

OFFICE OF THE DIRECTOR
UNIVERSITY HOSTELS
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HOSTEL RULES & REGULATIONS

Section-I: General Rules

1. All the rights of admission to University Hostels will be reserved with the Director of Hostels and are implemented according to the University rules and policies.
2. Admission to the Hostel will be made fresh in every academic session.
3. Admission to the Hostel will be subject to the following rules:

(a) Fresh Students:

- Merit in the qualifying exam on which admission is sought. However, this doesn't guarantee admission which is dependent on merit as well as availability of rooms.
- **Double PG students are not allowed to take hostel admission.**

(b) Returning Students

- Behavior during stay in the University.
 - Who disobeyed the rules and regulations during their stay will not be given accommodation in the hostel.
 - Regularity in payment of dues of the Hostel during previous years.
 - Students who were detained from examination or fail will not be entitled for hostel accommodation. In case surplus hostel accommodation is available, then they will be allotted on the last priority.
4. The Boys and Girls whose residence is within 50 kilometers and 40 kilometers respectively from the University Campus will not be entitled for accommodation in the hostel.
 5. Accommodation for M.Phil/Ph.D research scholars in hostels will be provided under following conditions:-
 - a) Only regular Research Scholars, who have cleared JRF test or have been awarded University Research Fellowship, University Project Fellowship/Assistantship will be given hostel accommodation as per rules. While residing in hostel, they will not be allowed to take up any job and claim HRA from fellowship.
 - b) If, the research scholar boarder claimed their HRA from fellowship, he/she will be punished **under section (UGC IV-C)**.
 - c) The regular hostel accommodation will not be provided to Part-time Ph.D students and research fellows.
 - d) Room sharing will be compulsory for all students including Ph.D and M.Phil students.

- e) As per rules, accommodation in the hostel to M.Phil students will be provided only for two year and Ph.D students will be provided three years. The duration of stay in the hostel shall not be extended for resubmission of the dissertation and extension for submission.
6. At the time hostel admission, the student must fill the online form and take the print out of the same and deposit it in the concerned hostel. It must carry:
 - a) Recommendation of the Head of the concerned Department.
 - b) Permanent Address with proof (Adhar card)
7. No guest is allowed to stay in the hostel during night. However, under unavoidable circumstances a guest can be given permission to stay in the University Guest House depending upon the availability of the room and on payment, otherwise in any circumstances, the guest shall not be permitted to stay in the hostel.
8. Admission in the Hostel shall be cancelled and security deposit forfeited if false statement/address/telephone number is given in the Hostel admission form.
9. No Hostel Resident shall be allowed to change his/her room during the session.
10. The University reserves the right to get the hostels vacated only under unavoidable circumstances or for hosting seminars during the summer and winter breaks.
11. A Hostel Resident can be expelled from the hostel and apart from legal action; his/her security deposit will be confiscated for unauthorized use and /or illegal possession of the hostel rooms (keeping kitchen material like stove and etc. and liquor).
12. Smoking is not permitted in hostels.
13. Every Hostel Resident shall be responsible for the safety of the furniture and fan etc. provided in his/her Room and these cannot be shifted from one room to another. It shall be the duty of the Hostel Resident that the furniture handed over to him/her should not be damaged. He/she should not keep the furniture outside in the sun or rain. Defaulters will be fined.
14. Before vacating the hostel, a hostel resident shall obtain the clearance from the Hostel office and shall personally hand over the charge of the room and other hostel properties to the authorities. He/she shall personally be responsible for the loss of the Hostel property and shall also pay for the repairs of damage caused to the furniture fixtures/fittings.
15. A hostel resident will be required to vacate the room within a week after his/her examination is over. No extension will be given to any hostel resident. On overstay he/she shall have to pay a fine of Rs. 100/- per day for over stay. If he/she fails to vacate the hostel within the specified period then he/she would be declared to be having unauthorized possession which will lead to his/her expulsion from the hostel. His/her lock shall be broken in the presence of the authorities and the room thus opened, shall be considered as vacated from that very day.
16. Hostel residents are advised to keep the Hostel identity cards always with them and should produce the same whenever asked by the concerned authorities.

17. Students can meet the Director or joint director of hostel/s in the office during the specified time for official work.
18. Hostel Residents are cautioned not to keep cash, ornaments and other valuable/costly articles in their rooms. They themselves will be responsible for the safety of Mobile Phones, Laptops, and other valuable/costly articles. University authority will not be responsible in any kind of loss.
19. No resident is allowed to change the room allotted without prior permission. Anyone found changing rooms or residing in other rooms is liable to be expelled from the hostel.
20. Social gatherings in the hostel complex are permitted only with the written consent of Joint Director/Director of Hostels.
21. **No Hostel Resident is allowed to keep car, Royal Enfield motorcycle or any other bike with engine capacity of 300 c.c. or more.** Hostel Residents shall park their cycles, scooters, motorbikes etc. in the parking space and nowhere else. They will also get stickers issued from the University's hostel office.
22. Indiscipline, misbehaviour, gambling, use of drugs and keeping arms ammunition in the four walls of the Hostel or the hostel room are strictly prohibited. Violations of the above will make the Hostel resident liable to disciplinary action that may include eviction from hostel.
23. The use of TV and stereo/tape recorders/decks/DJ and other audio systems in the room is strictly prohibited.
24. No hostel resident is allowed to cook food or prepare tea in his/her room.
25. The hostel resident is expected to maintain discipline and have good conduct. University authorities can ask any Hostel Resident to vacate the room at any time on account of bad character or ill health.
26. The hostel management reserves the right to carry out spot-checks of the hostels and the rooms anytime without giving prior notice to the Hostel Residents. A hostel resident may be asked to open his/her room, almirah etc. for inspection by the authorities whenever required.
27. Smoking or drinking or use of any other intoxicant by the hostel residents or their guests is strictly prohibited. Hostel Residents are responsible for keeping their rooms' and the common areas clean and tidy at all times. All fans, lights and electrical appliances must be switched off when not in use.
28. Eatables, snacks, Tea etc, are strictly prohibited in the common room of the boarder.
29. At night the hostel residents will sleep in their own rooms. A hostler cannot sleep in another room without prior permission of the concerned authorities.
30. Hostel residents will wear proper dress while going to the mess, and office or roaming about on the campus. If a Student ignores the warning of the authorities he/she will be subjected to disciplinary action that may include eviction from the Hostel.

31. A student who remains absent for more than one month from the Department, his/her room will be got vacated.
32. In case of non-payment of the hostel dues, Joint Director can get the room vacated after informing the Director.
33. If any hostel resident tries to enter the room by breaking the lock or through the window or by smashing the windowpane he/she will **be fined Rs. 500/-** and will also have to pay the cost of repair. **Disciplinary action will be taken against him/her by the authorities.**
34. In boys hostel only males would be allowed to enter the hostel room. Similarly, in girl's hostel only females would be allowed to enter the hostel room.
35. All the rules of the hostel will also apply to the research fellows.
36. In boys hostel residents can't come in or move out after 11.00 PM. Non-residents are not allowed to enter the hostel from 6.00 PM to 8.00 AM.
37. If any student is found stealing in the hostel, strict disciplinary action will be taken against him/her. He/She can be expelled immediately from the Hostel.
38. If any student is suffering from serious chronic disease, he/she must fill the same in the hostel admission form. He/she will be allotted accommodation in the hostel only on recommendation of the senior medical officer.
39. In the hostels on the campus, home delivery of cooked food/fast food is strictly prohibited. Any hostel resident violating this rule will be immediately expelled from the hostel.
40. Sticking posters, writings, wall chalking, wall painting, writing slogans of any kind or defacing the hostel complex in any form is not permitted. Any disfigurement of the common areas such as bathrooms, staircase, common room, dining spaces etc., cost of repair / re-paint shall be borne by the occupants of that room or corridor, as per case, decided by the joint director/Director of Hostels.
41. A student, who violates the rules of the Hostel or causes indiscipline, may be fined and /or rusticated from the Hostel/University. If a student indulges in violent activity, he/she will be immediately suspended from the Hostel and his/her entry to the Hostel will be banned. He/She may be suspended from the Department as well. In case of non-compliance, Director of Hostels, after investigation can recommend some other punishment too.
42. Ignorance of Hostel rules will not be taken as an excuse for avoiding any disciplinary action.

Section-II: ELECTRICITY

1. Every hostel resident will make sure that before leaving the hostel room, he/she switches off the lights and the fan. If he/she fails to do so, he/she will be fined Rs. 200/-
2. Use of any electric gadget such as heater rod, electric stove, and radio/stereo etc. is strictly prohibited. If a hostel resident is caught having any such electric gadget then

he/she will be fined Rs. 500/-per gadget. If the hostel resident repeats the same mistake, the fine will be doubled.

3. Hostel resident shall not damage any electric or sanitary items installed in the hostel. If he/she does so, then the repair cost along with fine will be recovered from him/her.

Section-III: HOSTEL EXPENSES AND SECURITIES

1. At the time of admission, the hostel resident will have to pay the following expenses:

Particulars	Amount
Hostel Establishment Charges (Room Rent)	Rs.200 per month
Minimum Mess Bill Charges	Rs. 60 per month
Hostel Development Charges	Rs 120 per year
Wear & Tear Charges	Rs.50 per year
Non-Refundable Amount	Rs. 840 per year
Hostel Admission Form Charges	Rs. 60 (Each)
Hostel Bonafide Certificate	Rs.50

2. At the time of renewal boarder should be pay the 100% dues of their previous mess charges. All dues are to be paid on or before the specified date notified by authorities. A hostel resident who fails to pay any kind of dues will have to vacate the hostel room and didn't allowed into hostel.

Section-IV: MESS

1. All Hostel Residents will be issued Mess membership card which needs to be shown on demand to the authorized person of the mess.
2. Provision of breakfast, lunch and dinner is made in the common mess for boys and Padmakshi mess for girls. Separate mess are arranged for law and engineering boarders. Students are encouraged to take all the three meals during their stay in the hostel.
3. The Mess timings are as follows and the students should strictly adhere to these timings.

Breakfast	8.00 am to 9.00 am
Lunch	12.30 pm to 2.30 pm
Dinner	7.00 pm to 9.00 pm

4. No food will be reserved for the late comers. The Non-vegetarian food will be served (Chicken only) on specified days of the week.
5. Messes will function under the direct supervision and control of the Joint Director and Director who will be assisted by a Mess Committees.

6. Mess Menu is as decided by Director of Hostels, based on the Mess Committee Students, mess caretakers proposal.
7. Usually no deduction in the mess bill be allowed except if the hostel resident is absent from the hostel and prior information must be given to the Mess Incharge before closing the mess.
8. If a student joins hostel during any date of the month he/she will be charged full monthly charges.
9. Food will not be served before or after the mess timings, nor will it be served in the Room except in case of serious illness and that too, on the orders of the Warden (based on the prescription of medical officer). Hostel Resident can be fined for violating this rule.
10. Mess and hostel employees will be under the control of the Director of Hostels only, whom he/she can initiate action or award any other punishment for any kind of lapse. Hostel Resident can't punish the employees but they can file complaint against them to the Director of Hostels.
11. Taking crockery, utensils, furniture and other grocery items out of the Mess/kitchen or dining hall to the Hostel Room is strictly prohibited.
12. Students are not permitted to cook any food on their own accord in the messes or in their rooms.
13. No boarder shall waste food. Paying mess bill does not entitle a diner to waste food.
14. Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
15. **After eating food, boarder shall leave the cup, plate, waste food etc. in the designated bins.**
16. Refund, if any, shall be carried forward as advance to the next Academic session at the end of the semester. In the case of Residents in their Final year of study, refund, if any, will be done by the hostel office accounts section (availability of funds).
17. **After completion of course, before getting their certificates, the Hostel Residents will obtain all No Dues certificate after paying the dues of their Mess Bills. The final year students must be cleared all the dues before vacating the Hostel. The names of the violators will be sent to the Controller of Examination/Head of the Department not to issue them the certificates or declare their result. Other disciplinary action can also be taken against them in this regard.**
18. The Mess security deposited at the time of admission in the Hostel can be withdrawn or settled against the dues within one year after vacating the Hostel as per University rules.
19. The strength of the boarder falls below 100 the management reserves the right to stop the mess services temporarily.

20. Mess and hostels can be closed during the vacations. The closing date shall be notified by the Director of Hostels.

Section-V: SPECIAL RULES FOR GIRLS HOSTEL

1. At the time of admission to the Hostel, Parents /Guardian should accompany their daughter to the warden. They will submit a list of relatives who are to be allowed to meet their child/ward.
2. In all circumstances, Hostel Residents will intimate their absence for the night with the written permission of the Joint Director and they have to sign in the leave register during office hours.
3. The gates of the Hostels will be closed at 9.30 pm. Late entry without prior permission shall be taken as a serious offence. Hostel Residents entering the Hostel late shall register their entry in the register kept for the said purpose.

	Hostel Residents who enter the Hostel after the time of entry can be fined as follows:
9.30-10.00 p.m.	Rs. 50/-
10.00-10.30 p.m.	Rs. 100/-
10.30 p.m	Will not be allowed and intimated to parents
after 10.00 p.m.	Rs.500/- with permission from Joint Director/Director and information to parents regarding late entry.

4. Hostel residents who remain absent from the hostel without the prior permission of the Joint Director shall be fined Rs. 100/- per night and **such absence will be brought to the notice of their parents.**
5. Director of Hostel, would take suitable action against such defaulters and give his recommendation to expel them from the hostel.
6. Old University Students/guests will not be allowed to stay in the Hostel. Only mother/sister of Hostel Resident can stay in the Hostel for two days without any charge. However, she will have to pay Rs. 100/- per day for over stay.
7. Eatables cannot be brought out of the hostel premises.
8. **There is no guarantee that every applicant will get Hostel accommodation in the University. Hostel accommodation shall be provided on the basis of availability of Rooms and according to University rules.**
9. The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostellers informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

Note: Students violating the above said rules shall attract disciplinary action, which may also include heavy fine and expulsion from the Hostel.