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BURDWAN RAJ COLLEGE

(ESTD. - 1881)

UG & PG

(Govt. Sponsored)

AFTAB HOUSE ★ PURBA BARDHAMAN-713104 ★ WEST BENGAL

(A constituent college of the University of Burdwan)

Accredited by NAAC : B⁺⁺ Grade

Ref. No. BRC / 34.11/Hostel Rent/25
From :

Dated, Burdwan, the... 11/11/2025.

Subject: Formal Notice Regarding Non-Payment of Hostel Seat Rent

This is to formally record and communicate the following facts and actions pertaining to Ms. Deepika Das (Admission Year: 2024; Department: Zoology), hereinafter referred to as "the Boarder," and her guardian, hereinafter referred to as "the Guardian."

- 1) On 10/11/2025 at approximately 0130 pm the Guardian appeared before the Teacher-in-Charge (TIC) to discuss the Boarder's hostel dues.
 - 2) The College authorities clearly informed the Guardian that, under the applicable College Hostel Regulations and fee schedule, seat rent for the period July 2025 to December 2025 is payable in full in advance at the prescribed rate of INR 1,000 per month, for a total of six (6) months totalling to 6000/-, irrespective of partial occupancy or any other claim to proration, waiver, or set-off. Accordingly, the total amount due for the period July–December 2025 is INR 6,000, together with any existing arrears and applicable late fees, if any, as per rules.
 - 3) Despite repeated and reasonable explanations of the Regulations and the College's non-negotiable policy requiring full payment for the stated period, the Guardian:
 - Refused to pay the outstanding dues, including the full seat rent for July–December 2025;
 - Refused to remove the Boarder's personal belongings from the hostel premises when requested to do so in accordance with procedure.
 - 4) The College hereby puts the Boarder and the Guardian on notice that:
 - All hostel fees, including the full seat rent for July–December 2025, together with any arrears and applicable late fees, are immediately due and payable.
 - Until clearance of all dues, the College reserves all rights available under the College Regulations, the Hostel Rules, and applicable law, including but not limited to suspension of hostel privileges, denial of readmission to the hostel in subsequent terms, withholding of hostel clearance/No Dues certificates, imposition of fines, and initiation of disciplinary proceedings.
 - If dues remain unpaid beyond the stipulated deadline set forth below, the College may, without further notice, initiate recovery proceedings and take disciplinary action against the Boarder in accordance with due process and the relevant statutory and regulatory framework.
 - 5) Demand and deadline:
 - Amount due: INR 6,000 for seat rent (July–December 2025), plus any existing arrears and applicable late fees as per the College schedule.
 - Payment deadline: Within Dec 2025
 - Payment mode—online deposit at designated bank account details of which are available on the website of College, with proof of payment to be submitted to the Hostel Office immediately upon remittance.
 - 6) Hostel property and belongings:
 - The Boarder's belongings must be removed from the hostel premises after full clearance of dues and completion of the prescribed checkout formalities.
 - If belongings are not removed within the stated timeline after dues clearance, the College may inventory, store, and/or dispose of items in accordance with Hostel Rules, at the Boarder's risk and cost, without liability to the College.
 - 7) Preservation of rights:
 - Nothing in this notice shall be construed as a waiver of any rights or remedies of the College. All rights are expressly reserved.
- This notice is issued with the approval of the competent authority and will be placed on record. Compliance is mandatory. For any clarification limited to procedural aspects of payment and checkout, the concerned party may contact the TIC's Office during working hours.

Issued by:

Teacher-in-Charge (TIC)

[College Seal] Teacher-in-Charge
Burdwan Raj College
[Date]

[Signature]
11/11/2025.