



# Students' Hostel Rules 2026-27

Effective July 1, 2026

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## **BRAINWARE UNIVERSITY**

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

[www.brainwareuniversity.ac.in](http://www.brainwareuniversity.ac.in)

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### **1. ADMISSION TO THE HOSTEL**

New students who wish to stay in the hostel will receive admission confirmation from the admission office along with their admission form. After this, they must pay the required hostel fees.

Before moving into the hostel, students must submit the following documents to the Hostel Office:

- 1.1** A duly filled-up application form.
- 1.2** Photocopies of money receipts as proof of hostel fee payment.
- 1.3** Self-attested copies of government ID cards of both the student and parents.
- 1.4** Two self-attested postcard-sized family photographs.
- 1.5** A medical fitness certificate from a registered medical practitioner.
- 1.6** A declaration form (sample enclosed) filled-up by parents.
- 1.7** Self-attested government ID card of the local guardian.
- 1.8** A copy of a valid visa or passport (for international students).
- 1.9** Valid Medical Insurance documents (minimum INR 50,000 and to be renewed annually) to be submitted to the Hostel Warden.
- 1.10** A self-attested joint photograph of the local guardian and the student.
- 1.11** A declaration from parents stating that their ward does not suffer from any chronic or serious illnesses.

Hostel stay is permitted from the first day of admission until the completion of the academic programme. Upon completing their programme, students must vacate the accommodation and return all allotted furniture items, room keys, and almirah keys to the Hostel Warden or Hostel Superintendent. Extended stays beyond the programme duration are not allowed.

During both the admission and departure processes, parents must be present physically.

- 1.12** If a student fails to submit the above-mentioned documents at the time of admission in the hostel, he/she will be allowed to submit the remaining documents within 7 days from the date of his/her admission. If fails, a fine of Rs. 100 per day, per document will be charged. The payment of the fine amount has to be made in the Accounts Department against Money Receipts.



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### **2. ACCOMMODATION**

- 2.1 Room Allocation:** Hostel accommodation is assigned through a lottery system at the time of hostel admission. Additionally, hostel rooms will be reallocated at the start of each academic session, if required, with the help of lottery system.
- 2.2 Accessories:** Each hostel resident will be provided with essential accessories, including a cot, study table, study chair, and an almirah with a locking system, along with electrical fittings such as tube lights and ceiling fans. Students are responsible for maintaining these items, and any damages must be paid for by the residents of the respective room or floor. If the responsible person cannot be identified, the cost will be shared collectively by all residents of that room or floor. Additionally, fire-fighting accessories are installed on all hostel floors, and any misuse will result in a penalty of up to INR 10,000. Misuse of the drinking water system or toilet accessories will also incur a penalty of up to INR 5,000.
- 2.3 Room Changes:** Students are not allowed to swap rooms or move into vacant ones without written permission from the Hostel Warden or Superintendent. The hostel authorities have the right to relocate residents to different rooms at any time without explanation.
- 2.4 Attendance and Stay During Class Hours:** Students must attend classes regularly. A minimum of 75% attendance is mandatory, while Pharmaceutical Technology students must maintain 80%, and Nursing students must achieve 100% attendance. Boarders cannot stay in the hostel during class hours unless they are unwell or have no scheduled classes.
- 2.5 Lift Usage:** In the hostels, lifts are strictly for carrying luggage or emergencies related to medical needs.
- 2.6 Room Shuffling:** At the start of each academic session, hostel rooms will be reallocated, if required with the help of lottery system.

### **3. LEAVE/OUT PASS FROM HOSTEL**

- 3.1 Leaving the Hostel:** Students can go out after class hours once a day on weekdays and after 7:30 AM on Sundays or holidays. They must record their exit and entry on both biometric systems at the hostel and the main gate. Additionally, a register will be kept at the hostel desk, which students must sign before leaving and when they return.



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Students who leave the campus must return by 8:00 PM. A delay of up to five minutes will be excused twice; however, from the third instance onward, a fine of INR 1,000 will be imposed for each delay, including the first two excused occurrences. Additionally, students are required to wear their ID cards at all times, Otherwise, monetary penalty of INR 100 will be imposed upon them.

If a student is going home, they cannot leave the hostel before 6:00 AM or after 7:00 PM. If they need to leave before 6:00 AM or after 7:00 PM, their guardian or local guardian must accompany them.

- 3.2 Fine Payment:** The fine must be paid to the Accounts Department only after receiving official communication via email from the concerned authority. The Accounts Department will provide money receipts.
- 3.3 Semester Break and Puja Vacation:** Students requiring hostel stay during semester breaks for special classes or other reasons must get special permission from the departmental head, submitting relevant documents. During Puja vacation, all boarders must vacate the hostel—staying back is strictly prohibited.
- 3.4 Overnight Stay Permission:** Students wishing to stay outside overnight must submit a hostel leave form with a valid reason and obtain permission from the Hostel Warden or Superintendent. Parents or guardians must provide consent through email, WhatsApp, or phone. Students must carry their university or hostel ID card while staying out.
- 3.5 Leaving the Hostel During Class Hours:** If students need to leave the hostel to go outside, during class hours, they must secure special permission from the Principal, Head of Department (HOD), or Programme Coordinator, citing a valid reason. A leave form must be submitted to the Hostel Warden or Superintendent.

## **4. ATTENDANCE AND SECURITY RULES**

- 4.1 Daily Attendance Check:** Hostel residents must be present in their rooms between 8:15 PM and 8:45 PM for attendance verification.
- 4.2 Night Curfew:** All hostel doors will be locked at 10:00 PM. After this time, no student is allowed to leave the hostel premises.
- 4.3 Unauthorized Stay During Class Hours:** Hostel staff will conduct checks to ensure students attend classes. Those repeatedly staying in the hostel without a valid reason will be considered



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as violation of hostel rules. A fine of up to INR 1,000 per instance may be imposed, or the student may be asked to vacate their accommodation.

- 4.4 Bag Inspections:** Hostel authorities have the right to conduct routine bag checks to ensure rule compliance. These checks will be carried out in the presence of the student to maintain transparency. Any prohibited items found will be confiscated, and the student may face a fine of up to INR 5,000 and/or disciplinary action. All findings will remain confidential and shared only with relevant authorities.

## **5. RULES FOR VISITING BOYS' HOSTEL**

- 5.1 Visiting Hours:** Guardians or relatives can visit the hostel between 7:30 AM and 7:30 PM to meet their wards. In emergencies, they may enter the boarder's room, but only with prior written permission from the Hostel Warden, Superintendent, or University authority. No visits to hostel rooms are allowed without approval.
- 5.2 Entry Restrictions for Day Scholars:** Day scholars (both boys and girls) are not permitted inside the hostel without prior permission from the relevant authorities. If a day scholar or hostel resident violates this rule, both will face disciplinary action and a penalty of INR 5,000.
- 5.3 Maintenance Work:** Maintenance staff such as carpenters, electricians, and plumbers etc. may enter hostel rooms for repairs and maintenance only with official permission. They must be accompanied by hostel staff during their visit.
- 5.4 Ladies' Entry Restrictions:** Women except mother are not allowed inside the Boys' Hostel. However, University officials may enter with prior approval from the concerned authority.

## **6. RULES FOR VISITING GIRLS' HOSTEL**

- 6.1 Visiting Hours:** Only female guardians or relatives are allowed to visit the hostel between 7:30 AM and 7:30 PM to meet students. In emergencies, entry to a boarder's room is permitted only with prior written approval from the Hostel Warden, Superintendent, or University authority. Male guardians or relatives are strictly prohibited from entering hostel rooms.
- 6.2 Entry Restrictions for Day Scholars:** Day scholars (both boys and girls) must obtain permission from the competent authorities before entering the hostel. Any violation will result in



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disciplinary action and a penalty equal to 50% of one month's hostel fee for both the day scholar and the hostel resident involved.

- 6.3 Maintenance Work:** Maintenance staff such as carpenters, electricians, and plumbers etc. may enter hostel rooms for repairs and maintenance only with official permission. They must be accompanied by hostel staff at all times.
- 6.4 Male Entry Prohibition:** The entry of all male visitors is strictly forbidden inside the Girls' Hostel. However, University officials may enter with prior approval from the concerned authority.

## **7. MEDICAL FACILITY**

- 7.1 First Aid and Medical Help:** Basic medical treatment is available on campus. Brainware University has a resident doctor (available from 8:30 AM to 7 PM except Sundays & Holidays) and nursing staff. If a hostel resident falls sick, they must inform the warden, who will arrange medical assistance. If hospital admission is required, parents or local guardians will be informed. All medical expenses must be paid by the boarder's parents.
- 7.2 Medical Insurance Requirement:** Every student must have valid medical insurance with a minimum coverage of INR 50,000. Medical Insurance, which is valid in West Bengal, will be accepted only. Proof of valid insurance must be submitted within 30 days of hostel admission. If a student fails to submit valid Medical Insurance within 30 days from the date of his/her admission in hostel, a penalty of Rs. 100 per day will be imposed. Fine amount has to be paid in the accounts department. This insurance must be renewed every year and again the valid copy of Insurance is to be submitted to the Hostel Warden/ Supervisor. If failed, a fine of Rs. 100 will be imposed daily. Students who are below 18 years of age, need to submit Valid Family Medclaim Policy, accepted in West Bengal.
- 7.3 Self-Medication Warning:** Students should not self-medicate for serious health issues and must seek professional medical care. The hostel authority or any official cannot arrange for medicine purchases based on the requests from students or guardians, over the phone.



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### **8. LAUNDRY FACILITY**

Hostel residents can use the laundry facility for a fee. They must follow the posted rules and regulations in the laundry area.

### **9. CANTEEN FACILITY**

- 9.1 Canteen Coupons:** Residents can collect food coupons from the hostel warden after paying the required monthly charges in advance. The warden issues coupons for one month at a time, and residents must keep them safe. Boarders must safeguard their canteen coupons, as lost coupons will not be reissued. In such cases, the resident must purchase food directly from the canteen by making the necessary payment.
- 9.2 Coupon holiday:** If a student does not pay the monthly hostel charges on time, they will receive food coupons for five days to ensure they have access to meals. However, they must arrange to pay the hostel fees by the 5th of that month. If they fail to do so, they will need to purchase food directly from the canteen at their own expense until the hostel fees are settled. This arrangement may continue until the end of the month. If the student is unable to pay the fees within the month, they will be required to leave the hostel starting from the 1st day of the following month. Additionally, if they make a late payment, any amount already spent on purchasing food from the canteen will not be adjusted.
- 9.3 Dining Rules:** Meals must be eaten in the dining hall—ready-to-eat food cannot be taken to hostel rooms.
- 9.4 Food for Sick Students:** If a boarder is unwell, a representative may collect food with prior approval from the warden. The warden's decision in such cases is final.
- 9.5 Meal Timings:** Meals will be served in the canteen at designated times, which will be notified periodically.
- 9.6 Utensils for Dinner:** Students must bring their own utensils during dinner.
- 9.7 Menu Updates:** The canteen menu will be shared in the hostel WhatsApp group in advance.
- 9.8 ID and Coupons:** Boarders must carry their hostel ID and food coupons to the canteen for their meals.



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- 9.9 Refund for Leaves:** If a boarder leaves the hostel permanently, after informing the competent authority, a portion of the advance amount paid may be refunded.

## **10. CODE OF CONDUCT**

- 10.1 Respectful Behaviour:** Boarders must treat hostel and office staff respectfully and avoid any unethical conduct.
- 10.2 Silence Hours:** Quiet hours are observed from 11:00 PM to 6:00 AM. During this time, students must maintain silence in rooms and common areas. Gatherings in rooms, lobbies, or shared spaces are not allowed. Those studying after 11:00 PM may use personal table lamps without disturbing others.
- 10.3 Noise Control:** Loud music, dancing, or any disruptive activities are strictly prohibited. Boarders must avoid causing disturbances to others. Otherwise University Authority will take necessary steps in the for monetary penalty.
- 10.4 Energy Conservation:** Lights and fans should be turned off when not in use. Violations may lead to strict action, including monetary penalties.
- 10.5 Electrical Use Restrictions:** Personal fans are not allowed between October and February unless permitted by authorities. Plug points should be used only for charging phones, personal lamps during silence hours, and laptops for academic purposes.
- 10.6 Safety of Valuables:** Boarders must keep their personal belongings under lock and key. The university is not responsible for loss of any money, jewellery, or belongings. However, keeping valuables with the hostel residents is strictly prohibited.
- 10.7 Complaint Resolution:** If a boarder files a complaint for any type of loss with sufficient proof, the university will investigate. If the accused is found guilty, they must return the missing item immediately and may face a fine of up to INR 10,000, along with expulsion from the hostel.
- 10.8 Hostel Cleanliness:** Writing on walls, doors, or windows is strictly prohibited. All boarders must keep the hostel clean. It is compulsory to maintain clean and organized rooms. The residents of each room must clean their space together at least once a month. Regular checks will be conducted to ensure cleanliness.
- 10.9 Cooking Restrictions:** Cooking inside hostel rooms is strictly prohibited. A fine of up to INR 10,000 will be imposed, and disciplinary action will be taken. Unauthorized electrical appliances



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such as induction ovens, room heaters, and refrigerators are also banned. If found in use, a fine of up to INR 10,000 will be imposed, and the item will be confiscated.

**10.10 Substance Ban:** Smoking, alcohol, drug use, tobacco consumption, and gambling of any kind (even card games without money) are strictly prohibited. Violators may face an individual fine of up to INR 10,000 and immediate expulsion.

**10.11 Event Permission:** Boarders must obtain permission from the Hostel Warden and university authorities to organize any event in the hostel.

**10.12 Political and Communal Activities:** Engaging in political or communal activities that threaten law and order is strictly prohibited. Violators may face a fine of up to INR 10,000 and immediate expulsion.

**10.13 Caste and Religious Groups:** Boarders must not form unions or communities based on caste, religion, or region. Violators may face a fine of up to INR 10,000 and immediate expulsion.

**10.14 Prohibited Items:** Firearms, ammunition, explosives, and flammable goods are strictly banned. Anyone found possessing such items will face a fine of up to INR 10,000 and immediate expulsion.

**10.15 Dress Code:** Residents must dress appropriately when stepping outside their rooms. Female students are required to wear dresses that extend below the knee. The hostel authorities will decide what qualifies as acceptable attire.

**10.16 Room Usage:** Boarders cannot allow their rooms/beds to be used by others. All visitors and non-residents, including students from other hostels, must leave the premises.

**10.17 Responsibility of Keys:** Boarders must not give their room keys to anyone except wardens. They are responsible for locking their rooms and personal lockers.

**10.18 Medical Emergencies:** If a boarder falls ill, their roommate or immediate neighbour should inform the Hostel Warden immediately.

**10.19 Food Restrictions:** Outside cooked food is not allowed inside the hostel.

**10.20 Disciplinary Actions:** If any boarder is found guilty of a disciplinary violation, initial actions will be taken jointly by the Hostel Warden, Estate Officer, Deputy Estate Officer, and Dean of Students' Welfare.



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### **11. CHANGING HOSTELS/ROOMS**

Boarders who wish to move to a different room within the same hostel must submit a request with a valid reason to the Hostel Warden or Superintendent. Room changes will be granted at the discretion of the authorities.

### **12. RAGGING**

Ragging in any form is strictly banned in the hostel. It is a punishable offense. Ignoring or failing to report ragging incidents is also a violation and will result in disciplinary action. All boarders must sign an affidavit, endorsed by their parents/guardians, in compliance with UGC regulations to prevent ragging.

### **13. EXPULSION FROM HOSTEL**

- 13.1 Forgery:** Submitting forged documents or signatures of guardians is a criminal offense and will lead to expulsion from the hostel or university, as decided by the committee.
- 13.2 Health Disclosure:** Boarders with chronic illnesses must disclose their condition when applying for hostel accommodation. If their health worsens, they may be required to leave the hostel, with the final decision made by the relevant authority.
- 13.3 Mental Health Policy:** Students experiencing mood swings, depression, or other mental health concerns must disclose their condition at the time of hostel admission. If their condition worsens, they will be required to leave the hostel immediately, ensuring their well-being and that of the hostel community.
- 13.4 Re-entry Restriction:** Any boarder expelled from the hostel will not be allowed to return.



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### **14. WITHDRAWAL FROM HOSTEL**

Boarders permanently leaving the hostel must coordinate with the Hostel Warden or Superintendent to complete the required procedures.

### **15. HOSTEL ADMINISTRATION**

**15.1 Searches:** Hostel authorities have the right to inspect boarders and their belongings at any time, including during silence hours.

**15.2 Asset Damage & Recovery:** Any theft or damage to common hostel assets will be charged to the responsible wing or section of the hostel. If the damage affects the entire hostel, the costs will be recovered from all residents.

### **16. CONTACT INFORMATION**

**16.1** Boys' Hostel: 033 6901 0593

**16.2** Girls' Hostel: 033 6901 0594

**16.3** Nursing Hostel 3<sup>rd</sup> Floor: 033 6901 0615

**16.4** Nursing Hostel 4<sup>th</sup> Floor: 033 6901 0616

**16.5** Accounts: 033

**16.6** Grievance email Id: [grievanceredressal.students@brainwareuniversity.ac.in](mailto:grievanceredressal.students@brainwareuniversity.ac.in)

### **17. UNDERTAKING FROM HOSTEL BOARDER AND GUARDIAN**

**I undertake to abide by the above rules**

\_\_\_\_\_  
**Guardian's Signature**

**Relationship:**

\_\_\_\_\_  
**Student's Signature**



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Date:

Date:

Phone No.

Student Code:

WhatsApp No.

Phone No:

E-Mail:

E-Mail:

**18. DECLARATION BY GUARDIAN**

I, \_\_\_\_\_ [Guardian's Full Name], residing at \_\_\_\_\_

\_\_\_\_\_ [Guardian's Address], am the legal guardian of \_\_\_\_\_ [Hostel Boarder's Full Name], \_\_\_\_\_ [Code], who is currently residing in \_\_\_\_\_ [Hostel Name]. I hereby declare and assign

\_\_\_\_\_ [Local Guardian's Full Name], residing at \_\_\_\_\_ [Local Guardian's Address], as the local guardian for my ward.

**Details of Local Guardian:**

- Full Name: [Local Guardian's Full Name]: \_\_\_\_\_
  - Relationship to Hostel Boarder: [Relationship] \_\_\_\_\_
  - Contact Number: [Local Guardian's Contact Number]: \_\_\_\_\_
  - Email Address: [Local Guardian's Email Address]: \_\_\_\_\_
  - Residential Address: [Local Guardian's Address]: \_\_\_\_\_
- 
- WhatsApp No [Local Guardian's Address]: \_\_\_\_\_



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**Guardian Signature**

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**Local Guardian's Signature**

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