



A PROFILE OF MADHUSUDAN P. H. HOSTEL

**SHAILABALA WOMEN'S AUTONOMOUS COLLEGE,
CUTTACK
2024-25**



Message from Principal:



MESSAGE

I am extremely happy to learn that Madhusudan P. H. Hostel of our college is publishing its profile. It reflects all the matter related to the hostel. Such report will certainly provide valuable information about all kinds of activities of the hostel. I wish all the best to the staff and boarders of the hostel on this occasion. I wish this publication a grand success.

A close-up of a handwritten signature in blue ink, which appears to be "B. Pani", followed by the date "22-5-2025".

Prof (Dr.) Bichitra Pani
Principal
Shailabala Women's (Auto.) College

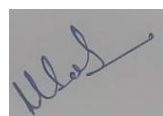
From Superintendent's Desk.....



It is a matter of pleasure that Madhusudan P. H. Hostel is publishing a profile of the hostel. The information has been collected from multiple sources and presented precisely.

At this juncture, I thank our principal Prof. Dr. Bichitra Pani for continuous inspiration and support. I also thank the Assistant Superintendent Smt. Sushree Shibanee Dash, the accountant of the hostel Sri Satya Sadhan Rout, staff and boarders of the hostel.

I pray to the almighty for prosperity of the hostel.

A small, square image of a handwritten signature in blue ink, appearing to read 'M. Sahoo'.

Dr. Madhulita Sahoo
Superintendent

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A BRIEF HISTORY

Madhusudan PH Hostel of Shailabala women's (Auto.) college was inaugurated on 8th December 2016 by Dr. Praeep Kumar Panigrahy, Hon'ble Minister, Higher Education, Science and Technology in presence of Sj Bhatruhari Mahatab, Hon'ble MP, Cuttack, Sj Debashish Samantaray, Hon'ble MLA, Barabati, Cuttack, Sj. Pravat Ranjan Biswal, Hon'ble MLA, Chowdwar, Cuttack, Prof. Dr. Akhil Bihari Ota, IAS, RDC, Central Division, Cuttack with best efforts of Dr. (Smt.) Sanjukta Mohapatra, Ex-Principal of the college. It became functional during 2018-19.



SUCCESSION LIST OF SUPERINTENDENTS:

SL NO	NAME OF THE SUPERINTENDENTS	PERIOD
1	Dr. Sipra Ray	01.12.2019 to 14.02.2021
2	Smt. Sushree Shibanee Dash	14.02.2021 to 14.07.2022
3	Dr. Madhulita Sahoo	14.07.2022 to till date

INFRASTRUCTURE

The hostel building comprises of:

Sl. No.	Specification of Room	Number
1	Office room	1
2	Matron room	1
3	Dining-cum-Study Hall/Common Room	1
4	Visitor's Area	1
5	Store room	1
6	Kitchen room	1
7	Bed room	15
8	Bath room	9
9	Toilet	9
10	Hand washing Area	4

PRESENT STAFF POSITION

Sl. NO.	Designation	Name
1	Superintendent	Dr. (Smt.) Madhulita Sahoo
2	Asst. Superintendent	Smt. Sushree Shibanee Dash
3	Accountant	Sri Satya Sadhan Rout
4	Matron	Smt. Gitashree Acharya
5	Watchman	Sri Rajesh Kumar Gochhayat
6	Sweeper	Smt. Rama Naik

BOARDERS STRENGTH

Room No.	Number of Boarders
1	4
2	4
3	4
4	4
5	4
6	4
7	4
8	4
9	4
10	4
1	4
12	4
13	4
14	4
15	4
Total	60

SHAILABALA WOMEN'S COLLEGE, CUTTACK
MADHUSUDAN P.H. HOSTEL
MONTHLY FEES FOR THE SESSION 2023-24

SL. NO	HEAD OF ACCOUNT	MONTHLY FEES	AMOUNT
1	Fooding charge(Mess dues) for differently abled students	Rs.2100.00	Rs.2100.00
		GRAND TOTAL:	Rs.2100.00

ADMISSION & BOARDING RULES

1. **Admission** – Candidates interested for hostel seats must apply through online in common application form and duly signed in hardcopy as well as by their natural guardian before submitting at the SAMS nodal centre. Seats will be carefully selected on merit basis and allotted after the admission. For PG class the candidates have also to apply for hostel seats in admission form. Each candidate must provide the details of a local guardian who will be contacted in case of any urgency.

2. **Control** - Students living in the hostel will be under the direct control of the Head of the Institution not only during college hours but also at all other times.

3. **Leave or Absence** - Leave or absence from the hostel must in all cases be obtained 24 hours in advance from the Hostel Superintendent or the hostel authority. It will not be granted unless a written request is made by the parent or the guardian.

4. **Overstaying Leave** - A boarder may overstay leave if she brings a satisfactory written explanation from her parent or guardian. If no satisfactory explanation is produced, disciplinary action may be taken.

5. Application for withdrawal of boardership should be made by guardians. No boarder will be permitted to leave a hostel without prior permission of the Superintendent who will ascertain that all dues to the hostel have been paid before departure.

6. The hostels are closed during the vacation.

7. Forbidden practices

The following practices are forbidden in all hostels:

- The entry of any person unauthorized by the Principal/ Superintendent into the hostel.
- The bringing of paper, periodicals not on the list of papers and periodicals approved by the Government into the Hostel Common Room.
- Singing or playing musical instrument except during hours authorized by the Superintendent.
- The holding of any meeting except with the approval of the Superintendent.

8. **Boarding Arrangement** - No boarder will be permitted to have her meals in any part of the hostel other than the dining hall.

9. **Responsibility for the Furniture**- The boarders are responsible for the furniture issued to them and are required to make payment for any damage or breakage.

10. **Visitors** - Only boarders are ordinarily permitted to enter the hostel premises. The following rules indicate the exceptions that may be made. Parents, local guardians and those visitors whose names are given in the admission forms by the parents are entitled to visit their wards during the Visiting hours. Visitors will meet their ward on Saturdays from 4 p.m. to 6 p.m. and Sundays from 10 a.m. to 6 p.m. No visitors are allowed after 6 p.m. except in emergency cases.

11. **Common Room**-The Common Room of the hostel provides selected newspaper and periodicals for the use of the boarders. Rules for the use of the common room should be framed by the superintendents.

12. **Hostel Dues** - The hostel fees are collected on the 5th, 10th, 15th and 25th of the month. Boarders who fail to pay on or before the 30th will pay a fine of Rupees. 50/- per month.

13. **Hostel Discipline**- The following will be considered as breach of the discipline.

- The internal management of the hostel rests with the superintendent.
- Ragging in any form is strictly prohibited and will lead to criminal proceedings. A boarder involved in ragging will be punished by law.
- The study hour is from 6:30 AM to 8:00 AM and 6:30 PM to 9:30 PM.
- No boarder shall remain absent from the hostel during the study hours without the prior permission of the superintendent.
- Only boarders are permitted to enter the hostel.
- Parents, Local Guardians and Visitors are entitled to visit their wards during the visiting hours.
- Visitors will meet their wards on Saturdays & Sundays in the following time. Saturday- 4.00 PM to 6.00 P.M, Sunday- 10.00 A.M to 6.00 P.M
- No visitors are allowed after 6.00 PM except in the case of emergency.
- Identity cards will be supplied to the visitors & Local guardians. However, in case of emergency with due information to the superintendent/Asst. Superintendents they will be allowed to meet their wards.
- Identity cards will be supplied to the visitors & local guardians while they come to meet their wards. They must bring their identity cards.
- No boarders can leave the hostel as and when they want. They must take prior permission before leaving the hostel from hostel authority. No boarders are allowed to leave hostel after 6.00 P.M except in medical case.
- During working days boarders are not permitted to miss the class or remain absent from the hostel.
- Every boarder should inform their guardians not to make phone calls during study hours.
- All are advised to pay the hostel dues in time.
- All should maintain discipline, harmony and maintain cleanliness and hygiene inside the hostel.
- Dress Code while going outside should be observed.
- Students are permitted to wear casual dresses from Saturday 4.00 p.m to Sunday. They may wear decent casual dress with college ID and Hostel ID card and produce the same whenever asked for.
- Holding of any meeting without the approval of the hostel authority is not permitted.
- No boarders shall remain absent from the hostel during the prayer class and study hour without prior permission of the Superintendent.
- There will be a roll call every day in the evening after prayer class.
- Maintaining silence and discipline will be observed in the hostel campus.
- Boarders are directed to give the telephone number of their guardians and local guardian in case of emergency if situation arises.

- Students taking admission in hostels are to abide by all rules and they are required to accommodate themselves in existing conditions. An undertaking to this effect duly signed by the student is to be submitted at the time of admission.
- A boarder should not take away any property from the Common Room e.g. papers etc. belonging to the Common Room without the permission of the proper authorities.
- No noise or disturbance should be made in the Common Room. The opening hours of the Common Room will be fixed by the superintendent.
- Frequent absence will be treated as a breach of discipline.
- Prefects will be nominated by the superintendent and each prefect will help the different secretaries in various duties.
- Boarders should in all cases obtain the permission of the principal through the superintendent before joining any association or meeting outside the college.
- All steps of the students either for calling, meeting or circulating notice or raising subscriptions must receive the prior permission of the superintendent/principal.
- The superintendent has the power of censoring all reading materials brought into the hostel. The introduction of objectionable reading materials into the hostel will be regarded as a breach of discipline.
- Boarders are not permitted to use personal iron, heater and keep personal radio and television and such other devices in their rooms.
- The superintendent will be responsible for the maintenance of order and discipline and the power to punish any boarder for the breach of discipline.
- Each student must maintain a cordial relationship with all other boarders.
- All types of misconduct shall be reported to the principal.

14. The following will be considered as a breach of the discipline

- Absence from the hostel without leave permission.
- Being involved in ragging in any form
- Continuous neglect in study.
- Keeping rooms untidy, unhygienic practices.
- Spitting in the rooms and verandas and throwing garbage.
- Absence from the hostel in the evening without prior permission of the superintendent.
- Writing on or in any other way disfiguring the wall, doors or windows and the furniture present in the building.
- Holding any special meeting in the hostel without the approval of the superintendent.
- Misconduct of any other description.

14. Students may be removed from the hostel on the report of the superintendent.

15. In case of communicable disease, the hostel authorities may expel the student from the hostel if she refuses to be isolated.

16. The local guardians are generally allowed to take their wards out on permission of the superintendent once a month.

17. All letters and communications etc. are to be sent and received through the Superintendent or Assistant Superintendent. Boarders are not allowed to post their own letters.

18. There will be a roll call in the evening after prayer at 6. P. M.

19. Complete silence will be observed in the hostel after the roll call.

20. The students admitted to the college hostel are directed to give their telephone numbers and address where their guardians can be intimated in emergency.

21. Hostel Mess:

- A mess committee consisting of the secretary (+3 or PG Final year students) and Assistant Secretary who will assist the hostel authorities in running the mess in normal situation.
- The superintendent is authorized to make changes if required.
- The views of the boarders are taken into account while fixing the mess menu. However, the superintendent is authorized to make changes if required.
- Mess will function depending on the number of students on the re-opening day.
- The full mess due of Rs. 2100.00 per month will be collected from all the boarders in a month irrespective of the fact that they may remain present or absent other than the summer vacation or the puja holidays. During holidays and vacation, it will be collected proportionately.
- Boarders who claim for the rebate of their mess charges as decided by the superintendent when they are permitted to remain absent 10 days or more continuously on medical case only.
- If a boarder remains absent for the entire month on medical ground, the minimum mess dues of Rs. 200.00 will be collected.
- Mess will function on the reopening day after summer vacation and puja holidays.

22. **Establishment Charges:** - When the boarder joins the hostel irrespective of the date of joining, she has to pay full establishment charges for that month. Also if the boarder leaves the hostel in the middle of the month, she has to pay full establishment charges for that month. **However, establishment charges are waived off for differently abled students.**

23. **Medical Supervision:** - The Medical officer will visit the hostel on requisition.

When a boarder falls sick, the superintendent immediately takes the boarder to the health center for treatment and parents are informed accordingly. Till the arrival of parents, the hostel takes utmost care of the student.

24. Other rules and regulations regarding discipline in hostels may be introduced by the principal or the superintendent.

25. Hostel will celebrate welcome or induction meeting and farewell meeting in each session.

MENU CHART

(SUBJECT TO CHANGE AS PER SESSION)

DAY	BREAKFAST	LUNCH	DINNER
MONDAY	Rice, Dalma, Seasoned Mashed Potatoes	Rice, Dal, Cauliflower Curry, Tomato Khatta	Roti, Chick Pea Potato Curry, Sweet
TUESDAY	Rice, Dal, Soyabean Curry	Rice, Dal, Cabbage Curry, Veg Chips	Puri, Alu kosha
WEDNESDAY	Rice, Dal, Badi Curry	Rice, Dal, Salad, Paneer, Fish Curry	Idli, Sambar, Chutney
THURSDAY	Rice, Dalma, Seasoned Mashed Potatoes	Rice, Dal, Dahi Brinjal, Besan Curry	Parata, Alu kosha, Sweet
FRIDAY	Rice, Dal, Matar Curry	Rice, Dal, Egg Curry, Salad, Chilli Gobi	Roti, Matar Curry
SATURDAY	Rice, Dal, Chhole Curry	Rice, Dal, Mixed Vegetable, Dahi Brinjal	Mitha Khichdi, Dalma
SUNDAY	Rice, Dal, Mixed Vegetable (Bhaji)	Rice, Dal, Chicken Curry, Chilli Paneer, Papad	Paratha, Vermicelli pudding

FACILITIES PROVIDED TO BOARDER

1. Aqua guards with cool water
2. Well-equipped study room
3. Well-furnished bathroom
4. Well-furnished dining hall
5. Assembly Hall
6. CCTV
7. Ramp for easy entry of differently abled students

BEST PRACTICES

1. Ragging-free zone
2. Use of LED Bulbs as a step towards power conservation
3. Cleanliness of hostel premise
4. Hygiene and sanitation
5. Co-operation among Boarders
6. Study hours maintained properly
7. Ramp facility
8. Festive celebrations

FUTURE PLAN

1. To provides quarters to employees of the hostel.
2. Plantation in the waste land of the hostel
3. Bio-gas
4. Rain-water harvesting
5. To set up a lending library for boarders

ACHIEVERS

SL. NO.	NAME, CLASS	ROLL NO.	EVENT	PRIZE
1	Santosini Tung +2 1 st yr Arts	IA23-189	Puchi, Nua O, College Level	1 st
2	Roshni Das +2 1 st yr Arts	IA23-187	Music Chair, Nua O, College Level	1 st
3	Jamuna Patra +2 1 st yr Arts	IA23-196	Song	3 rd
4	Damayanti Meher, +3 3 rd year Odia	BA21-290	Pucchi	
5	Lata Jena +2 1 st yr Arts	IA23-184	Music Chair	3 rd
6	Arya Kumari Sarmistha +2 1 st yr Science	IS23-296	Debate	1 st
7	Arya Kumari Sarmistha +2 1 st yr Science Priyadarshini Behera +2 1 st yr Science Manisha Jeena	IS23-296 IS23-243	Group dance, college level	2 nd
8	Arya Kumari Sarmistha +2 1 st yr Science	IS23-296	Tug of War, Nua O, College Level	1 st Runner up

ACTIVITIES

Celebration of Independence Day:



Celebration of Republic Day:



Celebration of Ganesh Puja:



Celebration of Saraswati Puja:



Khudurukuni Puja by Borders:

