



Students' Hostel Rules 2025-26

Effective July 1, 2025



BRAINWARE UNIVERSITY

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

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1. ADMISSION TO THE HOSTEL

Students who wish to stay in the hostel will receive admission confirmation from the admission office. 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 program subject to fulfilling all rules and regulations of the hostel. Upon completing their program, 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 program duration are not allowed.

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

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 one side of a double door almirah with a locking system, along



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with electrical fittings such as tube light and ceiling fan. Boarders are responsible for maintaining these items, and any damages must be paid by the boarders of the respective room or floor. If the responsible person cannot be identified, the cost will be shared collectively by all boarders of that room or floor. Additionally, fire-fighting accessories are installed on all hostel floors, and any misuse will result in a penalty up to INR 10,000 each time. Misuse of the drinking water system or toilet accessories will also incur a penalty up to INR 2,000 each time.

- 2.3 Room Changes:** Boarders 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 boarders to different rooms at any time without explanation.**
- 2.4 Attendance and Stay During Class Hours:** Boarders must attend classes regularly. **A minimum of 75% attendance is mandatory, while Pharmaceutical Technology boarders must maintain 80%, and Nursing boarders 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 nursing hostel, lifts are strictly for carrying luggage or emergencies related to medical needs.

3. LEAVE/OUT PASS FROM HOSTEL

- 3.1 Leaving the Hostel:** Boarders 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 boarders must sign before leaving and when they return.**
Boarders 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, boarders are required to wear their hostel ID cards at all times when entering or leaving the university campus, as well as while moving around within the University premises.**
If any boarder forgets to give Biometric or signing in the Register, he/she will be considered as a late comer or an unauthorised leave taker.



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If boarders are 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 parents or local guardians must accompany them.

3.2 Semester Break and Puja Vacation: During Puja vacation, all boarders must vacate the hostel - staying back is strictly prohibited.

Boarders requiring hostel accommodation during semester breaks for special classes or other valid reasons must obtain prior permission from the Head of the Department by submitting the relevant documents and submit the permission letter to the hostel warden/super.

3.3 Overnight Stay Permission: Boarders 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. Boarders must carry their university or hostel ID cards while staying out.

3.4 Leaving the Hostel During Class Hours: If boarders 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 duly filled and signed leave form must be submitted to the Hostel Warden or Superintendent before leaving.

4. ATTENDANCE AND SECURITY RULES

4.1 Daily Attendance Check: Hostel boarders 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 boarder is allowed to leave the hostel premises.

4.3 Unauthorized Stay During Class Hours: Hostel staff will conduct checks to ensure boarders attend classes. Those repeatedly staying in the hostel without a valid reason will be considered as violation of hostel rules. A fine of up to INR 1,000 per instance may be imposed, or the boarder 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 boarder to maintain transparency. Any prohibited items found will be confiscated, and the boarder 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.



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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 premises without prior permission from the relevant authorities. Any violation will lead to disciplinary action and a penalty amounting to 50% of one month's hostel fee applicable for both the day scholar and the hostel boarder involved.
- 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 maintenance work.
- 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 boarders. 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 hostel warden/super before entering the hostel premises. Any violation will lead to disciplinary action and a penalty amounting to 50% of one month's hostel fee applicable for both the day scholar and the hostel boarder 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.



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- 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 boarder falls sick, he/she 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 boarder must have valid medical insurance with a minimum coverage of INR 50,000. Proof of valid insurance must be submitted within 30 days of hostel admission. This insurance must be renewed every year and again the valid copy of Insurance is to be submitted to the Hostel Warden/ Supervisor every year. If failed, a fine of Rs. 100 will be imposed daily.
- 7.3 Self-Medication Warning:** Boarders 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 boarders or guardians, over the phone.

8. LAUNDRY FACILITY

Hostel boarders can use the laundry facility against 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



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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 relaxation:** If a student does not pay the monthly hostel charges on time, they will receive food coupons for a maximum of 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 and the due amount will be deducted from his/her Hostel Caution Deposit. 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 Boarders:** 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:** Boarders 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.
- 9.9 Refund for Leaves:** If a boarder leaves the hostel permanently, after informing the competent authority in advance, 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, boarders 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.



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- 10.3 Noise Control:** Loud music, dancing, or any disruptive activities are strictly prohibited. Residents must ensure they do not cause disturbances to others. If an individual or group is found guilty of violating this rule, the person concerned or each member of the group - may be fined up to INR 5,000.
- 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 any loss of personal belongings. However, keeping valuables with the hostel boarders is strictly prohibited.
- 10.7 Complaint Resolution:** If a boarder files a complaint for any type of loss with sufficient proof, the university may 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 boarders 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 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.



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- 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:** Boarders must dress appropriately when stepping outside their rooms. Female boarders 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.
- 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.
- 10.21 Fine Payment:** The fine must be paid to the Accounts Department only after receiving official communication via email from the concerned authority.

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



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prevent ragging. All boarders are advised to read thoroughly anti ragging booklet of Brainware university for all rules and regulations.

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 and a fine of up to INR 10,000 will be imposed.
- 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.

14. WITHDRAWAL FROM HOSTEL

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

14.1 Submission of Application

The student, along with their parent or legal guardian, must submit a written application requesting permanent withdrawal from the hostel. This application should clearly state the reason for leaving and include contact details for further communication.

14.2 Review by Competent Authority

The application will be forwarded to the competent authority (e.g., Principal, Dean, or Hostel Committee) for review and approval. Additional documents may be requested at this stage.

14.3 Clearance Formalities

Once the application is approved, the student must complete clearance procedures, including:

- 14.3.1** Returning hostel property (e.g., room keys, furniture)
- 14.3.2** Settling pending dues (mess, maintenance, etc.)



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14.3.3 Obtaining a no-dues certificate from relevant departments

14.4 Confirmation by Hostel Warden

After verifying that all formalities are complete and necessary approvals obtained, the hostel warden will issue a formal notification confirming the student's release from hostel responsibilities.

14.5 Final Exit and Record Update

The student must vacate the premises by the given date. Their name will be struck from the hostel register, and the room will be reassigned accordingly.

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 boarders.

16. CONTACT INFORMATION

Boys' Hostel: 033 6901 0593

Girls' Hostel: 033 6901 0594

Nursing Hostel 3rd Floor: 033 6901 0615

Nursing Hostel 4th Floor: 033 6901 0616

Accounts: 9748808041

Grievance email Id: grievanceredressal.students@brainwareuniversity.ac.in

I undertake to abide by the above rules

Guardian's Signature

Relationship:

Boarder's Signature



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Date:

Phone No.

WhatsApp No.

Email ID:

Date:

Student Code:

Phone No:

Email ID:

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]: _____



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-
- WhatsApp No [Local Guardian's Address]: _____
 - I hereby declare that in the event of a medical emergency concerning my ward, either the designated local guardian or I will ensure to be present and attend to the situation within 24 hours of receiving the intimation.
 - To the best of my knowledge, my ward is in good physical and mental health, free from any chronic diseases or mental illnesses.
 - My ward does not have any contagious ailments that could pose a risk to others.
 - I understand the importance of maintaining a healthy lifestyle and will ensure my ward follows a balanced routine during their stay on campus.

I hereby confirm that the information provided is accurate to the best of my knowledge. I will inform the authorities immediately if my child/ward's health status changes during their tenure.

Guardian Signature

Local Guardian's Signature