

### Revised Rules for Management of University Hostels

1. The supervision and control of the students residing in university/college/institute hostels shall rest with the concerned Dean/Associate Dean/Principal. The Rector and monitors would assist him in this regard. The Rector and monitors shall necessarily stay at campus.
2. Students desiring accommodation in the hostel must apply to the Rector before the commencement of the semester and pay room rent and electricity charges in advance as fixed from time to time.
3. The distribution of rooms will take place immediately after the admission and registration as notified by the hostel Rector, on the basis of merit and constitutional reservation. The students desirous for hostel room should be present in person on the day of hostel allotment.
4. The students who have been given rooms but fail to occupy them within 7 days after allotment will forfeit their claim.
5. The holding of all special meetings, functions, gathering etc. in the hostel shall require the prior permission of the Dean/ Associate Dean/Principal/Rector.
6. The students are not allowed to exchange rooms or the dead stock material allotted to them.
7. The students should vacate the hostel immediately after the end of every academic year of the undergraduate and after fourth semester of M.Sc./M.Tech or sixth semester in case of Ph.D. students. While vacating the room, they should handover all the material supplied to them in good condition.
8. Each room is provided with a furniture and ceiling fan with regulator as per availability for which student will sign possession certificate/hostel register
9. Student is responsible for proper use of the hostel property in his/her possession. Any damage done willfully or through negligence to the furniture or any property and / or to the building, the cost of which shall be recovered from the students(s), in addition to the punishment imposed by the Dean/Associate Dean/Principal.
10. The students are permitted to use only electric lamps of 40 or 60 watts or a two feet tube light of 40/60 watts only in their rooms at their own expenses. Use of any other type of electric material viz. heaters, cassette player T.V. irons, toaster, in the room is not allowed. Such material will be confiscated by the Rector and appropriate fine will be charged to such student by the Rector.
11. The mess halls of the hostels are allowed to be used by the students or the contractors without any rent, for operating on cooperative or contract messes. The electricity bills, will however, be paid and the electric materials will be purchased by the student club or the contractor.



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12. The Dean/Associate Dean/Principal/ Rector are empowered to make appointments of the mess contractors and provide hostel rooms to the essential services for the hostelites viz. washerman, barber, zerox/photocopies/computer facility, fruit stall, students cooperative stores, student council and welfare activities etc, on 11 months contract basis. The terms and conditions for such allotments are to be decided by the Dean/Associate Dean/Principal. The Dean/Associate Dean/Principal will have power to remove any such contractor or terminate such services if reported and found unsatisfactory.
13. Every student unless otherwise permitted in writing by the Rector must take his/her meals in one of the hostel messes only. Cooking in hostel rooms and use of tiffin from outside agency is strictly prohibited.
14. Every student should pay a refundable mess and hostel security deposit to the Rector as decided by the Dean/Associate Dean/Principal once at the time of admission to the hostel. This amount shall be deposited in the bank account of Rector and Monitor (joint account) and refunded to the hostelite by the Rector after completion of a degree programme and vacating the hostel room by the hostelite. The Rector should ensure that all the dues due to the hostelite have been paid in the office of the concerned Dean/Associate Dean/Principal before refunding this amount only by bearer cheque. The Rector should maintain the proper record of this non auditable bank account. The students should also pay the pot and utility shares to the Dean/Associate Dean/Principal. The pot/utility share money will be used for buying and upkeep of utensils and other necessities of the hostels. The pot/utility share will be Rs. 500/- and it will not be refundable.
15. The management of cooperative mess and related matters will be carried out by the students themselves under the guidance of the Rector.
16. The rooms must always be kept neat and clean. The windows of rooms should be closed, the doors locked and lights and fans put off when the occupants go out of their room.
17. The Students should not leave their money or valuables in their rooms. The hostel authority will not be responsible for loss or theft of any valuable item of student living in the hostel room.
18. The student should study quietly in their rooms without disturbing or interfering with the work of other students.
19. The resident students are not allowed to keep a personal servant or use the services of hostel staff including labourers, watchman, sweepers etc. for their personal work.
20. Students are expected to attend all university functions such as guest lectures, flag salutations etc. If any student is found in the hostel at the time of such functions, disciplinary action will be taken, against him/her.
21. The students are not allowed to keep any unauthorized person in their rooms.
22. The students are not allowed to remain absent from the hostel after 9.00 p.m. and should not leave HQ without prior permission of the Rector.



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23. A telephone facility at the hostel office is provided only to receive the message. The students are not permitted to use hostel phone to make personal phone calls. The incoming calls will be attended by the students themselves and no hostel worker is provided to attend the calls and provide message from room to room.
24. The student should purchase the articles of daily requirements viz. electric bulb/tube light, bucket, mug, water storage utensil etc. for their own use.
25. The consumption of alcoholic drinks, prohibited drugs, smoking etc. in the hostel rooms and premises is strictly prohibited.
26. The resident students should behave brotherly with each other. Those indulging in illegal activities like fighting, threatening, beating, abusing, stealing, damaging hostel property will be dealt with seriously with punishment of fine and in extreme cases will be liable to be expelled from hostel for a semester or for entire duration of his/her stay by the Dean/Associate Dean.
27. The damage to common property such as reading room, furniture, TV, Radio, mess utensils and other materials, geysers, water coolers, wash basins, water storage tanks, doors, windows etc. shall be recovered from the student(s) responsible if identified or from all the students residing in that hostel block by the Rector. The decision of the rector in this matter shall be final.
28. The rates of overstay and other penalties will be as under :
  - (a) Overstay in the hostels beyond the last day of 8<sup>th</sup> Semester for UG, 4<sup>th</sup> semester of M.Sc. and 6<sup>th</sup> semester of Ph.D. students will be Rs. 500/- p.m. as room rent and Rs.200/- p.m. as electricity charges. The overstay will be allowed subject to the availability of the rooms.
  - (b) Students keeping unauthorized person/guest in their rooms will be charged for Rs. 500/- with warning to remove such person/guest immediately. If any unauthorized person/guest is found again in the same room, the host student will be charged Rs. 1000/- for every such inspection.
  - (c) Students found to keep lights on or fan working in their locked rooms will be charged Rs. 200/- per such occasion.
  - (d) Student(s) individually or collectively (block-wise) found involved in damaging the hostel property will be charged the entire cost of damaged article on equal basis or any such amount as decided by the Dean/Associate Dean/Principal.
  - (e) The student found using additional electric appliances viz. heaters, iron, keeping light and fan on in locked room, will be charged Rs. 250/- and such appliances will be confiscated on the spot. Such articles will not be returned.
  - (f) Students found cooking the meals in the rooms will be charged Rs. 500/- and the kitchen utensils, stoves etc. will be confiscated. Such items will not be returned back.



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- (g) The penalty for any event not covered in above provisions will be fixed by the Dean/Associate Dean/Principal. All fines so collected will be deposited in the account of the Dean/Associate Dean/Principal and used for hostel management.
29. The girl student shall give an undertaking indicating one local guardian who can be contacted in emergency and only who will be allowed, in addition to their parents, to meet the girl student in the hostel office.
  30. The girl students requiring any leave from the hostels for night out of more than a day, shall obtain prior permission of the monitor in writing, failing to which such student shall be liable for suitable punishment.
  31. If Hostel mess is running, in that case a student staying in Hostel has to join the mess only.
  32. If any student join the service in private/Govt. offices, before or after completion of residential requirement, he/she should immediately vacate the hostel room before joining the service.
  33. The certificate will be provided to the hostelite student by the Rector only for opening account in bank/withdraw of scholarship and granting education loan from bank. However, certificate shall not be issued for availing other facilities like mobile connection, internet, etc.
  34. The student using vehicle in the college campus will be his own responsibility and the hostel authority is not responsible for the loss/theft of vehicle.
  35. Any student found in misuse of tinternet facility provided in the college campus and hostel shall be liable for suitable punishment.
  36. The Dean/Associate Dean/Principal and the hostel staff viz. Rector, Monitors, Assistant shall not be held responsible for any administrative action for any unforeseen or accidental events such as suicides, heavy manhandling among the hostilities, murders, accidental deaths, students turmoils, agitations, in and around the hostel premises. The parents, services viz., contractors appointed for messes, laundry, barber shop as well as the hostilities will not have any legal right to demand compensation on account of such events, from the Dean/Associate Dean/Principal/Rector or other Hostel staff.