



## **Hostel Rules and Regulations**

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The University Premises has Hostel facility for students. The Condition for providing residence facility is as under: -

### **ADMISSION**

- a. Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office on payment of fees as prescribed. The application form filled should reach hostel office before the prescribed date.
- b. Incomplete or wrongly filled application forms shall not be considered.
- c. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended along with application.
- d. After an applicant has been admitted or readmitted he/she may be allotted a seat in a room by the Hostel warden
- e. Each resident of hostel shall take admission in the hostel in the beginning of the new session after producing certificate of clearance of previous years dues along with pre-requisite fee for admission hostel.
- f. Ex Students, dropout students and students who are no more regular students of University shall not be admitted in, the hostel without special permission of Vice Chancellor.
- g. The parents of the students shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the

beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.

h. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered a fresh.

i. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.

j. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases, student may be permitted to stay on payment of special charges to be decided by the competent authority.

k. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.

l. Music systems/radio/T.V. may allow in the rooms under special provision with permission of hostel warden.

m. Students shall cooperate in keeping the Hostels and its surroundings clean by not disposing of garbage and waste materials here and there but using dustbins at designated places.

n. Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.

o. In case of any emergency during the night, the hostellers shall contact the hostel warden for help.

## **FEES, RENTS & OTHER CHARGES**

a. Hostellers shall pay semester wise rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student

readmitted shall pay admission fee Late fees shall be charged after the date fixed to deposit the fees notified by the University. All fee is applicable from the start of the session for full academic year if students seeks admission in midsession.

b. Every student admitted or readmitted to the hostel shall pay caution money refundable at the time of completion of the course/degree.

c. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel fees of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

## **CANTEEN**

a. The facility of mess /canteen shall be provided by the University on payment basis; Cooking is strictly prohibited in the hostel.

b. Every hosteller shall be required to pay semester mess charges in advance as notified by the Hostel Committee.

## **HOSTEL ROOM AND ALLOTMENT**

The following priority is fixed for providing accommodation in the University Hostel.

(a) Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.

(b) Physically Handicapped Students.

(c) SCs/STs/OBCs Students.

(d) Students pursuing professional courses that require longer hour of practical or fieldwork shall have priority over others.

(e) Local students (staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel.

(f) All students residing in the hostel shall be required to submit an undertaking as per Proforma approved by Dean Student welfare.

## **ATTENDANCE**

a. Attendance shall be taken in hostel every evening at any scheduled time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-

b. Attendance time for girls - 20:30 h.

c. Attendance time for boys - 21:30 h.

## **HOSTEL MANAGEMENT COMMITTEES**

There shall be Hostel Management Committee Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice Chancellor for another year.

## **MISCONDUCT & INDISCIPLINE**

a. Gambling of any kind use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.

b. Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-determined place during designated time.

c. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels and University Campus.

d. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.

e. Use of electric heater, induction & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule

f. No hosteller will sublet his/her seat to any other student and will not permit any guest to stay in the room. If found guilty of violating rules may be levied and rusticated from the Hostel.

g. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms

h. Hostellers shall not give shelter to any outsider, anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.

i. No meeting shall be held in the hostel premises without the prior permission of the warden.

j. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W.

k. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

a. Note: For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

## **DISCIPLINARY ACTION**

a. Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the University and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.

b. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another to note down good conducts/acts in the nature of good Samaritan.

c. Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/university.

d. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.

e. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action-

f. In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers Such action taken however shall be brought to the notice of the Registrar/Vice-Chancellor in writing.

g. Any hosteller found guilty of indiscipline defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/university.

h. Anti-ragging committee will be formed as per the UGC guidelines.

i. No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice- Chancellor.

j. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.