

HOSTEL RULE BOOK



Office of the Dean Students' Welfare
West Bengal University of Animal and Fishery Sciences
68, Kshudiram Bose Sarani, Kolkata - 700 037
2026

Hostel Rule book

For All Hostels Under

(West Bengal University of Animal and Fishery Sciences)



Office of the Dean Student's Welfare

West Bengal University of Animal and Fishery Sciences

37 & 68, Kshudiram Bose Sarani, Kolkata-700037

Hostel Rule book

For All Hostels Under

(West Bengal University of Animal and Fishery Sciences)

Edition: June, 2026

Published by:

The Dean Student's Welfare

West Bengal University of Animal and Fishery Sciences

37 & 68, Kshudiram Bose Sarani, Kolkata-700037

Printed at:

Ava Enterprise,

134/1, Main Road East,

New Barrackpore,

Kol-131



WEST BENGAL UNIVERSITY OF ANIMAL & FISHERY SCIENCES

68, Kshudiram Bose Sarani, Kolkata-700037

Ph. : +91 33 2556 3450, Mob. : 9416483476, Fax : + 91 33 2557 1986

E-mail : vcwbuafs@gmail.com, Web : www.wbuafsci.ac.in

Dr. Tirtha Kumar Datta

Vice Chancellor

No. : VCS/WBUAFS/ D-17/191

Date : 11-05-26

MESSAGE



I am extremely happy to learn that the West Bengal University of Animal & Fishery Sciences, Kolkata is going to bring out a Hostel Rule Book containing the guidelines on various aspects of Rules & Regulations in regard to the Boarders of the Hostels under the jurisdiction of the University.

A disciplined community living makes the foundation for fruitful learning environment in any education institute. It also paves the way for transforming a student into a responsible, compassionate and accountable citizen.

This is a commendable effort on the part of the officials concerned and will definitely prove to be useful in maintain the discipline of the hostels as well as the University.

I congratulate the Publishing team for their effort.

(Tirtha Kumar Datta)



Office of the Dean Students' Welfare

WEST BENGAL UNIVERSITY OF ANIMAL & FISHERY SCIENCES
37, K. B. Sarani, Belgachia, Kolkata-700 037, Mohanpur and Chakgaria

Dr. Pankaj Kumar Biswas, Ph.D.
Dean, Students' Welfare (Actg.)

Ref. No: DSW/WBUAFS/HRB/691A

Date: 08.05.2026

Preamble



Hostel is an integral part of student life at the Educational Institutes providing a home outside home and also a space where students learn the values of community living apart from discipline, responsibility and the Hostels of the West Bengal University of Animal & Fishery Sciences (WBUAFS) are also a part of that facilities. The hostel environment plays an important role in supporting academic activities while encouraging personal growth, mutual respect, and social harmony among students coming from diverse backgrounds, caste and communities.

A well-regulated hostel system helps in maintaining order, cleanliness and a sense of belonging among residents. It also promotes qualities such as self-discipline, cooperation, time management and respect for shared facilities. The hostel is therefore expected to function as a safe, inclusive, and academically supportive environment that reflects the values and standards of the University.

The Hostel Rules and Regulations of WBUAFS have been framed to ensure a peaceful, secure, and disciplined living atmosphere for all boarders. These guidelines are intended to protect the interests of students, maintain proper decorum, and ensure the effective use of hostel facilities. The rules framed aim to prevent indiscipline and any form of misconduct that may disturb the academic and social environment of the hostel.

These rules and regulations shall come into force with effect from the academic year 2025 and shall be binding on all students residing in the hostels. All boarders are required to study, understand and strictly follow these rules.

Students are expected to always conduct themselves responsibly as per the Hostel Rule Book. It is expected that the Boarders will show proper respect towards fellow boarders, hostel staff, and University authorities for maintaining harmony. Proper care of hostel property and facilities must also be ensured as these are shared resources meant for the benefit of all boarders.

It is expected that the Boarders of the Hostels will abide by the Rules and Regulations framed herein for their own benefit and comfortable Hostel life.

The smooth functioning of the hostel depends on the cooperation and active participation of all students. By following these rules sincerely, students can help create a healthy, safe, and positive living environment that supports both academic success and overall development.

The University expresses its sincere thanks and gratitude to the Hon'ble Vice-Chancellor, Dr.Tirtha Kumar Datta, for his constant guidance, valuable suggestions, and support in the preparation of this publication. His encouragement has greatly contributed to making this document useful and meaningful for all concerned.

All members involved in the preparation of this publication are sincerely acknowledged for their efforts and contributions.

It is hoped that this document will be useful to all concerned, especially the students, who are the primary stakeholders.

With regards,



Dr. Pankaj Kumar Biswas

Dean, Students' Welfare

WBUAFS

Hostel Rule Book Publication Team

The publication of the Hostel Rule Book has been jointly prepared and contributed by the following members and authorities of West Bengal University of Animal and Fishery Sciences (WBUAFS) for maintaining discipline, student welfare, safety, and smooth hostel administration across the University hostels:

The publication of the Hostel Rule Book was jointly contributed by:

 **Dr. Apratim Maity,**

In-charge Students' Welfare, Faculty of Veterinary & Animal Sciences (F/VAS)

 **Dr. Amit Kumar Barman,**

In-charge Students' Welfare, Faculty of Dairy Technology (F/DT)

 **Dr. S.K Rout,**

In-charge Students' Welfare, Faculty of Fishery Sciences (F/FS)

Along with the active cooperation and valuable inputs of the following hostel provosts:

 **Dr. Hemanta Maity,** Provost, Sir S. N. Bose Hall, Mohanpur, Nadia.

 **Dr. Nirmal Kr Tudu,** Provost, A. P. C. Roy Hall, Mohanpur, Nadia.

 **Dr. Anindita Debnath,** Provost, Kadambini Girls' Hostel, Mohanpur, Nadia.

 **Dr. Aditya Acharya,** Provost, DVP Hostel, Mohanpur, Nadia.

 **Dr. Dipak Kr. Banerjee,** Provost Prof. D. B. Mukherjee Boys' Hostel, Belgachia, Kolkata.

 **Dr. Kalyani Roy,** Provost, Veterinary Girls' Hostel Belgachia, Kolkata.

 **Dr. Santanu Bera,** Provost, Frazer Hostel, Belgachia Kolkata.

 **Dr. Surya Kanta Sau,** Provost, UG Boys' Hostel, Chakgaria Kolkata.

 **Dr. Paresh Nath Chatterjee,** Provost, PG Boys' Hostel, Chakgaria Kolkata.

 **Dr. Moumita Roy Sarkar,** Provost, Girls' Hostel, Chakgaria Kolkata.

TABLE OF CONTENTS

Sl. No.	Section Title	Page No.
1	Short Title and Commencement	1
2	Definitions	1-3
3	Hostels	3
3.1	List of Hostels	3
3.2	Hostel Facilities	4
4	Hostel Administration	4
5	Hostel Accommodation and Allotment	4
6	Code of Conduct	5-7
7	Cleanliness and Maintenance of Hostel Premises	7
8	Guests	7
9	Visitors	7
10	Withdrawal and Removal from Hostel	7-8
11	Hostel In-Out Timings	8
12	Maintenance of Hostel and Personal Property	8-11
13	Hostel Mess	9
14	Anti-Ragging Measures	11
15	Rights of Hostel Management	11-12
16	Fine Structure	12-14
17	Annexure I – Hostel Admission Form	15
18	Annexure II – No Dues Certificate	16

Office of the Dean Student's Welfare
West Bengal University of Animal and Fishery Sciences
37 & 68, Kshudiram Bose Sarani, Kolkata-700037

HOSTEL RULE BOOK

1. SHORT TITLE AND COMMENCEMENT

(i) These rules may be called the 'Hostel Rules of the West Bengal University of Animal and Fishery Sciences, 2025'.

(ii) It extends to all the students' hostels of the university.

2. DEFINITIONS- In these rules, unless the context otherwise requires-

i. Hostel Boarder

A student who has been officially allotted accommodation in the hostel and resides therein.

ii. Dean Students' Welfare (DSW)

The officer of the University designated to oversee the overall welfare, discipline and residential life of the students. The DSW is responsible for supervising student-related matters including hostels, cultural and extra curriculum activities, health and counselling services, and ensuring a conducive and safe environment for academic and personal growth. The DSW shall act as the nodal authority for implementing hostel rules, resolving grievances, and coordinating with hostel wardens and other administrative units concerning student affairs.

iii. In charge Students' Welfare (ISW)

The designated faculty member appointed by the University to oversee the welfare and discipline of students, particularly in matters related to hostel administration, student grievances, and campus life. The ISW is responsible for ensuring a supportive environment for students by coordinating with hostel wardens, addressing welfare-related concerns, and implementing hostel rules and policies. The ISW acts as a liaison between students and the administration in all welfare-related matters.

iv. Provost

The official in charge of the hostel, responsible for administration, allotment, discipline, and overall functioning.

v. Steward

A steward is an administrative representative responsible to the provost of the hostel. The steward works in close coordination with the Provost and plays a key role in the day-to-day functioning and monitoring of the hostel, having the duties and responsibilities which include collection of hostel fees from residents as per institutional guidelines, monitoring and reporting on the cleanliness and overall condition of the hostel and reporting to the Provost regarding any notable activities, maintenance issues, or administrative concerns requiring attention.

vi. Mess Secretary

A boarder appointed to assist the Provost in managing hostel-related matters, including discipline and maintenance issues.

vii. Mess Manager

A designated person responsible for the day-to-day operation of the hostel mess, including food preparation, cleanliness, and staff management.

viii. Mess

A common dining facility provided within the hostel where meals are served to the boarders.

ix. Pay-in-Slip

A bank receipt or online transaction proof confirming the payment of admission or hostel-related fees.

x. No Dues Certificate

A formal document issued after clearing all dues (mess, hostel, damage charges etc.), required for official clearance for thesis submission, final transcript, PDC, migration, etc.

xi. Hostel Admission Form

A form that must be filled out and submitted by a student to apply for hostel accommodation.

xii. Room Allotment

The process of assigning rooms to boarders by the hostel authority based on availability and priority criteria.

xiii. Guest Room

A designated room at the hostel of the University, where parents or guardians may stay in emergencies with prior permission.

xiv. Hostel Authority

The team comprising the DSW, ISW, Provost, Steward and other administrative staff involved in hostel management.

xv. Unauthorized Absence

Leaving the hostel or staying away without prior permission from the provost or without entry in the movement register.

xvi. Movement Register (In-&-Out Register)

A logbook maintained at the hostel entrance where boarders record their departure and arrival times.

xvii. Meal Chart / Meal Cut Register

A register where boarders indicate their absence from meals to help manage mess resources and avoid food wastage.

xviii. Gadget Seizure

Confiscation of electronic items like speakers or music systems used in violation of hostel rules (e.g., playing loud music).

xix. Violation of Hostel Rules

Any act or behaviour by a boarder that contradicts the prescribed rules and regulations outlined in the hostel guidelines.

xx. Penalty / Fine

A monetary charge imposed on boarders for violations such as late fee payment, wastage of electricity, or misconduct.

xxi. Common Room

A shared space within the hostel used for group activities, meetings, or celebrations with prior permission.

xxii. Wastage of Resources

Careless use of electricity, food, water, or hostel property leading to avoidable loss or damage.

xxiii. Unlawful Possession

Unauthorized keeping of hostel utensils, electrical appliances, or mess items in hostel rooms.

xiv. Restricted/Prohibited Items

Items not allowed in the hostel premises including alcohol, drugs, firearms, pets, unauthorized electronics, etc.

xv. Ragging

Any act of physical or mental abuse, teasing, harassment, or humiliation of a fellow student/boarder. Strictly prohibited and punishable.

xvi. Disciplinary Action

Steps taken by the hostel authorities against boarders violating rules, which may include warnings, fines, suspension, rustication, or expulsion.

xvii. Induction Oven / Heaters / Coolers

Unauthorized electrical appliances that are prohibited inside the hostel rooms due to safety and power consumption issues.

xviii. CCTV Surveillance

A monitoring system installed in the common and entrance areas to ensure security and discipline within the hostel.

3. HOSTELS

Hostel life is full of opportunities and excitement. The days spent in a hostel make one of the most beautiful phases of a student's life. In hostels the students can make friends with fellow hostellers and get to know each other by sharing their knowledge and interests. Hostel life brings discipline, confidence and managerial qualities in students. Thus, the journey of life spent in hostels can be cherished for a long time.

3.1 List of hostels under the West Bengal University of Animal & Fishery Sciences

Sl. No.	Name of Hostel	Type of Hostel (Boys/ Girls)	Place of Campus	Accommodation in No.	
				Rooms	Beds
1	Sir S N Bose Hall	Boys	Mohanpur	90	147
2	APC Roy Hall	Boys	Mohanpur	84	252
3	Kadambini Girls' Hostel	Girls	Mohanpur	64	193
4	DVP Hostel	Boys	Mohanpur	16	50
5	Prof. D B Mukherjee Boy's Hostel	Boys	Belgachia	50	100
6	Frazer Hostel *	Boys	Belgachia	-	-
7	Veterinary Girls' Hostel	Girls	Belgachia	27	50
8	UG Boys' Hostel	Boys	Chakgaria	24	68
9	PG Boy's Hostel	Boys	Chakgaria	20	35
10	Girls' Hostel	Girls	Chakgaria	27	84
Total				402	979

**Intern students are temporarily shifted to the ground floor of Prof. D. B. Mukherjee Boys' Hostel due to renovation work.*

3.2 Hostel Facilities

- Clean, green and calm hostel campus
- Spacious and well-ventilated hostel rooms
- Open spaces within the hostel premises
- Hostel mess
- Dining hall
- Common room
- Badminton courts
- Mini canteen
- Drinking water
- CCTV surveillance

4. HOSTEL ADMINISTRATION

4.1 The following officials constitute the Hostel Administration of individual hostel:

- a) Dean Students' Welfare (DSW)
- b) In-Charge Students' Welfare (ISW)
- c) Provost
- d) Steward

4.2 Each hostel is primarily managed by a Provost who is a regular faculty of the university and with assistance of Steward.

4.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through Provost of the hostel.

5. HOSTEL ACCOMODATION AND ALLOTMENT

5.1 The students are entitled for accommodation in the hostel as long as they are full time registered students of the university. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of Institute will automatically cease to be a member of the hostel.

5.2 **Hostel room allotment is subject to availability.** Priority may be given based on the distance of the student's home from the faculty campus.

5.3 Students must submit a duly filled **Hostel Admission Form** (Annexure I) along with a photocopy of the Pay-in-slip (admission fees), a passport size photograph, identity document (Voter's card/Aadhaar card) and the Provisional Admission Order in any approved course issued by the university before room allotment. **The contact number of the parent must be provided.** Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing.

5.4 **Students must be personally present at the time of allotment of rooms.** The room to be allotted will be specified immediately before the allotment is made.

5.5 No boarder is allowed to change the room without permission of the Hostel Provost. Unauthorised occupation or exchange of rooms will be considered a serious violation which will result in cancellation of the hostel seat.

5.6 Hostel accommodation may be provided to **project staff** who are registered for and working towards a research degree at the university based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the **Hostel Management**. The project staff residing in hostels are governed by the same rules, applicable to regular students of the Institute. Project staff availing hostel accommodation is not eligible for HRA and should keep the Institute informed about the same.

5.7 The students who have been rusticated from the university/expelled from hostel and/or placed on suspension shall not be eligible for hostel accommodation. However, the student rusticated/expelled and/or suspended but subsequently re-admitted or after completing the period of suspension may be considered for hostel accommodation, if the Dean of the Faculty, Dean Students' Welfare and Hostel Provost are fully satisfied that his/her residing in the hostel will not lead to any cause for indiscipline. A student who was awarded minor punishment on account of his/her involvement in any act of indiscipline, misconduct and misdemeanour in the college/hostel, may be allotted a seat in the hostel if the Dean of the Faculty concerned, DSW and Hostel Provost are fully satisfied that his/her residing in the hostel will not cause indiscipline. Such allotments will still be conditional.

5.8 Furniture: Every boarder is provided with a chair, a table and a bed, subject to availability. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

5.9 Every boarder must deposit the requisite mess advance before room allotment. The mess advance is fully refundable (after deducting mess dues, penalties etc., if any) at the time of boarder-ship termination.

6. CODE OF CONDUCT

6.1 All boarders are required to maintain standards of behaviour expected from the students. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

6.2 All boarders are required to carry their valid Identity Cards issued to them by the university.

6.3 Storage, supply, or use of liquor, cigarettes, drugs, or any intoxicants in the hostel is strictly banned and punishable. **Smoking** and consumption of **alcoholic drinks** and / or **narcotic drugs** in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. **Severe action will be taken if any boarder is found to violate this, resulting in expulsion from hostels and rustication from the university.** Students should not smoke inside the hostel. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

6.4 Forming associations based on religion, caste, political ideology, or creed is prohibited.

- 6.5 Unauthorized activities or meetings are not allowed. Celebrations by the hostel boarders may be held in designated common area with prior permission of the Provost.
- 6.6 Acts disrupting campus peace or harmony are strictly forbidden.
- 6.7 The boarders should not screen pirated / unauthorized / unlicensed movies in hostel. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- 6.8 Boarders must maintain perfect discipline and congenial atmosphere for studies in the hostel. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD / DVD is prohibited. The students should not hire objectionable CDs from outside.
- 6.9 The use of electrical appliances such as immersion heaters, electric stove / heaters is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- 6.10 All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour of playing loud music that is likely to cause disturbance or annoyance to the residents is prohibited.
- 6.11 Maltreating or abusing the hostel staff, mess and canteen employees is strictly prohibited. Any complaint against them should be reported to the Provost.
- 6.12 Dealings in general and especially with fellow students should be very courteous and polite. All quarrels and disputes with fellow boarders should be avoided.
- 6.13 Boarders must not take the law into their own hands. Complaints, if any, must be submitted to the Provost in writing.
- 6.14 Boarders involved in fights, factional fights/other serious act of indiscipline are liable to be expelled from the hostel/University.
- 6.15 Pets are strictly not allowed in the hostel.
- 6.16 Use of firecrackers is forbidden.
- 6.17 Posting hostel-related content on social media without permission is prohibited, otherwise boarders may be liable for consequences.
- 6.18 Boarders should not keep firearms, lethal weapons, poisons or intoxicants of any kind in the hostel. Possession of such things is strictly prohibited.
- 6.19 No boarder should allow any unknown accused person in the hostel and the rooms. The hostel is not a shelter for miscreants. Police may detain individuals with due permission.
- 6.20 Gambling of any kind is prohibited.
- 6.21 Boarders should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 6.22 Boarders are duty bound to report to the Steward / Provost in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 6.23 Sick boarders must immediately inform the Provost and should not self-medicate.
- 6.24 Any case of theft, if any in the hostel, should be reported promptly to the Security Officer & Provost
- 6.25 Continued hostel stay after completion of the degree is a violation of hostel rule and is a punishable offence.
- 6.26 Boarders should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.

6.27 Misconduct or violation of hostel rules may result in fines, suspension, rustication, or dismissal from the hostel/university, depending on the severity.

7. CLEANLINESS AND MAINTENANCE OF HOSTEL ROOMS AND PREMISES

7.1 Cycling/plying of any type of vehicles in verandahs and lawns in and around the hostel is prohibited.

7.2 Spitting at all places should be avoided. Walls, furniture and doors should not be defaced.

7.3 The washbasins, toilets and latrines should not be blocked by any extraneous material and must be kept clean.

7.4 Taps of the bathrooms, latrines and washbasins must be closed always after use.

7.5 Cycles should be parked in cycle sheds or in proper placed earmarked for this.

8. GUESTS

8.1 No individual including ex-student, other than the boarder is allowed to stay in the hostel. However, a guest of a boarder may be permitted, with the prior approval by the provost, to stay in guest room on payment of the necessary charges, as fixed by the Hostel Management Committee from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose, every person other than boarder of the hostel will be considered as a guest for definition. The guest, so allowed, will be kept in the hostel guest room. Suitable identity details like Aadhar Card, Voters card etc and Mobile number be got noted and a photocopy of same be kept. The name of the guest should be entered in the guest register by the student himself under his signature.

8.2 Parents or guardians may stay in the hostel guest room during emergencies only. The female and male guest are permitted to stay in Girls' and boys' hostel, respectively.

8.3 A boarder keeping a guest without permission or entertaining a passed-out student or student who has been expelled from the university/hostel will lead to severe punishment including expulsion from the hostel.

9. VISITORS

9.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

9.2 The visit of men student(s) to the women's hostel and vice-versa is restricted.

9.3 Visitors are not permitted after 9:00 PM without prior permission from hostel authorities.

9.4 Visitors, including parents (except mother in Girls' hostels), are not allowed inside the boarders' rooms and must meet boarders in the guest room.

10. WITHDRAWAL AND REMOVAL FROM THE UNIVERSITY HOSTEL

10.1 After the general allotment, the application for withdrawal from the hostel should be countersigned by the parent/guardian and submitted to the DSW through the Hostel Provost after hostel dues have been cleared.

10.2 Despite the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues and fines up to the day he/she continues to be on the rolls of the hostel, until his/her name is formally withdrawn from the hostel.

10.3 A boarder may be expelled from the hostel by the DSW, if he/she is in the habit of staying away from the hostel without permission or is found guilty of misconduct or indiscipline.

10.4 No boarder shall be allowed to stay in the hostel if his/her hostel fees and mess dues are in for more than a month, except otherwise permitted by the Provost.

10.5 No boarder shall leave the hostel without personally handing over the charge of the room to the Hostel Provost. The personal locks, if any, has to be removed while vacating the room.

10.6 A 'No Dues Certificate' (Annexure I) must be obtained after vacating the room to receive final transcript.

11. HOSTEL IN-OUT TIMINGS

11.1 Boarders must fill the movement register when leaving the hostel for overnight or more.

11.2 Outside hours are limited to 9:00 PM (Summer: April–October) and 8:30 PM (Winter: November–March). Exceptions require prior permission.

11.3 No boarder shall leave the hostel at night beyond the specified time as mentioned above without prior intimation to or approval of the Provost.

11.4 PG/PhD students must submit request letters endorsed by their supervisors to the Provost for permission to do lab work beyond permitted hours.

11.5 Leaving the hostel without signing the movement register or without permission will be treated as 'missing', and guardians may be notified.

11.6 In case of emergencies (e.g., medical need) that needs to leave hostel, the Steward/Provost/ISW/DSW must be informed.

11.7 Leaving the hostel for excursions or picnics during holidays requires prior approval of the Provost. However, the university will not liable for any untoward incidents or accidents, if any, during such events.

11.8 The students going for educational tour must inform the Provost and Mess Manager in writing before leaving the hostel.

11.9 Late entry and late exit students will be informed to their guardians/parents by the Provost and after repeated intimation disciplinary action will be initiated by the Provost.

12. MAINTENANCE OF HOSTEL AND PERSONAL PROPERTY

12.1 **Rooms are allotted to the students on their personal responsibility.** They should see to the upkeep of their rooms, hostel and its environment. The rooms, common areas and surroundings should be kept clean and hygienic by the boarders. Notices shall not be pasted on walls and walls shall not be scribbled on.

12.2 Boarders must switch off electrical and electronic appliances before leaving rooms. Violation will attract suitable penalty and punishment as decided by the authority.

12.3 Geysers and Washing machines, if provided in the hostel, must be turned off after use.

12.4 Boarders are solely responsible for their belongings. Valuables should not be kept in rooms. Keys to almirahs and rooms should be kept in individual's safe custody. Rooms should be locked when unoccupied.

12.5 Maintenance issues (civil, carpentry and electrical), if any, must be reported in writing to the Provost or recorded in the complaint register in the Hostel Office.

12.6 The boarders should co-operate in carrying out maintenance work and vacate their rooms completely when it requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

12.7 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

12.8 The boarder shall not move any furniture from its proper allotted place and also not damage them in anyway. The boarder shall not remove any fittings from any other room and get them fitted in his/her room.

12.9 CCTV surveillance is operational at hostel entrances and common areas for security purposes.

13. HOSTEL MESS

13.1. The Mess Committee and the Mess Secretary shall be appointed among the boarders of the respective hostel by the Provost

13.2. The Mess Secretary shall assist the Provost in managing hostel operations and discipline. All boarders must cooperate to the Mess Secretary and the Mess Committee of the hostel. Two boarders shall be appointed as mess manager by the provost in consultation with the mess secretary.

13.3 Remuneration for the Mess Secretary and Mess Managers of individual hostel will be decided from time to time by Provost in consultation with the hostel boarders.

13.4 All hostel boarders must join the mess. Part-time dining or one-time meals are not allowed. No student is allowed to stay in the hostel without being a member of the hostel mess. Sick meals will be provided to the boarder if necessary.

13.5 Mess fees, guest meal charges, and grand meal charges will be fixed based on viability and market price, which may differ from one hostel to other.

13.6 Mess dues and other charges of each boarder should be published by 3rd day of the next month and it must be paid by the 10th of the month. Delay may lead to fines or disqualification for appearing examinations. A fine of ₹10 per day will be imposed for late payment after the 10th. Fines must be recorded in the 'Mess Fee Collection Register.'

13.7 Boarders at home till the 10th of the month must pay the mess fees online to the Steward.

13.8 The boarder who does not clear hostel, mess or canteen dues or fine by the prescribed date, shall not be registered for the subsequent academic year/semester until and unless he/she clears all these dues and obtains 'No Dues Certificate' from the Hostel Provost and submit the same at the time of registration.

13.9 Clearance of mess dues and getting 'No Dues Certificate' from the Provost is also mandatory for applying to:

a) Scholarships b) Internship programs c) In-plant training d) Thesis submission e) Annual or semester examinations, etc.

13.10 Absence from the hostel must be informed to the Provost. Unauthorized absence, even overnight, will be considered indiscipline.

13.11 In case of absence for 15 days or more (e.g., on medical ground), 50% of mess fees or fees for a minimum of 30 meals along with the fees of grand meal (if taken) will be charged upon submission of an application along with medical certificate etc. to the Provost. For a full month's absence (e.g., due to medical reasons), 25% of the mess fees will be charged upon written application. Afterwards they will be charged full mess fees. However, such permission should be obtained from the Provost and the Mess Manager be intimated well in advance of the absence. Mess fees may be waived for those boarders who are engaged in their research programs in other institutes with prior approval from the chairperson of the advisory committee.

13.12 Students proceeding on medical leave from the campus should produce the Medical Certificate issued by the University Medical Officer at the time of their leaving. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days.

13.13 Boarders must inform the Mess Manager during their absence to avoid food wastage; otherwise, a fine may be imposed.

13.14 Any surplus of fund at the end of the month will be carried over. Any deficit of a month will be borne equally by all boarders.

13.15 Students on no account whatsoever will be permitted to take food outside the mess, except in case of illness, with Provost's permission. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.

13.16 Students who absent themselves on the date of reopening of the university after any vacation will be deemed to have joined the mess and will be charged accordingly.

13.17 The mess timings are as follows and the boarder should strictly adhere to these timings: Mess timing: Morning meal 9.00 AM to 10.00 AM & Evening meal 8.00 PM to 9.00 PM

The Mess Manager is responsible for providing meals until 9:00 PM at night. Boarders unable to collect meals on time must inform the Mess Manager.

The mess timing may be changed if needed as per the convenience.

13.18 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Provost with a copy to the Mess Manager through email before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a registered Medical Officer. No mess reduction will be given, if advance intimation is not provided.

13.19 Students other than the Mess Committee Members are usually not permitted to enter the kitchen or store room of the mess on any account.

13.20 All meals must be taken in the hostel dining hall. Cooking in rooms and keeping mess utensils in rooms is prohibited. Fines will apply for misuse.

13.21 Mess items (vegetables, groceries, utensils, etc.) must not be used for personal purposes.

13.22 No dinner shall waste food. Paying mess bill does not entitle a dinner to waste food.

13.23 All dinners shall interact with the mess staff in the dining hall in a courteous manner.

13.24 After eating food, shall leave the plate, waste food etc. in the designated bins.

14 ANTI-RAGGING MEASURES

14.1 Ragging is a punishable crime. Ragging of students in any form in the university is totally banned.

14.2 With reference to the concerned UGC Regulations, and in view of the concerned directions of the Hon'ble Supreme Court, any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student are considered as ragging. This university is always keen to eliminate ragging in all its forms from the university.

14.3 Severe disciplinary action shall be taken against the defaulting students, based on the observation of Anti-Ragging Squad and Anti-Ragging Committee of the university.

14.4 The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the university in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the university for period ranging from one to four semester(s).
- ix. Expulsion from the university and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the university shall resort to collective punishment.

15. RIGHTS OF HOSTEL MANAGEMENT

15.1 Any breach of these rules may invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take

disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

15.2 The Hostel Management reserves its right to modify these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

15.3 The matters not mentioned in these rules shall be dealt by the Hostel Management Committee.

HOSTEL RULES OF WBUAFS		
FINE STRUCTURE		
Sl. No.	Particulars	Fine (INR)
1	Use of all unauthorized electrical appliances such as heaters, Induction, room heaters is strictly prohibited and these will be confiscated, and the concerned student will be penalized.	3,000.00
2	Boarders will be fined if they were found damaging, creating trash and mess in the premises of the Hostel or in the Mess area.	3,000.00
3	Organizing any programme or party without approval of the provost	3,000.00
4	The consumption or storage or supply of liquor or any sort of intoxicant is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited. If any student is found in-possession, distribution, and the consumption of alcoholic beverages and illicit drugs/prohibited products in the hostels; he/she will have to pay a fine/penalty as recommended by the committee. Additionally, the Hostel Management Committee may recommend suspension from the hostel for the entire semester/year (if found 2nd time involvement) with an information to the law enforcing authority. In the event of 3rd time involvement Hostel Management Committee may recommend termination from the university. That a student suspected for consumption of alcohol is required to undergo Breath Analyzer test. Students not-cooperating, misbehaving for Breath Analyzer test may be assumed for having alcohol and same fine/penalty may be imposed. An additional penalty of Rs.2000/- for refusal /non-cooperation/misbehaviour may also be imposed.	3,000.00
5	Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed in Hostel rules shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the university by the appropriate authority.	3000.00
6	Playing music and videos etc. in loud volume inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadgets will be made along with imposition of fine.	1000.00
7	Destruction of University Property: Boarders will be personally and	1000.00 or

	collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the university shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.	as applicable
8	Boarders misbehaving and abusing with the Mess Workers/Security/University employees.	1000.00
9	Inappropriate use of electricity (non-switching off the lights or fans while leaving) in the Hostel by the student(s).	1,000.00 per student
10	Unauthorized entry of persons allowed by students.	3,000.00
11	Keeping pet animals in hostel room / taking food out of Mess and feeding pet animals inside hostel. If the student is found repeating the same, it shall lead to expulsion from the hostel (in addition to implementation of fine for the second time).	3,000.00
12	On-duty security guard can check ID cards of late entry students between 10.00 PM to 06.00 AM. During this period the students while entering hostels must show their ID cards to the on-duty security guard. The students not carrying ID cards must sign in a separate register 'Students not carrying ID Card' and those repeatedly not carrying ID Cards between 10.00 PM to 06.00 am must be penalized.	1000.00
13	In order to effective implementation of hostel rules, safety and security of the students the following can be implemented by the Security wing in consultation with Campus In-Charge and Provost: Main Gate security may check all motorised vehicle between 10.00 PM to 06.00 AM. and may deny entry into the campus if any person in the vehicle found intoxicated or carrying alcoholic beverages. The person(s) in the vehicle found intoxicated will be penalised with imposition of fine/penalty. It is also decided that if in a vehicle alcoholic beverages and illicit drugs are found, the driver of the vehicle will be penalised with imposition of fine/penalty and the vehicle, liquor/alcoholic beverages will not be permitted to enter in the Campus.	3000.00 per person
14	Senior Batch students are not allowed to enter 1 st year hostels/rooms. Students violating this may be penalized. Senior Batch students are not expected to call 1st year students in their rooms at any time. Violation of either of the conditions will lead to penalty and prosecution for ragging. If 1 st year student(s) is/are found in the Senior student's hostel/room, that student(s) will also be penalised.	3000.00
15	Students leaving the hostel without informing the Steward/Provost during night beyond the specified hours	3000.00

16	Bringing, possession or bursting fire crackers is strictly prohibited and NOT allowed in Campus. Violations will result in disciplinary actions and fine/penalty will be imposed. Also, during any specific events bursting fire crackers without permission is strictly prohibited. Prior approval is required for bursting firecrackers on some festivals/occasions to celebrate and in such instances; firecrackers may be used only in designated place(s) under supervision of student representative(s) coordinating such events.	3000.00 per student
17	Boarders are not allowed to use the hostel terrace. If found they will be subjected to a fine.	3000 per student
18	University observes zero tolerance for violence. Any violations of this advisory will result in disciplinary action with a penalty/fine and may also lead to suspension from the hostel facilities.	3000
19	Taking the meal to the room without prior information to Mess manager/ Provost	500.00
20	Taking meal after specified time in the hostel dining room (except during lab work)	500.00



Annexure I

West Bengal University of Animal and Fishery Sciences

Faculty of Vety. & A.S./D.T./F.S. Clas UG/PG/PhD.....Course.....

HOSTEL ADMISSION FORM

1. Name (Block Letter)
2. Father's Name
3. Guardian's Name.....
4. Permanent Address (Attach proper document)
P.O.....P.S.....Dist.....State.....
...Pin.....Phone No.....
5. Address of Father Guardian.....
6. Name and address of the Local Guardian with Phone No. if any, who could be connected in emergency
Annual Family Income (Attach proper document)
.....
.....
7. Annual Family Income (Attach proper document)
.....
8. Who will bear the Hostel charges?
.....
9. State his / her annual income and full address.....

I declare that I shall abide by RULES & REGULATIONS of the hostel as amended from time to time. I further agree that any indiscipline on my part is liable to my expulsion from the hostel. I do hereby undertake that I shall not participate in, abate, or propagate ragging in the hostel premises.

Student has to submit online anti ragging affidavits through web portal – “ www.antiragging.in” both by candidates and parents/guardian at the time of admission (hostel) at the office of the provost.

Counter Sign by Father/Guardian with date

Signature of the Student with date

TO BE FILLED BY THE PROVOST

1. Name of the hostel.....
2. Date of admission to the hostel.....
3. Class..... Year.....
4. Roll No..... Section.....
5. Room No..... Floor No.....
6. Details of furniture provided
 - a)
 - b)
 - c)
 - d)

Date:

Signature of the Provost

Annexure II

No Dues Certificate

Name of the Hostel: _____

(To be submitted at the time of vacating the hostel)

Name of the boarder	
Enrollment Number / Roll No.	
Department / Programme	
Hostel Name	
Room Number	
Contact Number	
Date of Vacating the Hostel	

Declaration by the boarder: I hereby declare
that _____

- I have vacated my hostel room and taken all personal belongings.
- All hostel property issued to me has been returned in good condition.
- I have cleared all mess dues, fines, and other outstanding charges.
- I shall not claim further accommodation in the hostel.

_____ Full Signature of the Boarder	Date:
--	-------

Verification by Hostel Authority

Verification Points	(✓/X)	Remarks (if any)	Verified by Provost/Steward/ Mess secretary (Signature with Date)
Room vacated, keys returned			
Hostel property returned intact			
Mess/canteen dues cleared			
No fines/penalties pending			
No hostel utensils in possession			

Final Approval

Provost	In-Charge Students' Welfare	Dean Students' Welfare

