 students but by the year 2023, the capacity has been increased to 72. Both lodging and food facilities are provided to these students along with many other amenities at nominal charges.

According to availability of space, the college strives to keep the hostel premise green by adding plants wherever possible. These plants are maintained by the boarders themselves. For efficient consumption of energy, all the lights in the hostel are LED. Cultural programs like farewell are organized by the hostel inmates. The hostel inmates are also kept aware about health and hygiene and conservation measures through posters placed in strategic positions throughout the hostel building.

Security features of the girls' hostel:

The hostel premise is surrounded by a high boundary wall with barbed wire meshing. The building is secured under 8 strategically positioned CCTV cameras for out and out surveillance. Proper rules and regulations are framed and maintained by the hostel authorities. The entry and exit times are strictly bound and students are allowed to go on long leave only in the presence of guardians or local guardians. No student is allowed to leave the hostel premise after 8 pm. Registers are maintained for the purpose of student's record-keeping and a separate register is used for all other types of maintenance work. About three to four female security guards at the hostel gate and one male security guard at the main gate are entrusted with the duty to keep vigilance upon the hostel premise. Total 20 washrooms, distributed equally in all the floors have been provided with all basic facilities. To ensure student's health and hygiene, the college has provided 24x7 cleaning staff in the girls' hostel.

Hostel Mess:

Healthy and hygienic food is prepared in the canteen kitchen with special attention to maintenance of quality and standard of food. The menu is varied according to requirement and protein rich food like egg, fish or meat is included regularly. Besides, there is a dining hall with adequate dining arrangements, one refrigerator and water filters with water coolers on every floor. The quality of food is also regularly monitored.

Apart from this the following facilities are also provided by the college authority to the students:

- Two geysers on each floor
- One desktop with printer and internet facility
- One television in the dining hall
- One Vending Machine along with incinerator on the top floor
- Indoor games like badminton, carrom and chess



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Admission procedure in Girls' Hostel

- Admission to the Hostel is conducted online, link for online application is available on the college website.
- After receiving the applications, a list of the candidates is prepared strictly on the basis of distance of their home town from the college.
- Willing candidates are to come to college hostel for admission on the scheduled date and time with required documents.
- At the time of admission, the candidate should be accompanied by her legal guardian along with a local guardian who can take care of the boarder in future, if necessary.

Hostel Rules and Regulations for Boarders

In all matters of discipline and conduct, the Hostel is governed by the rules laid down by the Education Department, Government of West Bengal. The boarders of the hostel are to abide by the following rules framed by the hostel committee, approved by the governing body of Maulana Azad College are as follows:

- **Ragging in any form is completely prohibited in the Hostel.**
- Boarder-ship is given to the U.G. students for a maximum period of three years and to P.G. students for a maximum period of two years for the students of Maulana Azad College only. It is for four years and one year respectively for students, who have admitted under CCF, 2023 onwards.
- Strict conformity to the rules of the Hostel is required of each boarder. Punctuality and regularity in the hostel and silence must be maintained.
- It is the responsibility of the guardian to shift any sick boarder from the hostel at the earliest if circumstances demand so. Guardian or local guardian must be available in such a situation. However, in case of emergency the hostel authority may arrange for hospitalization.
- Any request to change rooms or beds will not be entertained.
- Boarders should keep their belongings at their own responsibility.
- Monthly mess charge has to be paid separately to the canteen in charge.
- The hostel usually remains closed during the Puja Vacation and Christmas Holidays.
- Since the University final examinations are generally held during the Summer vacation, extension of the hostel facilities to the boarders will be at the discretion of the superintendent/ Maulana Azad College authorities.
- After completion of the UG/PG courses a student's boarder ship will automatically terminate.
- Before leaving the Hostel, boarders have to clear all dues, which will be verified by the authority.
- Withdrawal of boarder ship before completion of course should be intimated to the Superintendent who will release the boarder on receiving all necessary fees and clearances.
- Any physical discomfort like fever, cough and cold etc. is to be intimated to the members of Hostel committee/caretaker as well as local guardian.
- Any decision taken by the Superintendent/ Assistant Superintendent in the interest of the Hostel shall be final and binding.
- **Rules for Leave of Absence**
 - Boarders are not permitted to be absent from the hostel during sessions.
 - Leave of absence will be granted on medical grounds only on production of a medical certificate or a letter from the parents/guardian.
 - Boarders must leave the hostel within 48 hours after the conclusion of University Examination.



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Violation of the rules will attract stern punishment by the Authority which may also include cancellation of Hostel seat.

Code of conduct for boarders:

- Use of any electrical gadget, particularly gadgets like iron / immersion rod / hair straightener, is strictly prohibited in the hostel campus. Violation of this rule will lead to a fine of Rs.2,000/- for the first time, Rs.5000/- for the second time and cancellation of boarder-ship for the next time.
- Lights and fans are required to be switched off before leaving the rooms.
- All hostel properties shall have to be used with utmost care.
- Boarders must attend their college classes regularly otherwise their hostel seats may be cancelled.
- Boarders must check the notice board for day-to-day instruction. and guidance by the Superintendent/ Assistant superintendent.
- Boarders are not allowed to shift furniture from one place to another without the permission of the Hostel Superintendent.
- Boarders are responsible for the orderliness and tidiness of their rooms and of the hostel in general.

- Canteen time shall have to be maintained strictly.
- Boarders must enter the Hostel within 8:00 pm. Gate will be closed at 8:00 p.m. Dining hall of the hostel will be closed at 8:30 pm.

Students Committee for Monitoring

The Girls' Hostel of Maulana Azad College has been maintaining a rigorous system of monitoring through the inmates of the hostel themselves. For this purpose, two areas of concern have been tracked – food and anti-ragging. A canteen committee with one to two teachers and four to five boarders from each semester has been formed to regularly check the quality of food and maintenance of hygiene.

An Anti-Ragging Committee is constituted with the teachers of the Hostel committee and the boarders of each semester to spread awareness among the boarders about ragging and its ill consequences.

Constitutional Duties

All the boarders of the Hostel abide by the Constitutional duties. It is taken care that the ideals of the constitution, the National flag and the National Anthem are respected under all circumstances. Days of national importance such as Independence day and Republic day are celebrated every year with great enthusiasm. The national flag is hoisting and a short talk on constitutional duties and responsibilities organized.

Cultural Programmes

On the occasion of Independence day and Republic day various cultural programs are organised by the students. Cultural programs are organised on the occasion of Foundation Day of the Hostel. The seniors are also bid farewell by the juniors with a grand celebration every year.

Mentoring by teachers and seniors

An orientation of the newly admitted boarders are conducted every year. All the committee members and senior students of the Girls' hostel are present in the program during which, awareness is spread about the maintenance of the hostel rules and regulations as well as the need to ensure their safety and wellbeing. They are also guided to maintain discipline and briefed about all the hostel facilities that they



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can avail here. The non-teaching staff of the hostel including the lady security guard and the canteen in-charge, remain present during the meeting and their views and opinions are also taken into consideration. The boarders maintain an amiable atmosphere in the hostel and cooperate with each other during times of crisis. When any student falls ill, the seniors and members of the committee provide support, care and even medical facilities if needed.

NSS Activities

The boarders actively participate in the NSS activities organised by the college. They have participated in cleaning drives including plastic cleaning and hostel campus cleaning. They have also taken keen interest in plantation-drive in the hostel campus.

Hostel committee

Dr Sucheta Singha, Convener, Associate Professor in Chemistry

Dr Madhumita Chatterjee, Jt. Convener, Assistant Professor in Philosophy

Sm. Resha Barman, Member, Assistant Professor in English

Sm. Saranya Mukherjee, Member, Assistant Professor in English

Sm. Rima Bharadwaj, Member, SACT in Sanskrit

Sm. Husna Bano, Member, SACT in Persian

**Superintendent
Women's/Girls' Hostel
Maulana Azad College**

**Convener
Girls' Hostel Committee
Maulana Azad College
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**Coordinator-IQAC
Maulana Azad College**

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**Principal
Maulana Azad College**

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Maulana Azad College
Kolkata
Govt. of West Bengal**