

**RULES AND REGULATIONS**  
FOR  
**HOSTEL**  
ADMINISTRATION OF  
**NETAJI SUBHAS UNIVERSITY**  
**POKHARI, JAMSHEDPUR**



**APPROVED BY AICTE, PCI, BCI AND NCTE**

**RECOGNIZED BY UGC**

**With effect from the Session 2018-19**



Part-1

**UNIVERSITY HOSTEL ADMINISTRATION (UHA)**

**1.1 DEFINITION OF HOSTEL:** "Hostel" means a unit of residence, or an establishment which provides inexpensive food and lodging, by whatever name called, for students of the University provided, maintained or recognised by it.

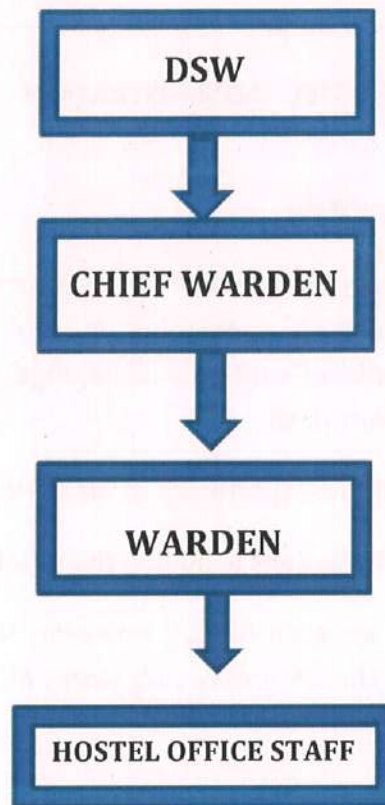
**1.2 OBJECTIVES OF THE HOSTEL LIFE :**

- (a) To ensure that the students are able to devote adequate time for their studies and research;
- (b) To ensure that students coming from different parts of the country and even abroad learn to live together and strengthen their relations with mutual cooperation and goodwill;
- (c) To develop a climate congenial for co-curricular and extra-curricular activities of students.
- (d) To provide suitable and comfortable accommodation for residing students.



### 1.3 ORGANISATION AND STRUCTURE OF THE HOSTEL ADMINISTRATION:

(i) Organizational Chart (Hierarchy):



(ii) The University Hostel Administration shall come under the umbrella of Dean of Students' Welfare (DSW), who shall look after the general welfare of Students residing in the hostels, and advise the Chief Wardens on matters concerning their functions.

(iii) There shall be one Chief Warden for both the Hostels for the purpose of looking after affairs of the hostels. In case Chief Wardens of Hostels does not exist, his/her functions and duties shall be performed by the DSW.

(iv) There shall be a University Hostel Administration Committee at the University level, which shall be the apex deliberating body dealing with matters pertaining to all the hostels including common menu, if required. The DSW shall be Chairperson of the University Hostel Administration Committee (refer to Clause 1.5.1 for details).



(v) There shall be two committees at the hostel level, namely, **Hostel Students Committee** and **Hostel Mess Committee**. The **University Hostel Administration Committee** shall be the highest deliberating body at the hostel level. These two committees shall ensure students participation in the hostel administration. The structure and functions of the Committees may be changed by the DSW/Chief warden as per the requirements after approval of the Vice-Chancellor (refer to Clause 1.6 for details)

#### **1.4 AUTHORITIES OF THE HOSTEL ADMINISTRATION: FUNCTIONS, POWERS AND ENTITLEMENTS:**

##### **1.4.1 Dean of Students' Welfare (DSW)**

(i) The DSW shall provide general instructions and guidance to the chief warden of Hostels and the Chief Wardens on matters concerning to their functions. As far as hostel administration is concerned, the DSW's office shall be engaged in a range of other facilities for hostellers and for other students also.

(ii) The DSW shall be the Head of the Department so far as Hostels are concerned.

##### **1.4.3 Wardens (Applicable to all Wardens including the Chief Warden)**

There shall be three Wardens for each hostel. However, if situation demands, the Vice-Chancellor in consultation with the DSW may club works of two or more wardens, or may appoint additional Warden/Wardens.

###### **1.4.3.1 Appointment**

(i) **Wardens shall be appointed for three (3) years by the Vice-Chancellor from the panel of teachers submitted by the DSW for this purpose. They shall be eligible for re-appointment on the recommendation of the DSW.**

(ii) The Vice-Chancellor may, however, terminate the assignment of any Warden anytime without assigning any reason.

###### **1.4.3.2 Entitlement/Honorarium**

(i) The Wardens shall be entitled to **honorarium** as per rates decided by the University from time to time and shall be entitled for an accommodation, subject to availability, preferably inside the University Campus. But they shall have to pay house rent as per rules of the University.

(ii) On the expiry of their term or on termination of their appointment, the Wardens shall be required to vacate the accommodation provided to them immediately.

###### **1.4.3.3 Jurisdiction, Powers and Functions**



(i) The Wardens of Hostel shall perform such duties as are assigned to them by the Chief Warden, whatever case may be, from time to time and they shall function under the overall charge of the Chief Warden.

(ii) In addition to the specific duties assigned by the Chief Warden, the Wardens:

(a) Shall keep close contact with the inmates and shall pay attention to their health, hygiene and general life in the hostel.

(b) Functioning under the overall charge/coordination of the Chief Warden will be individually and collectively responsible for the smooth functioning of the hostels.

**(Note:** Each warden shall be responsible for his/her portfolio and such responsibilities as assigned to them by the Chief Warden from time to time. Under the collective responsibility principle, they are responsible together for the overall smooth functioning of the hostel and to meet any contingency. All other wardens should communicate the higher authority through proper channel only, i.e., Chief Warden.)

(c) Shall be responsible for the assigned inmates, if any.

(d) Shall ensure that the inmates in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden all cases of misbehaviour, indiscipline, and sickness of the inmates in his or her charge.

**(e) May impose fines upon inmate-students as per defined limit.**

(f) Should be available in the hostel office everyday at specified hours (to be notified in the hostel office) to attend to official business and to inmates' problems.

(g) Shall be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.

#### **1.4.4 Chief Warden**

##### **1.4.4.1 Appointment and Tenure**

The VC in consultation with the DSW shall designate one of the Wardens in a hostel and Chief Warden separately for three (3) years on the basis of the person's all-round experience and capacity to cope with diverse contingencies relating to hostel management. However, the Vice-Chancellor may appoint any faculty as Chief Warden who has not been appointed as Warden. The VC may re-appoint the outgoing Chief Warden again for the next three years.

##### **1.4.4.2. Entitlement & Honorarium**

(i) The Chief Warden shall be entitled for the honorarium that shall be generally more than that of other wardens.



(ii) An imprest is granted to the Chief Warden of each hostel for making certain classes of disbursements.

#### **1.4.4.3. Jurisdiction, Powers and Functions**

(i) The Chief Warden in a hostel is the principal authority and executive in all matters relating to inmate students' welfare, their discipline and messing as well as the administration and security of the particular hostel. The Chief Warden shall be responsible to the Coordinator of Hostels for the proper maintenance and management of the hostel and of its attached mess.

(ii) To assist the Chief Warden, each hostel has appropriate office staff as well as two more wardens to look after general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.

(iii) Chief Warden shall distribute work between Wardens in a hostel every year at the beginning of the academic year, which shall be subject to change as per requirement from time to time.

(iv) Chief Warden shall approve a warden to take leave from hostel.

(v) Chief Warden shall supervise all matters concerning the functioning of the hostel.

(vi) Chief Warden shall chair the meetings of the **UHAC** in the hostel, which will be held as regularly as may be necessary, but generally in a month.

(vii) Chief Warden may impose fines upto the defined limit.

(viii) Chief Warden may transfer an inmate from one wing/room of the hostel to another.

(ix) Chief Warden shall regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.

(x) Chief Warden shall be responsible for the maintenance of imprest accounts and for the custody of imprest money.

(xi) Chief Warden shall issue "**No Dues**" Certificate to the hostel inmates.

(xii) Chief Warden shall ensure the timely completion of all accounts and records and will examine the bank reconciliation statement of all accounts pertaining to the hostel.

(xiii) Chief Warden shall ensure proper checking by Office In-charge and shall verify the wage bills pertaining to the staff employed in the hostel.

(xiv) Chief Warden shall be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.

(xv) Chief Warden shall sanction the leave to staff of hostel.



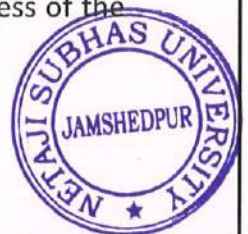
(xvi) In addition, the Chief Warden shall normally perform the following responsibilities as Warden (Administration):

- (a) Shall allot hostel rooms and **supervise** them.
- (b) Shall check the inmate related registers and **the Visitors" Register**.
- (c) Shall be responsible for the overall **security** of the hostel and will coordinate his/her responsibility with the Office of the Chief Proctor of the University.
- (d) Shall periodically **verify the furniture and fittings of the hostel** with the assistance of the Attendant, and take action for their **repairs/replacement** or for obtaining additional furniture.
- (e) Shall **issue Warning Letter (s) /Memo (s)** to inmates and other office staff deployed at the concerned Hostel.
- (f) Shall recommend leave for the Attendant and other staff deployed at the Hostel.
- (g) Shall make appropriate arrangement for **identification of inmates**
- (h) Shall be responsible for general matters relating to health with the advice of the University **doctor**.
- (ii) Shall look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
- (iii) Shall check the bills prepared by the Attendant for purchase of newspapers and magazines.
- (iv) Shall arrange disposal of old newspapers and magazines as per the policy of **hostel** and ensure that sale proceeds are deposited in the appropriate Head of Account.
- (v) Shall ensure maintenance of discipline and decorum in the common room.
- (vi) May permit the common room to stay open beyond the prescribed hour on special occasions.
- (vii) Shall pursue, at appropriate level, all complaints relating to common room items like television, etc.

#### **1.4.6.2 Powers and Functions Relating to Sanitation & Maintenance**

##### **Warden:**

- (i) Shall be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with/ upon the advice of the **Chief Medical Officer (CMO)**.



(ii) Shall supervise the work of the sanitation staff, keep a control over their attendance and maintain the Attendance Register.

(iii) Shall keep a watch over the proper use of sanitation articles supplied to the hostel from time to time.

#### **1.4.6.3 Powers & Functions Relating to Mess**

##### **Warden:**

(i) With the assistance of the Mess Committee, he/she will supervise the functioning of the mess.

(ii) Shall keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.

(iii) Shall conduct regular inspection of the kitchen room and the dining hall, especially when the inmates take their meals.

(iv) Shall enforce discipline and decorum in the dining hall.

(v) Shall ensure that stores are kept in good and efficient condition.

(vi) Shall stop mess facilities in respect of inmates defaulting payment of mess bills and recommend action to the Chief Warden as per rule.

(vii) Shall stop mess facilities in respect of those who have vacated the hostel or have been evicted, other things being the same.

(viii) Shall make recommendations to the Chief Warden about refund of mess security to students.

(ix) Shall arrange disposal of empties, crockery etc., if any, and ensure depositing of sale proceeds in the appropriate Head of Account.

#### **1.5 UNIVERSITY LEVEL HOSTEL COMMITTEE AND ITS FUNCTIONING:**

##### **1.5.1 University Hostel Administration Committee (UHAC):**

(composition, quorum, meetings, powers & functions)

The UHAC's composition shall generally be as follows:

**(i) Dean of Students' Welfare: Chairperson**

**(ii) The Proctor: Member**

**(iii) Chief Warden and wardens : Members**





**(iv) Assistant Registrar (AR) or his Nominee: Member-Secretary**

Note:- DSW may invite any other Warden/person to the UHAC meeting, if he/she so desires.

(vii) Quorum: 50 percent members of the committee, including the Chairperson, shall form quorum for holding the meetings.

(viii) Notice of Meetings.

(a) Ordinary meeting may be called at generally 2 days advance notice.

(b) Emergency meetings: Any time.

(c) Meetings of UHAC may be held as and when required, generally once in a semester or as may be decided by the DSW.

(d) Powers of UHAC:

(i) The UHAC will be competent to consider and decide or recommend to the VC/ or any other competent authority of the University, as the case may be, all matters relating to hostel administration, students discipline and general health and well-being of the hotels.

(ii) Any matter referred to the DSW by the VC or any other competent authority for placing before the UHAC.

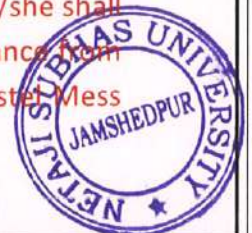
(iii) Any other matter as may be decided by the DSW in consultation with the Coordinator (s) of Hostels.

**1.6 HOSTEL LEVEL COMMITTEES: STRUCTURE & FUNCTIONS:**

**1.6.2 Hostel Students Committee (HSC): Provisions & Functions**

(i) For the proper integration of the students' life, each hostel will have a **Hostel Students Committee** consisting of a **President, a Vice-President and six members**. Three of the HSC members and Vice-President will be directly elected by the General Body of the Hostel concerned and rest of them including the **President will be nominated by Chief Warden** in consultation with other wardens on the basis of willingness and capacity of such members to undertake the responsibility. For nomination, Wardens under chairpersonship of the Chief Warden may conduct an interview/interactive session.

The **General Body shall consist of all inmates admitted for the concerned Academic Year**. The **election/ nomination of the Committees will be held and declared in August/September each year and in exceptional circumstances the election/nomination may be postponed to September/October by the Chief Warden in consultation with the DSW**. The **Chief Warden shall function as Chief Election Officer (CEO) for conduction of the elections and he/she shall be assisted by other wardens and hostel staff**. If required, he/she may take assistance from any other staff member(s). An inmate may contest for one post only for HSC/Hostel Mess



Committee (HMC). No Re-nomination/re-election on the same post in future shall be permitted.

(ii) Any vacancy in the HSC will be filled by the Chief Warden in consultation with the President, if exists, and the members of the Committee. The General Body shall consist of all inmates admitted for the concerned Academic Year. The election/ nomination of the Committees will be held and declared in August each year and in exceptional circumstances the election/nomination may be postponed to September by the Chief Warden in consultation with the DSW. The Chief Warden shall function as **Chief Election Officer (CEO)** for conduction of the elections and he/she shall be assisted by other wardens and hostel staff. If required, he/she may take assistance from any other staff member(s). An inmate may contest for one post only for HSC/Hostel Mess Committee (HMC). No Re-nomination/re-election on the same post in future shall be permitted.

(ii) Any vacancy in the HSC will be filled in by the Chief Warden in consultation with the President, if exists, and the members of the Committee.

(iii) Rules regarding the conduct of elections for the HSC

(a) Candidates shall have to submit nominations in the prescribed proforma.

(b) A candidate may file more than one nomination for the same post.

(c) A bonafide resident from the hostel shall be eligible for the post of President, Vice-President and other posts of the HSC.

The terminal students and those students/researchers who have been granted extension will not be eligible to contest hostel level elections if the tenure of studentship falls short of the normal duration of the hostel/mess committee.

(d) For the post of member of HSC / Hostel Mess Committee (HMC), the proposer, the seconder and the proposed candidate must be an inmate of the hostel; and his/her, poposer`s & seconder`s name must be in the electoral rolls of the Hostel notified by the Chief Warden one week prior to the election/nomination.

Note: **A student shall contest only for one post, i.e., either for HSC or HMC.**

(e) When filing up the nomination form, care must be taken to ensure that the name of the proposer, seconder and the proposed candidate correspond to the name given in the electoral rolls exactly. Addition or deletion or any other change from the original will render the nomination invalid.

(f) Candidates contesting for the post of member of HSC or HMC or President shall abide by the rules, regulations and instructions issued by the Chief Election Officer (CEO), the Chief Warden.



(g) All decisions of the Chief Warden of the Hostel in all matters pertaining to elections shall be final and binding.

(h) Candidates must make themselves accessible and available in the CEO office as and when required.

(i) A proposer or seconder can propose and/or second one candidate only.

(j) The voting shall be done according to single non-transferable vote.

(k) No postal-ballot papers shall be allowed. (l) The inmates shall bring their valid Identity Cards at the time of casting their votes and show the same to the election official, when demanded.

(m) All concerned shall abide by the rules and regulations framed by the competent authority for assuring smooth elections in the hostel

#### **(iv) Functions & Procedures**

(a) The Hostel Students Committee shall actively participate in (or collaborate with) the Chief Warden & Wardens in the routine functioning and organising of all activities of the hostel to ensure smooth running of the hostel activities.

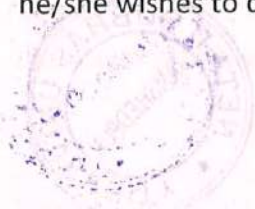
(b) The Committee shall normally **meet twice a month** to discuss and mutually settle hostel affairs. **The President shall put on the Notice Board the minutes of the meetings after approval from the Chief Warden.**

(c) The Committee shall ensure that peace and order is observed at all times by the inmates of the hostel.

(d) The President and members of the Hostel Students Committee shall normally hold office for one year or until next general election takes place, whichever falls earlier.

(e) The HSC and its members shall be subject to all rules/norms as inmates of the hostel and shall be responsible for any violation of hostel rules etc.

(f) General Body Meeting **(GBM)** may be called, as and when necessary, by the Hostel President with due permission of the Chief Warden by giving at least 24 hours advance notice. The GBM may also be requisitioned on the written request of the members (inmate students) concerned provided such a request is signed by at least 50% of the members of the hostel concerned and notice to this effect be given to the Hostel President at least 48 hours in advance. Information about holding GBM must be communicated to the Chief Warden in writing at least 24 hours in advance. The Chief Warden may monitor the GBM, if he/she wishes to do so.



(g) Procedure for No Confidence/Removal of any members or President of the HSC: The no confidence motion as per practice may be brought about by a simple majority of the membership (Hostel General Body) by signifying in writing to the Hostel President of their intention to move such a motion against any members/President and calling upon the President to call a meeting of the GBM within a reasonable time but positively within 48 hrs. Such a motion then be tested by 2/3rd majority of the members of the General Body of the hostel concerned present and voting. Provided, however, the President or the members against whom no confidence motion is being moved, shall not have the right to vote. Provided further, that where such a motion is being moved against the President or if the President is not in position or the post is vacant, the GBM may elect its chairperson to conduct the business of the General Body Meeting. Such a chairperson has to be approved by the Chief Warden and will continue to function in place if the President is removed, till new President's election is held, as the case may be. The President shall not chair a GBM that has been called for his/her removal.

(h) If no confidence motion/removal of any members/President is passed by the GBM, this will be minutised by the Committee members/President/elected chairperson as the case may be, and submitted to the Chief Warden, who will decide further course of action in consultation with other Wardens of the Hostel concerned. The decision of Chief Warden shall be final and binding.

### **1.6.3 Hostel Mess Committee (HMC): Provisions & Functions**

(i) To assist the one of the Wardens who has been assigned to look after mess functioning, each hostel shall have a Mess Committee consisting of:

(a) The Warden shall be ex-officio Chairperson of the Mess Committee;

(b) Six members (preferably three vegetarians and three non-vegetarians), three of them elected directly by the General Body of Hostel inmates and rest of them nominated by the Warden holding mess portfolio on the basis of their interest in running such affairs;

(c) The members shall hold office for one year from the date of election or till next election, whichever falls earlier;

(d) Any vacancy may be filled by the Warden holding mess portfolio by co-option.

(ii) **Functions of the HMC:** The HMC shall function in accordance with the rules laid down hereinafter. In general, the Committee will:

(a) Supervise the working of the mess;

(b) Ensure compliance with the Mess Rules;

(e) Suggest improvements in the quality of food served in the mess within the stipulated framework;



(g) Arrange special dinners or other functions in the mess and fix the financial limits of expenditure to be incurred on such occasions.

**Notes:**

1. Members of the HMC may be removed in the same manner as laid down for the removal of the HSC.

2. The HSC/HMC are also responsible for any violations of rules, since the members of the Hostel/ Mess Committees are firstly the inmates of the hostel.

**1.7 OTHER FUNCTIONARIES IN THE HOSTEL (STAFF), THEIR RESPONSIBILITIES AND DUTIES**

**The Office In-charge-cum-Hostel Assistant**

**1.7.1.1 Main Responsibilities:**

(a) Supervising the staff under his or her control, including the sanitation staff through the Caretaker/Attendant/Sanitary Guide.

(b) Checking and verifying the attendance of the staff under his control and custody of the attendance register.

(c) Forward Casual Leave Application to the staff under his or her control in accordance with the University rules.

(d) Keeping liaison with all Wardens in the Hostel.

(e) **Assisting the Chief Warden/UHA/Admission Cell** in admission process at hostel level.

(f) Maintaining list of inmates along with their guardians' permanent address and such other information as may be necessary.

(g) Maintaining a **close supervision over room vacancy and immediate transmission of vacancy position to the Chief Warden.**

(h) Checking the cash book and daily cash scroll with reference to relevant records, vouchers, etc.

(i) Physical verification of **cash balance** at the end of the month and of cash coupons.

(j) Custody of receipt books and cheque books.

(k) Check and verify and attest all bills, and including all bills related to the wages, overtime of contract staff in the hostel.

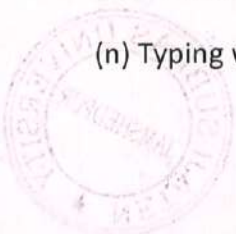
(l) Supervisory check on all ledgers, registers and stock registers maintained in his or her office and „no dues“ certificate.



- (m) Attending to the observations of internal audit.
- (n) Checking the correctness of the pages of receipt books, cheque books, cash coupons and cash books and to maintain proper records for these.
- (o) Initiating write-off of fittings, furniture and equipment needing replacement.
- (p) Preparing bank reconciliation statements as frequently as may be normally necessary.
- (q) Maintenance of casual/compensatory leave account of staff and forwarding of applications for regular leave.
- (r) Custody of imprest and maintenance of imprest accounts.
- (s) Keeping all application forms for various purposes in sufficient quantity.
- (t) Any other work assigned by the Chief Warden/Senior officers of UHA/DSW.

**1.7.1.2 Other Responsibilities:**

- (a) Custody of cash.
- (b) Maintaining cash book and its daily closing.
- (c) Collecting cash/cheque and issuing receipt.
- (d) Paying bills after due scrutiny and on the authority of Chief Warden.
- (e) Remitting cash to bank and maintaining bank receipts.
- (f) Safe custody of receipt books which are used and in current use lying in his possession.
- (g) Preparing and maintaining daily cash scroll.
- (h) Maintaining temporary advance register and keeping watch over adjustment of such advances.
- (i) Custody of paid vouchers, used receipt and coupon books and counterfoils of cheques.
- (j) Maintaining all ledgers.
- (k) Maintaining various registers like stock registers of cash coupons, register of deposits, and register of contracts.
- (l) Issuing „no dues“ certificate under signature of Chief Warden.
- (m) Preparing list of defaulters and submitting it to the Chief Warden.
- (n) Typing work as may be assigned by the Chief Warden/Warden.



(o) Maintain room inventories in respect of each room.

(p) Verifying hostel furniture, fittings, etc., periodically and also when an inmate vacates room including on transfer within or outside the hostel and issuing a clearance certificate with reference to the items issued to the student and to charge damages if furniture/fittings are missing or broken, as per direction of the concerned Warden keeping in view the depreciation value.

(q) Maintaining stock registers of furniture/ non-consumable/consumable stores history sheet register, as may be necessary.

(r) Any other work assigned by the Hostel Administration /Senior officer of UHA.

### **Hostel Attendant**

#### **1.7.2.1 Responsibilities:**

(a) Preparing and maintaining the master list of hostel rooms indicating the student's name, programme of study, centre/school along with latest photographs, local and permanent address/Contact No. etc.

(b) Assisting the Chief Warden in allotting rooms.

(c) Handing over possession of hostel rooms to allottees and obtaining from them acknowledgement of furniture and fittings, in the prescribed Form.

(d) Maintaining individual inmate's files along with student's activities data in the prescribed proforma on the file.

(e) Identifying room vacancy on due dates and to bring it to the notice of Chief Warden.

(f) Reporting and pursuing complaints relating to civil/electrical works, repairs/replacements of furniture, fittings, water cooler, water purifiers etc. and preparing a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean. The Chief Warden or her/his authorized person will closely monitor the progress made for resolving the complaint made by the inmates from time to time.

(g) Hostel Attendant has to inspect the hostel regularly on daily basis thoroughly and record any defects etc. in the Attendant's Register, which will be inspected by the Chief Warden every week. The Hostel Attendant is required to report immediately in writing to Chief Warden installation/ use of unauthorized equipments/appliances by inmates e.g. air-conditioners, room coolers, refrigerators, gas cylinder/hotplate and cooking arrangement etc.

(h) Indenting and stocking of electric bulbs and tubes and maintaining their stock register.



- (i) Double locking inmates' rooms and their reopening as and when ordered by the competent authority.
- (j) Assisting the Chief Warden in eviction proceedings and preparing list of personal belongings of evicted students and keeping them in stock.
- (k) Preparing bills for newspapers and magazines and maintaining bill register.
- (l) Assisting Warden concerned in disposal of old newspapers, magazines, etc.
- (m) Receipt and despatch of all office correspondence.
- (n) The Attendant will be responsible for the keys of hostel rooms when lying vacant or double locked.
- (o) The Attendant shall immediately report in writing to the Chief Warden presence of unauthorised guests/ persons, if found living in hostel rooms/premises.
- (p) Any other work assigned by Chief Warden (Warden, Admn.)/ Office In-charge.
- (q) The Attendant shall directly responsible to the Chief Warden including for forwarding of the attendant's leave application.
- (r) The Attendant performs the responsibilities assigned to Office In-Charge- Hostel Assistant if latter is not deployed/on leave.

### **1.7.3 Mess Manager/Supervisor (Arranged by the Mess Service Provider)**

#### **1.7.3.1 Responsibilities:**

- (a) Supervising cooks, helpers and daily wage staff.
- (b) Timely Execution of any arrangement (like issuing mess coupons) which is in place for facilitating mess facility to the inmates.
- (c) Supervising the kitchen room and dining hall.
- (d) Keeping watch over the quality and the hygienic preparation of food with reference to the menu.
- (s) Any other instruction given by the concerned Warden.

### **1.7.4 Cook/s (Arranged by the Service provider)**

#### **1.7.4.1 Responsibilities:**

- (a) Timely preparation of food under the guidance of the Mess Manager.
- (b) Ensuring cleanliness of the food and the kitchen, upkeep of kitchen equipment.





(c) Helping Mess Manager in receipt and issue of stores.

(d) Any other work assigned by the Mess Manager/Warden.

#### **1.7.5 Helper/s (Mess) (Arranged by the Service Provider)**

##### **1.7.5.1 Responsibilities:**

(a) Helping the cook in preparing food, cutting vegetables, cleaning rice, pulses, preparing roties. etc.

(b) Serving food to diners.

(c) Arranging of clean drinking water on the dining table.

(d) Cleaning kitchen, dining tables, crockeries, utensils, etc.

(e) Any other duty assigned by Mess Manager/thr Warden.

1.7.6 Security Guard (Deployed by Security Officer as per direction of the Chief Proctor):

##### **1.7.6.1 Responsibilities:**

**(a) Watch and ward.**

(b) Ensure that no property belonging to the hostel/University is removed by unauthorised person.

(c) Safe custody of keys of entry points and office rooms in the hostel.

(d) Check the entry of unauthorised persons and non-Hostellers.

(e) To remove stray cattle/dogs, etc. from the hostel and its surroundings.

(f) Patrol of buildings and other installations.

(g) Report cases of theft, sabotage or fire, etc. to hostel authorities and security officer at once.

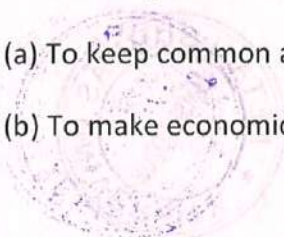
(h) Any other duty assigned by the Security Officer.

#### **1.7.8 Safaiwala**

##### **1.7.8.1 Responsibilities:**

(a) To keep common area of hostel, roads, lavatories, etc neat and clean.

(b) To make economical use of cleaning material.



(c) To bring to the notice of the hostel authorities of the place (not allotted to him/her) where insanitary conditions are noticed by him/her.

(d) To deposit garbage, etc, at the appropriate place.

(f) To perform other duties as may be assigned by the Attendant/Hostel Authorities /Sanitary Guide/Inspector.



## PART-II

### **RESIDENCY RELATED MATTERS**

#### **HOSTEL ACCOMMODATION & ALLOTMENT: NORMS, PROCEDURE AND ADMINISTRATION**

##### **2.1 ELIGIBILITY FOR ALLOTMENT AND ACCOMODATION:**

2.1.1 Statutorily, hostel accommodation is available to only those students who have been admitted to a full time programme of the NSU, only during working semester. Students who accept employment or join any course outside NSU will lose their entitlement to hostel accommodation. The students concerned shall be responsible to immediately inform the hostel administration in this regard. Concealment of any information or failure to inform about joining a programme outside CUSB or undertaking employment and salary shall lead to disciplinary action, including eviction from Hostel. Receiving UGC or any other fellowship will not be treated as employment.

2.1.2 Students shall generally have no right to occupy hostel accommodation if a notice for vacation has been issued by the Competent Authority.

2.1.3 Hostel accommodation is available to students for a maximum span of stay as per the normal duration of the programme. For instance, a student enrolled in a P.G. programme shall be entitled for staying in the hostel for only two years .

2.1.4 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the hostel management immediately and should vacate the hostel, if the hostel management finds that he/she is not eligible for hostel accommodation.

2.1.5 The students are entitled for accommodation in the hostel only if they are full time registered students. Accommodation shall not be provided to any student whose registration is cancelled. Any student who is removed from the rolls of University will automatically cease to be a member / occupant of the hostel.

2.1.6 Anyone belonging to any city and Blocks shall be treated as hostellers and generally be given hostel. However, they may be considered, on the basis of distance from the campus, for allotment against vacant seats after all the allotments have been done.

2.1.7 Students coming from outside local areas shall have preference over the local students who will be considered only after all the outside applicants have been allotted hostel accommodation. Casual students including any students enrolled for one or more semesters under CBCS scheme from other institutions/Universities shall be considered for accommodation only when seats are available. The Local and Casual Students shall be considered under P-3 category as mentioned below under 2.2.3. However, casual students



from abroad may be given priority, as may be decided by the DSW/ Competent Authority on merits of each case.

2.1.8 Allotment shall be made as per select merit lists supplied by the CoE/appropriate authority and on the basis of their application for hostel allotment to be submitted in the concerned Hostel Office.

2.1.9 Students belonging to SC/ST categories shall be given reservation in hostel seats as per quota fixed from time to time by the University. Presently it is 15 percent for Scheduled Caste (SCs); 15 percent for Scheduled Tribes (STs). All DIVYANG students having benchmark disability, shall be given hostel allotment, irrespective of their merit /priority category.

2.1.10 Some rooms may be reserved for non-resident foreign nationals (i.e., those foreign nationals not residing in India) joining the various full-time programmes of study of the University, so as to provide accommodation at the earliest.

2.1.11 No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the University.

2.1.12 Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

#### **2.1.13 General Provisions:**

(i) Ph.D. Research Scholars (If hostels are available for them) will be provided hostel facility for the normal period as defined by the University Ph.D. Ordinance with effect from the date of registration or till submission of thesis, whichever is earlier. It may be extended for one year in two instalments of 6 months each on recommendation of the DRC. However no extension/permission to stay in the hostel will be given after the submission of the Thesis.

(ii) The period of allotment, though renewable every year after submission of documentary evidence, shall not exceed the normal period of the course to which a student has been admitted. A student pursuing another Degree course after completing an earlier one, will be required to vacate his room in the hostel and seek fresh accommodation.

(iii) Students who have joined only Part-time Courses shall generally not be entitled for accommodation in any Hostel of the University.

(iv) Students who have been convicted, expelled, rusticated, or are under suspension from the University or at any other place for Indiscipline during the course of their studentship, shall not be considered for allotment of seats in the Hostel.

(v) Unauthorised occupants shall be expelled from the Hostel by the Chief Warden. It is also the responsibility of the inmates to see that no unauthorised guest stays in his room. Any non compliance is likely to be subjected to severe disciplinary action as per the rules of the University.



(vi) Defaulters in payment of fees shall be liable for cancellation of their allotment in the Hostel.

(vii) It shall be necessary for the boarders of the hostel to fulfil the requirements of attendance in the classes as laid down in the regulations. Boarders are liable to lose their hostel seats if they do not fulfil the attendance requirements.

(viii) Students shall not take it as a right to be allocated the same room in the next academic session. In the beginning of each academic session, fresh allotment of accommodation may be made.

(ix) Category of persons holding the following status shall not be entitled for accommodation in the hostel:

(a) Research Associates (not registered for Ph. D.)

(b) Post-Doctoral Fellows

(c) Un-registered Research Fellows working in Research Projects.

(x) However, the University may try to provide for separate residential facility for persons in the above categories. Those who are provided accommodation will be allowed to stay for a maximum period of 10 years.

## **2.2 ALLOTMENT: PRIORITIES AND NORMS**

### **2.2.1 First Priority (P-1)**

Students admitted to the full-time Programmes who are not belonging to the categories as stated above under 2.1.6/2.1.13 (iv) or/and are not a Casual Student or/and are not availing extension, excepting those who are admitted to a Programme at a level at which the student already has a degree or has pursued studies in CUSB at the same level with hostel accommodation.

\*Note:: List of documents to be furnished along with application form (Self-attested documents should be submitted at the time of hostel allotment).

i. For Residence Address authentication any of the following documents showing the permanent address of the applicant as mentioned in the Hostel Application Form shall be considered: (a) Aadhar Card (b) Voter ID (c) Valid Passport (d) Domicile Certificate issued by the Competent Authority (e) Any other valid document.

ii. Caste Certificate or any other Certificate on the basis of which specific allotment is requested by the student.

### **2.2.2 Second Priority (P-2)**



Outstation students who are admitted to a programme at a level at which the student already has a degree or has pursued studies in CUSB (at the same level) with hostel accommodation.

### 2.2.3 Third Priority (P-3)

Any hostel inmate who wishes to take hostel accommodation for more than the period any programme in normal circumstances completed (e.g. MA programme Vth Semester) excluding a Research Scholar; a casual student and then the local students (located between in that order).

### 2.2.4 Norms

(i) No out of turn allotment on medical grounds shall be entertained.

(ii) SC/ST students from lower priority category (i.e. P-2 & P-3) shall be considered after clearing allotment to higher priority category (P-1) for all the departments/programmes. However, the Divyang category students having the benchmark category from lower priority categories shall be considered regardless of their category.

(iii) For allotment, each priority category (P-1, P-2, P-3) under each gender category shall further be categorized as per the flow chart shown below. For Existing old students and fresh admitted students will be proportionately distributed for allotment as per number of students applied for hostel accommodation. Each programme shall further be categorized into various social and reserved categories (General, SC, ST, NRI etc.).

Gender (Girls/Boys)

Priority Category (P-1, P-2 and P-3)

Proportional Bifurcation between Freshers and Older Students

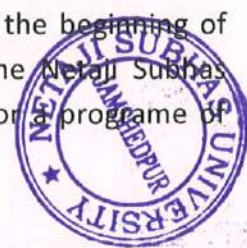
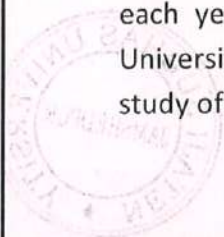
Programme wise Allocation of Seats

Categories (General, SC, ST, Divyang, NRI etc)

(iv) For fresh students, allotment in the hostel will be made in accordance with the marks obtained in the Entrance Examination in the respective Programme of study. For students other than Freshers, however, the SGPA/Marks obtained in the semester preceding the semester in which application for hostel allotment is submitted shall be the base of merit.

## 2.3 PROCEDURES FOR ALLOTMENT

2.3.1 A student seeking admission into a hostel shall apply in writing at the beginning of each year in the prescribed form to any authorized officer/office of the Netaji Subhas University as notified along with documentary evidence of registration for a programme of study of the University and other necessary documents.



2.3.2 Fresh application shall be required for re-admission into the hostel every year at the beginning of each Academic Year.

2.3.4 Allotment of hostel shall be made by the Chief Warden or by any other authorized authority. No student shall be entitled to go to a particular hostel or room as a matter of right.

2.3.5 The students are expected to take possession of the allotted room soon after allotment of hostels after depositing the prescribed dues within the stipulated date.

2.3.6 The allotment of rooms shall be made by the concerned Chief Warden or his authorised person.

2.3.7 To assist the Chief Warden in the allotment of rooms, the Office of the hostel shall prepare and maintain a master list/card of all the rooms in a hostel. When a room/seat is allotted, the hostel office shall:

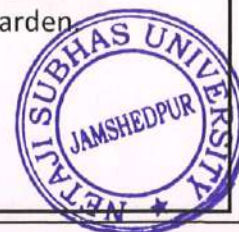
- (i) Ensure that the concerned student has deposited the hostel dues;
- (ii) Fill in the name in the list of the students Register of Inmates against the room allotted;
- (iii) Obtain an acknowledgment from the student in prescribed format listing the furniture and fixtures handed over;
- (iv) Hand over the key of the room to the student;
- (v) Inform the Mess Warden/Mess Manager of the new hostler whose name shall be added to the Diet Register; and
- (vi) Prepare and maintain personal/individual file of the student in Personal/Individual Student's File with full and updated information.

**Note: When the student leaves the room or hostel, the „No Dues Certificate“ shall be given only after receiving back all above items/amount for damages, if any.**

### **2.3.8 Personal/Individual Student's File:**

(i) The Hostel Office shall maintain individual file for each inmate and record the application and other related documents for admission into the hostel and all other papers containing events connected with the residency, e.g., levy of fines, disciplinary action, eviction, etc.

(ii) **The files shall be kept in a steel cabinet in the safe custody** of the Hostel Office who shall be solely responsible for their misplacement, loss, damage, etc. The Office In-charge shall also maintain a permanent record in a register showing room-wise occupancy of the inmates from year to year with dates. Separate pages in the register shall be set apart for each hostel room. Entries in the register shall be attested by the concerned Chief Warden.



(iii) Any change of address / telephone number of the parent / local guardian, at any point of time, has to be at once intimated to the hostel office in writing.

2.3.9 The Hostel Management shall generally provide minimum furniture and fittings for each room, viz bed, study table, chair and cupboard. At the time of allotment, students should fill up the UHF 2, i.e, Room Allotment Slip provided in the annexure and make sure that all the furniture and fixtures are in proper order. If any discrepancy is found, it should be immediately brought to the notice of the hostel management.

2.3.10 Rooms once allotted to the student for an academic year shall not be changed except in special circumstances with permission of the Chief Warden.

2.3.11 Before vacating the rooms, the students should fill up the form UHF 3, i.e, Room Vacating Slip in triplicate (Hostel Copy, University Copy and Inmate's Copy). The installations including the fan should be handed over intact and in proper working condition, in addition to the furniture and fixtures.

#### **2. 4. CODE OF CONDUCT:**

2. 4.1 All inmates are required to maintain standards of behaviour expected from students of a prestigious private University and follow the prescribed code of conduct. They are expected to behave courteously and fairly with all both inside and outside the campus.

2. 4.2 All inmates are requested to carry their valid Identity Card issued to them by the University/Hostel and show it whenever asked for.

2. 4.3 All the inmates must make entries in the In-Out Register kept at the gate of the hostel as per norms decided by the hostel administration.

2. 4.4 The rooms, common areas and surroundings should be kept clean and hygienic. Inmates must keep their bed covered with bedspread (bed sheet). Notices pasted on the notice board shall not be scribbled /torn.

2. 4.5 If any student wishes to be away from the hostel during the weekend, holidays or any other period of time (owing to some genuine reason), he/she, or his / her parents, or local guardian shall have to fill up UHF 4, i.e Leave Approval Form, and have to take prior permission from the Chief Warden/Warden. The form must be submitted to the Chief Warden/Warden in advance.

2. 4.6 Rooms are allotted to each student at his / her personal responsibility. He / she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Maintenance-Office-In-Charge/Warden all routine maintenance works (Civil, Carpentry, and Electrical or any other) and or damage / breakage if any, to be carried out in their rooms. Any such request can be submitted to the Hostel Attendant.





2. 4.7 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation.

2.4.8 Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.

2.4.9 The inmates should be back in their respective hostels by the time set by the Competent Authority. Students who are found outside their respective hostel premises after the stipulated time and involving in any violence or otherwise disturbing the peace on campus and privacy of NSU community may be evicted from hostel forthwith apart from any other disciplinary action by the University.

2.4.10 A resident who wishes to stay out late or to remain absent overnight shall inform the Warden concerned in the prescribed form and take prior approval for same before leaving the hostel.

2.4.11 The inmates shall make payment of all hostel dues as per prescribed intervals failing which their hostel allotment is liable to be cancelled.

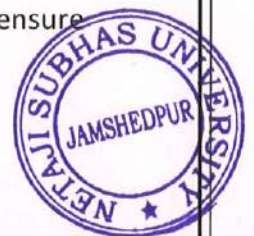
2. 4.12 Ragging of students admitted to the University is totally banned. Any violation of this by the student(s) shall be dealt with very severely and the offender shall be liable to punishment. For details, kindly go through the Anti-Ragging policy, regulations and notices.

2.4.13 Ragging which is a **CRIMINAL & NON-BAILABLE** offence is defined in legal parlance as, "display of noisy, disorderly conduct doing any acts which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-teasing, abusing, playing of practical jokes on or causing hurt to such student, or asking the student to do any act or perform something which such student shall not in the ordinary course be willing to do"

**Note: Excerpts from the Directions of Hon'ble Supreme Court of India in respect of curbing ragging in Educational Institutions:**

The Head of the institution (**Vice Chancellor/Registrar/Administration etc.**) needs to take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action **suo motto** if the circumstances so demand. Fresher should be encouraged to report incidents of ragging. Those who do not do so even when being witness or victims should also be punished suitably.

When the person committing or betting the crime of ragging are not identified collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential ragger not to indulge in ragging.



2.4.14 Entering the hostel premises intoxicated, possessing any drug or drug related substance, littering inside the University premises alcohol / drug smoking, chewing tobacco, Betel (Pan) or Gutkha or any other drug related substance is strictly prohibited and shall invite strict disciplinary action as decided as per rules of NSU.

2.4.15 Employing unauthorised persons for personal work such as washing clothes, etc., is not permitted. Mess staff are not allowed to enter the hostel premises on any account. Any sort of threat caused by inmates to mess workers may lead to expulsion from the hostel.

2.4.16 Inmates should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of non-hostel inmate(s) is restricted to the visitor room/reception and/ or mess, with prior permission of the concerned Warden.

2.4.17 Paying hostel fees does not entitle students to infringe the rules and indulge themselves in violent activities to express their views. Violating the law & order can lead to strict disciplinary action against them as decided by the Competent Authority.

2.4.18 The inmates must not indulge in any act of intimidation or violence and drunken or riotous behavior.

2.4.19 Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited.

2.4.20 The inmates shall not hold any political function (other than related to students activities) within the premises of the hostel, except with the prior written permission of the competent authority.

2.4.21 The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.

2.4.22 The Warden, Chief Proctor or any other competent authority of the University reserves the right to inspect the hostel rooms at any time.

2.4.23 Pets are not allowed within the Hostel.

2.4.24 The University reserves the right to close any or all hostels suo motto.

2.4.25 Students/Inmates shall not hold any meetings within the hostel premises unless with the prior written permission of the Chief Warden of the Hostel concerned and such permission should normally be obtained at least 48 hours in advance of the meeting.

## **2.5 GUESTS & VISITORS**

2.5.1 Male visitors including male students or guests shall not be allowed in girls/women hostels. Similarly, female visitors (including girl students) shall not be allowed in the Boys' Hostels.



2.5.2 Entertaining unauthorized guests shall lead to serve punishment as per the set norms.

2.5.3 No person of the opposite gender either student or guest shall be permitted to stay overnight in any part of the hostel.

2.5.4 No day-scholar is allowed to enter the hostel without prior permission of the Chief Warden.

2.5.5 All visitors to the hostel including the parents and guardians shall have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

2.5.6 The visit of male students to the female hostel and vice-versa is strictly prohibited. Any violation in the said guidelines may lead to expulsion from the hostel.

2.5.7 No Non-resident visitor shall be permitted to stay in the visiting room of the hostel after the time notified by the competent authority of the University.

2.5.8 For a visitor to stay in a hostel room in the absence of the inmate is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with law on the subject.

2.5.9 Any inmate found hosting / harbouring an offender/unauthorized person shall be also liable to the same punishment as per norms or as decided by the disciplinary committee/Office of the Chief Proctor

2.5.10 The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student, is likely to disturb peace and order in the hostel.

## **2.7 USE OF APPLIANCES, PROPERTIES & BELONGINGS:**

2.7.1 The use of electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. is forbidden in any of the rooms allotted for residence. Private cooking in the hostel/student's room including in pantry is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

2.7.2 Use of audio systems which may cause inconvenience to other occupants is not allowed. The use of personal TV, VCR/VCD player/is prohibited.

2.7.3 Replacing fused bulb/tube lights of a room will be responsibility of the inmates.

2.7.4 When the students go out of their rooms they should switch off all the electrical/electronic appliances (as allowed by the hostel management), and keep their rooms locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.



2.7.5 The University's bandwidth (internet) / amenities if provided, should strictly be utilized for educational and / or knowledge sharing purpose. The students should not download songs / movies, screen pirated / unauthorized / unlicensed movies in their computers or display on TV in the common room. Nor should they play music, indulge in chatting and/or exchange of any other non-relevant data. Any violation will be dealt with severely. Penalty for the same will be decided by authorities.

2.7.6 Residents should not hire objectionable CDs or magazines from outside.

2.7.7 Lights should be generally switched off by the midnight. Study lamps can be used for self-study henceforth.

2.7.8 The inmates must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.

2.7.9 The inmates must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorised electrical appliance/gadget. Any violation shall amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken.

2.7.10 The inmates will be given furniture in their rooms according to the prescribed norms. Demand for additional furniture will not be entertained.

2.7.11 Every inmate is responsible for the care of the hostel property he uses. Inmates found responsible for any damage or loss of the hostel property shall be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Chief Warden/Coordinator of Hostels will be final in this regard.

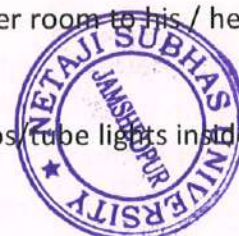
2.7.12 The inmates should take care of their personal belongings and use their own locks in the cupboards allotted to them. Inmates will be solely responsible for the safety of their belongings. The University shall not be responsible for any loss or damage of the personal belongings of the inmates.

2.7.13 No inmate is permitted to take away his belongings from the hostel premises without a proper „gate pass“ issued by the Chief Warden.

2.7.14 The inmate of a room shall be responsible for any damage to the property in the room during her / his occupancy of that room and will be required to get it repaired. She/he shall be required to hand over the furniture & other materials in good working condition while vacating the hostel.

2.7.15 The inmate should not remove / change any fittings from any other room to his / her room.

2.7.16 The inmates shall be responsible for replacing non-functional bulbs/tube lights inside the room.



2.7.17 Cleaning and maintaining hygiene of a room is responsibility of the inmates residing in the room. The Safaiwala will only clean the common places. Compelling the Safaiwala to clean inside the room shall lead to disciplinary action/fine.

#### **2.7.18 Articles permitted/Prohibited in the Room**

(i) Every inmate shall generally be provided the following articles for his use in the hostel:

(a) Bed (one)

(b) Study Table (one)

(c) Study Chair (one)

(d) Cupboard (For keeping personnel belongings)

(ii) Hostellers will not be allowed to keep motor-bike or car in the hostel. However, they may keep bicycle in the hostel.

(iii) Inmates desirous of keeping costly items other than those provided by the university, e.g., laptop and camera etc., may do so at their own risk.

(iv) Inmates shall not permitted to keep even licensed fire arms, knives and other contraband material etc. in the hostel room under any circumstances what so-ever. The breach of this regulation will lead to the expulsion of the inmate from the hostel without any enquiry.

#### **2.8 COLLECTIVE RESPONSIBILITIES**

2.8.1 General damage to the hostel property will be the collective responsibility of all the inmates, if the students who caused the damage could not be identified.

2.8.2 Inmates should not indulge in practices/activities which may endanger their own personal safety as well as of others.

2.8.3 Any case of theft should be reported promptly to the Chief Warden/Warden.

2.8.4 Inmates should report to the Chief Warden/Warden/Office in case they notice any unwanted or undesirable activity going on in the hostel.

2.8.5 Inmates are required to park their cycles only in the space provided for them in an orderly manner. No cycles should be parked at any other place.

2.8.6 Inmates are required to be conscious of the environment which they live in by keeping it clean, healthy and presentable. Students should not throw and / or litter indiscriminately and should not use non-bio-degradable items, such as polythene bags etc.



2.8.7 The jurisdiction of **NSU** is confined to the campus only. If students create law and order problems outside the campus, they are themselves answerable to the police/civil administration and face action accordingly.

2.8.8 The students are advised not to go out in large groups which are difficult to control. This is so because if they get involved in unpleasant situations, they are not the only one to be affected. In fact, they end up creating a bad impression of the University and parents.

2.8.9 Students should not paste objectionable handbills or make objectionable articles or pictures in the rooms allotted to them or at any other place in hostel.

2.8.10 Students should be properly dressed while moving in and out of the hostel. Also students residing in the hostel are not supposed to pass through the common corridors and come in mess without being properly dresses.

## **2.9 PROCEDURE FOR VACATION OF HOSTEL ROOMS**

2.9.1 All terminal students must surrender their rooms to the concerned warden by the date as notified by the DSW after the end of every semester/year. Provided, however, the DSW may grant extension to such students in very exceptional cases.

2.9.2 Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed form to the Chief Warden concerned at least four days in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Chief Warden concerned after the clearance of hostel and mess dues etc., by the student concerned is submitted. Hostel security refund may be made as per procedure.

2.9.3 Before vacating the hostel, each inmate must hand over to the Attendant the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues. The inmates while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name as may be decided by the Warden or any other competent authority of the of the Hostel concerned or University.

2.9.4 Failure to vacate the hostel room by the due date will render the inmate liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.

2.9.5 The University reserves the right to close any or all hostels suo motto at any time without assigning any reason and the inmates of the hostel in that condition shall have to vacate the concerned hostels as per the University notification.

## **2.10 PROCEDURE FOR EVICTION:**



2.10.1 An inmate may be evicted from the hostel for any breach of discipline, norms of hostel or mess rules or if not conforming to academic requirements as stipulated in the Academic Ordinances of the University or otherwise notified by the University.

2.10.2 The Eviction process will be initiated by the Chief Warden in consultation with the Coordinator of Hostels or the DSW in case the post of Coordinator of Hostels is vacant.

2.10.3 Before eviction, the inmate concerned will be served with an Eviction Notice by the Chief Warden so that the inmate is informed of the proposed action and could take care of his/ her personal belongings kept in the room, and vacates the room on or before the date fixed for eviction.

2.10.4 If the inmate does not vacate by the date specified in the "Eviction Notice", the lock of the room/cupboard will be broken open in the presence of:

(i) The Chief Warden or his/her representative;

(ii) Warden;

(iii) The Chief Proctor or his/her representative, where necessary.

For this purpose, the Chief Warden will inform the above members preferably well in advance.

2.10.5 Where the second/third room-mate is affected by eviction of the defaulting inmate, the second room-mate/third room-mate will be accommodated by the Chief Warden in other room(s) as may be possible.

2.10.6 If, on breaking open the lock, any personal belongings of the defaulting inmate are found in the room, these shall be listed over the signature of all those present at the time of eviction and kept safe for a period of one month. The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings.

2.10.7 If any furniture articles/fixtures allotted to the student are found missing or damaged, the cost of article or damages to articles shall be recovered from the inmate as may be decided by the Warden or any other competent authority of the of the Hostel concerned or University.

## **2.11 HOSTEL FEES:**

2.11.1 Hostel Fees per semester should be paid on time as per the notice of the Hostel Management/University in this regard.

2.11.2 No hostel fees will be refunded irrespective of the fact whether a student has been placed in the industry or gone on training in the beginning or during the semesters.

2.11.3 Students should clear their hostel and other dues well in time.



## 2.12 GRIEVANCE REDRESSAL MECHANISM:

2.12.1 Hostels in the University exist to provide conditions of congenial living to the students, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as the last resort.

2.12.2 **The inmates in normal situation make entry in complaint register.** Subsequently, if unaddressed, he/she can approach related Hostel Warden directly or through any of the officers/staff associated with hostel management, for guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel; **otherwise it will be taken as an act of indiscipline.**

2.12.3 Any grievance from an inmate student or students in the first instance ordinarily be referred to the concerned Warden in writing, with a copy to the Chief Warden, who will, depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and preferably within one fortnight from the date of receipt with an intimation to the Chief Warden.

2.12.4 In case the inmate or inmates are not satisfied with action taken by the Warden the student/students, as the case may be, are free to bring the grievance in writing to the notice of the wardens of Hostels/DSW.

2.12.5 The complaint will be made to the Office-In-Charge for transmission it to the DSW who will ensure that the grievance is looked into by him as speedily as possible depending upon its nature and preferably within a fortnight from the date the complaint was made. In case the DSW so desires the complaint may be forwarded to the **Hostel Grievance Redressal Committee (HGRC).**

2.12.6 There shall be a Hostel Grievance Redressal Committee (HGRC) which shall be constituted by the Vice-Chancellor for three years and shall consist of the following members:

- (1) **A senior Professor: Chairperson**
- (2) **DSW or her/his representative: Member**
- (3) **Chief Proctor or her/his representative: Member**
- (4) **Two teachers having adequate experience in hostel management: Members**

Note: The Chairperson of **HGRC** may invite any other person(s) as invited member, if she/he desires so.





2.12.7 The **HGRC** shall ensure that the grievances referred to it are processed as speedily as possible.

2.12.8 The report of the HGRC shall be sent to the DSW for further necessary action.

2.12.9 The Committee shall formulate its own procedure.

### **2.13 PROCEDURE FOR TAKING OUT ARTICLES FROM HOSTEL**

2.13.1 No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared by the Attendant and signed by the Chief Warden is produced to the Security Guard on duty at the hostel gate.

2.13.2 The gate pass will be retained by the Security Guard for record.

2.13.3 Any lapse will be viewed seriously and disciplinary action may be taken against the defaulter.



### Part - 3

## **MESS FACILITIES: OBJECTIVES, ORGANISATION AND GUIDLINES**

### **3.1 OBJECTIVES OF HOSTEL MESSES**

- (i) To ensure that students get a balanced diet at a reasonable cost;
- (ii) To foster a climate where the students with different creeds, languages and food habits sit and eat together harmoniously in a common mess.
- (iii) To cultivate amongst the students a spirit of cooperation and tolerance; and
- (iv) To develop in the students a capacity to manage the day to day affairs of the mess on a democratic basis.

### **3.2 ORGANISATION OF THE HOSTEL MESS**

3.2.1 Every hostel has facility of mess or messes joining to which for inmates is compulsory. Hence, no student is allowed to stay in the hostel without being member of the mess.

3.2.2 The mess/messes will be run by private contractor(s) as selected by the NSU through local tender or any other mechanism under the supervision of the HMC, a Warden designated for the purpose and the Chief Warden

3.2.3 The messes have to use LPG as fuel for cooking. Maintenance, operation, refilling and security of the LPG connection will be responsibility of the contractor running the mess.

3.2.4 The concerned Warden will be responsible for proper administration and maintenance of discipline and accounts in the hostel mess.

3.2.5 Each mess will have such strength of staff as may be justified on norms laid down by the University from time to time.

### **3.3 ELIGIBILITY FOR JOINING THE MESS**

3.3.1 All bonafide students of the University who have been allotted seats in the University hostels will be the members of their respective hostel Mess.

3.3.2 Should there be any other hostel, either permanently or temporarily, its Chief Warden will arrange for its inmates to be allowed to join the mess of another hostel.

3.3.3 Joining of the mess is compulsory for the inmates and they will be charged for the meals for as per the norms, whether they actually take or not.

### **3.4 ENROLLMENT IN THE MESS**



3.4.1 For enrollment in the mess the Warden shall give instruction to the Service Provider, who shall complete other formalities at his/her end.

### 3.5 DINNING PROCESS

3.5.2 The Service Provider shall develop appropriate mechanism to administer and execute the dinning process as per agreement.

3.5.2 The Process shall be monitored by the HMC under chairpersonship of a Warden designated to look after mess issues.

### 3.6 MESS AND DINING HALL: GENERAL RULES

3.6.1 Once a student joins the hostel, he/she shall be deemed to have become a permanent member of the mess and is liable to pay the mess charges as per decided norms. Students who absent themselves on the date of reopening of the University after any semester vacation will be deemed to have joined, unless contrary to that is informed to hostel administration in writing in advance.

3.6.2 Absence from joining the mess will be permitted only by the hostel management on request for valid reasons for a maximum period of 7 days only, from the date of reopening of the University. Afterwards the student will be charged as per the mess charges. Such permission should be obtained well in advance.

3.6.3 Students should strictly adhere to the hostel and mess timings decided by the Hostel Management/University Administration from time to time.

3.6.4 The quantity of food will be as per the menu.

3.6.5 Inmates are not permitted to cook any food on their own accord in the mess/pantry/rooms.

3.6.6 Inmates on no account, whatsoever, will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc. to their rooms.

3.6.7 No food will be served in the rooms of the hostel for any student unless it is recommended by the concerned Warden on the ground that the student's medical condition requires the food to be served in the room.

3.6.8 If a student is ill and requires a special diet, he/she should request the warden/attendant to arrange the same at the mess, if fissible.

3.6.9 No inmate shall waste food. Paying mess bill does not entitle a student to waste food. Wastage of food by any of the student (s) shall invite a disciplinary action as per set norms.



3.6.10 Inmates shall assist in maintaining the mess and its surrounding neat and clean. No notices shall be pasted on the walls. Notices put on the notice boards should not be removed by the diners.

3.6.11 All students shall interact with the mess staff in the dining hall in a courteous manner. Any misbehaviour will attract disciplinary action

3.6.12 Students should not bring pet animals into the hostel or encourage such practice.

3.6.13 After eating, students shall put the cup, plates or any leftovers in the designated bins.

3.6.14 Any grievance raised by the students/ HMC shall be looked into and resolved by the IHAC in consultation with the concerned Warden/HMC, as case may be.

3.6.15 The IHAC may involve the Coordinator of Hostels/ Chief Proctor/ DSW for proper resolution of the same, as and when required.

3.6.16 In case, the University, on the request of the hostel-inmates, or in any special circumstance withdraws the service of the outside caterer to run the mess in hostels, then the Mess Management may be taken over by the hostel-inmates in the following way, other things being the same:

(i) The Mess committee shall be in charge of management of the mess in a self-financed mode with payments by the hostel inmates under the guidance of the concerned Warden (as ex-officio chair of the HMC).

(ii) The University shall provide only the required cooking utensils to the Mess Committee, and for that the latter collectively shall remain accountable.

(iii) The HMC shall be in charge of managing grocery, food ingredients, cooking gas, fund management, staff payment (employed by them after getting approval from the Chief Warden), etc.

(iv) The Mess Committee shall operate the supervision of Intra-Hostel Administration Committee (IHAC).

3.6.17 All inmates should come to the dining hall properly dressed.

3.6.18 Self-service system will be followed in the mess. Students collect their share of food from the counter in the dining hall after following completing formalities as laid down by the Hostel Administration time to time

3.6.19 Impersonation i.e. eating for bonafide student is prohibited and defaulter will be dealt with as per norms.

3.6.20 Only one inmate may eat from one plate or thali, eating of more than one person from one plate or thali is prohibited.



3.6.21 The inmates are expected to behave with the Mess Manager and the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may record the matters in the suggestions book/through e-mail to the concerned Warden with a copy to the Chief Warden.

3.6.22 Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.

3.6.23 Students must not ask mess employees to prepare special dishes for them.

3.6.24 Students and others not on duty must not enter the kitchen.

3.6.25 Dining hours will be as fixed and revised by the concerned Warden in consultation with the HMC.

3.6.26 Inmates should adhere to the set timings scrupulously. No complaint will be entertained if a student fails to report within the fixed hours.

3.6.27 To use the dining hall for purposes unrelated to the mess requires prior permission of the Chief Warden at least 24 hours before the proposed event.

3.6.28 Any breach of the above rules will render the student liable to fine and/or disciplinary action including expulsion from the hostel, removal from the University etc.

### **3.7 GENERAL INSTRUCTIONS FOR FOOD HANDLERS/MESS WORKERS**

3.7.1 The food handlers must scrub and wash their hands with soap and water immediately after visiting a lavatory and so often as necessary at other times before handling food.

3.7.2 Finger nails should be trimmed periodically and should be kept free of nail dirt.

3.7.3 They should cover their heads so that loose hairs do not get entry into food stuffs.

3.7.4 They must not cough or sneeze in the vicinity of food. They should cover their face to prevent droplets falling on food.

3.7.5 They should not smoke in food premises.

3.7.6 Licking fingers to taste food must be avoided.

3.7.7 Known cases suffering from Pulmonary tuberculosis, diarrhea, dysentery, typhoid fever, viral hepatitis and persons with wounds, discharging ears, boils and other skin infections should not handle food or utensils.

3.7.8 All mess workers shall report for medical examinations as and when required by the hostel administration.

3.7.9 The mess worker/mess manager will ensure that above instructions are followed by the mess workers.



### **3.8 HOSTEL MESS COMMITTEE (HMC)**

3.8.1 The each hostel shall have an HMC as per Section 1.6.3

### **3.10 THE MESS MENU**

3.10.1 The mess menu should be displayed in the dining hall and one copy given to the Mess Manager who will ensure its strict observance.

3.10.2 If due to non-supply of the required vegetables, etc. the menu decided needs a change, the Mess Manager will immediately bring it to the notice of the concerned Warden.

3.10.3 A student who has fallen sick may give a written requisition to the concerned Warden for supply of special diet subject to the convenience of the mess and availability of food stuff, the Warden may authorize the supply of a special diet to the student, as a special case.



Part -4

**OTHER FACILITIES INCLUDING COMMON ROOM, RECREATION,  
MEDICAL FACILITIES & MISCELENOUS: PROVISIONS AND  
MANAGEMENT**

**4.1 COMMON ROOM AND RECREATIONAL FACILITIES**

4.1.1 The Hostel will have one or more common room/s for the use of inmates. The common room shall provide facilities for TV and indoor games along with newspapers/magazines.

4.1.2 The common room will be managed by one of the Wardens designated for the purpose, who shall be assisted by the Hostel Students Committee (HSC).

4.1.3 The common room will be kept open normally as per the time notified the concerned authority from time to time.

4.1.4 The magazines or newspapers to be purchased will be decided by the HSC.

4.1.5 The inmates shall not be allowed to remove magazines or newspapers or any other property from the common room.

4.1.6 The inmates shall maintain decorum in the common room.

4.1.7 The common room in the girls" hostel shall be open only to female inmates and in the boys' hostel only to boy inmates except in such situations as inter-hall tournaments, to be notified by Chief Warden.

4.1.8 Each hostel shall be permitted to purchase magazines, for an amount within the specified limit. . 4.1.9 Facilities for indoor games may be provided in the Hostels.

4.1.10 Any recommendation relating to sports event/item should originate from the HSC.

4.1.11 For further sports facilities and organizing sports events, the HSC may approach the University"s Sports Committee via the concerned Warden and the Chief Warden. 4.1.12 Sports events at inter-Hostel level may be organized with approval of Coordinator of Hostels/DSW.

4.1.13 The HSC under the guidance of the Warden designated to look after the Common Room and Recreational Facilities and will:

(i) Ensure the Common Room is open and facilities for indoor games are available to inmates during stipulated hours;

(ii) Ensure cleanliness in Common Room;

(iii) Ensure that all electrical fittings are in proper order;



(iv) Make purchases and maintain proper records of various items like powder for Carrom Board etc. in consultation with concerned Warden;

(v) Maintain proper records of all magazines received in Common Room and their disposal in consultation with concerned Warden;

(vi) Organize the annual events as decided by concerned Warden/IHAC.

#### **4.2 PROCUREMENT OF NEWSPAPERS, MAGAZINES**

4.4.1 Bills for newspapers and magazines shall be paid by the hostel administration.

#### **4.3 ANNUAL FUNCTION: NORMS**

The following norms are to be strictly observed regarding celebrations of the Annual functions in the hostels:

##### **4.3.1 Timing:**

(i) Inside the hostel, functions shall continue upto the time fixed by the hostel administration. The music system, if permitted by the University administration, would be played at a low tone. In no case inmates and neighbours would be disturbed.

(ii) The above timing shall be observed by all the inmates, and the HSC shall take responsibility for its adherence.

##### **4.3.2 Outside performers/professionals**

(i) No outside performers, including non-professionals ordinarily will be allowed to participate in the Function.

(ii) A non-student shall be treated as an outsider in this context. .

(iii) A detailed programme of the hostel annual functions will be worked out by the Organizing Committee in consultation with the concerned Warden and the Chief Warden of the hostel and permission has to be sought from the Office of the Chief Proctor as per rules.

(iv) For any violation of the above norms, the Organizing Committee shall be held directly responsible.

#### **4.5 MEDICAL FACILITY**

4.4.1 All inmates of the hostel are entitled to avail of the medical facility as per University rules.

4.4.2 In case of serious illness, the inmate student(s) and his/her room-mates should immediately report the same to the Chief Warden/ concerned Warden /Hostel Attendant.





All inmates are required to take personal care of their health, and hostel authority shall not take any responsibility of such cases.

4.4.3 In case an inmate falls sick seriously, her/his parents/ local guardian shall be informed immediately by the inmate/roommate/inmate/attendant/Warden. Simultaneously, the

Attendant/Warden may be informed. After primary management it is the responsibility of Parents/Local Guardian to provide such student with proper medical treatment.

4.4.4 A first-aid box shall be kept at the hostel under the control of a Warden/Doctor. The same must be recharged by appropriate items, as prescribed by University doctor. The attendant/any other staff shall review the availability of appropriate items and recharge accordingly, ideally latest on every alternate Friday. The concerned Warden/IHAC may develop proper mechanism to avoid any misuse of the items kept in the first-aid box.

#### **4.6 INTERNET & TELEPHONE FACILITY FOR STUDENTS**

4.6.1 The hostel inmates may be provided with telephone facility at the hostel gate/any other specified place for incoming calls only. In such case, the telephone bills will be paid by the Hostel. Proper records will be maintained for the purpose under the supervision of the Office- In-Charge. The Chief Warden will ensure that the facility is not misused.

4.6.2 The University may provide free internet facility to inmates. The same must be used for only academic purposes.

#### **4.7 REPORTING OF COMPLAINTS**

4.7.1 Electrical:

(i) Any electrical complaint should be brought to the notice of the attendant/Warden/Chief Warden for its rectification.

4.7.2 Civil:

(i) Attendant will report civil complaint to the Enquiry.

(ii) Attendant will keep a check on whether the items reported have been attended to or not.

#### **4.8 FOLLOW UP OF COMPLAINTS**

4.8.1 If a complaint is not attended to within a reasonable time, the Warden or the Chief Warden may bring it to the attention of the appropriate Officer/DSW.



Part-5

**INMATES' DISCIPLINE, TIMING, PENAL FINES & PUNISHMENTS**

Students residing in the University hostel shall abide by the rules, regulations and code of conducts. Any breach of these regulations, lack of decorum, indiscipline, improper conduct or wilful damage of university property, tangible or intangible, or of the belongings of a fellow student shall entail disciplinary action.

**5.1. GENERAL GUIDELINES: INMATES' DISCIPLINE**

5.1.1 The inmates must not be involved directly or indirectly in fighting, gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing, hurting of the sentiments of the other students and the public. Use of outside agency for redressal of grievance, possession or consumption of alcoholic drink, intoxicating drugs, chewing tobacco will be viewed as serious offence and may lead to disciplinary action including expulsion from the hostel/university.

5.1.2 Meeting or parting inside the hostel is strictly prohibited. However, in special circumstance it may be organised only with prior written permission from the Chief Warden. However, such activities should not cause any discomfort to other inmates.

5.1.3 Other rules, if any, notified from time to time by the hostel administration should be followed by all concerned for smooth functioning of the hostel.

5.1.4 All inmates must abide by the rules and regulations of the hostel as may be framed from time to time.

5.1.5 Violation of any rule(s) will attract strict disciplinary action.

5.1.6 The University attaches utmost importance to integrity, honesty and good general conduct of the students. Any violation of the above shall lead to strict disciplinary action including expulsion from the Hostel/University.

5.1.7 Carrying of any type of weapons-blunt, sharp edged, or firearm, on the university/hostel campus or keeping such weapons in the hostel is a serious offence and is strictly prohibited and shall lead to strict action against the inmate as decided by appropriate authority/institution.

5.1.8 Students must abide by the rules and timings (as chalked out by the hostel management) of the hostel and will not stay outside the hostel during night or till late hours without the permission of the hostel warden(s).



5.1.9 Inmate once evicted from a hostel shall not be given any University hostel accommodation in future.

5.1.10 Any other case of breach of rule/s or indiscipline or misconduct not specified under 5.4 be either punished as per the authority delegated under 5.3.

5.1.11 Chief Warden shall enter the name of the student, nature of indiscipline/misconduct, date and quantum of fine/penalty imposed in the conduct book and personal file maintained by the Hostel Office.

5.1.12 Any serious complaint, relating to maintenance of law and order in the hostel, which cannot be addressed by the authorities involved in the hostel administration as per jurisdiction, norms and rules, received against any hosteller shall be referred for the consideration and decision of the Office of the Chief Proctor of the University. The Disciplinary Committee will be fully empowered to call or ask any staff members and /or wardens concerned with the matter to submit written statement. The decision of the Disciplinary Committee will be binding upon the inmate(s).

#### 5.1.13 Rights of University Administration

(i) The officer(s) of hostel management and any other competent authority, including any member of Proctorial Board, shall be empowered to have hostels inspected at any time to ensure the proper compliance of all the provisions of the hostel rules and policies.



NATURE OF MISCONDUCT & INDISCIPLINE: PENAL FINES / PUNISHMENTS

(ii) Any breach of these rules will invite an inquiry that will be conducted as per rule. If the student is found guilty, then the hostel administration will take the disciplinary action that it

Sl. N.	Nature of Offense		Fine/ Punishment (Per person, if not specified)	
	First Time	Second Time	Third Time & onwards	
1	Harbouring unauthorised person(s) in his/her room/hostel	Eviction from the hostel	NA	NA
2	Misuse of energy	Warning	Rs. 250	Rs. 1000
3	Tampering with the electrical fixtures	Cost of damage/repair & Rs.250	Cost of damage/repair & Rs.500	Cost of damage/repair & Rs.1000
4	Use of any unauthorised electrical appliance/gadget	Confiscation of appliance/ gadget	Confiscation of appliance/ gadget & warning	Confiscation of appliance/ gadget & eviction from the hostel
5	Damage or loss of the hostel property both tangible and intangible (perpetrator identified)	Cost of Repair (replacement) as per actual	Cost of Repair (replacement) as per actual & 25 percent of the cost of repair (replacement) as penalty	Cost of Repair (replacement) as per actual & 50 percent of the cost of repair (replacement) as penalty
6	Damage or loss of the hostel property (perpetrator not identified)	For each reported incident, cost of repair/replacement to be borne collectively by all the inmates	NA	NA
7	Any damage to the property in the room (perpetrator not identified)	For each reported incident cost of repair/replacement to be borne collectively by all the roommates & 10 per cent of the repair/replacement cost as penalty each roommate	NA	NA

deems fit. Depending on the case, the University Administration shall have the right to take direct disciplinary action, amounting to even immediate expulsion from the hostel.



(iii) The University Administration reserves the right to change these rules as required from time to time keeping the students informed through general circulars displayed on the hostel notice boards or through other means.

## 5.2 HOSTEL TIMINGS

Out timings: To be notified by the DSW from time to time.

Night attendance: To be notified by the DSW from time to time.

Study Hour: May be notified by the Chief Warden from time to time.

## 5.3 APPROVING AUTHORITY: EXTENT OF FINE/PUNISHMENT

1. Vice-Chancellor: No limit of imposing/waiving fine/punishment.

2. DSW: To impose/wave fine upto Rs. 5,000/- per inmate at a time.

3. Chief Warden: To impose a fine upto Rs. 2,000/- per inmate at a time after approval of the Coordinator of Hostels.

4. Warden: To impose a fine upto Rs. 500/- per inmate at a time after the approval of the Chief Warden

Competent authority may exercise such power as per defined limit of Acts, Statute, Ordinance, Rules, Regulations etc. on the basis of severity of the breach/misconduct/indiscipline.

A repeated offender, who is found to be involved in any act of indiscipline/misconduct/breach of rule for more than three occasions excluding warning (s), shall be evicted from the hostel and no hostel accommodation shall be provided by the University in future.

### Notes:

(i) If in a single act more than one identified indiscipline/misconducts/behaviour are committed, the student shall be liable for penalty/fine for all such indiscipline/misconducts; but for determining the act shall be counted as a single act (e.g. owing to bursting firecracker any property gets damaged, penalty/fine shall be imposed for bursting firecracker & damaging property both).



(ii) The above Table is only indicative, additional punishment and penalty may be imposed on the basis of severity and intent of the indiscipline/misconduct behaviours.

(iii) In any situation that requires necessary action from Office of the Chief Proctor; firstly, intimation has to be made by the Chief Warden to the Office of the Chief Proctor as soon as possible, and thereafter, a proper report along with fact finding and recommendations has to be submitted.

#### 5.4 VIOLATION OF THE LAW OF LAND

All the cases of indiscipline amounting to the violation of Law of the Land shall be reported to the Chief Proctor, who may after preliminary investigation, hand over the inmate concerned to police for further action.

#### 5.5 INTERPRETATION AND SAVING CLAUSE

Any matter of discipline or any other issue not covered by this Rules and Regulations shall be dealt with by the Vice-Chancellor, whose decision shall be final.

#### ANNEXURES

1. UHA/Form-1: Hostel Application Form-cum-Dossier
2. UHA/Form-2: Room Allotment Slip
3. UHA/Form-3: Room Vacating Slip
4. UHA/Form-4: Leave Application Form

File Required:

Hostel Resident Record File-





# NETAJI SUBHAS UNIVERSITY

## HOSTEL APPLICATION FORM - CUM - DOSSIER

PARTICULAR TO BE FILLED BY THE APPLICANT

- A. REG. Roll No. ....
- B. Name of the Applicant .....
1. Sex (Male/Female) .....
2. Date of Birth .....
3. Whether belongs to SC/ST/OBC/OBC Minority: Yes/No. ...., If yes, Category .....
4. Blood Group (If known) .....
5. Identification marks .....
6. Any specific medical problem(s) .....
7. Father's Name .....
8. Mother's Name .....
9. Husband's Name (in case of married women) .....
10. Guardian's Name (if other than Father) .....
11. Relation of candidate with guardian .....
12. Permanent Address (Mention State, District, Town, Village & Post clearly)  
.....  
.....
13. Police Station .....
14. Name of the nearest Railway Station .....
15. Local Address (in the case city delegacy students) .....
- .....
16. **Whether ever Convicted/ Rusticated/ Debarred / Expelled / Suspended ? YES / NO**  
**If "YES" give details.**  
.....
17. Name, Address and Telephone Nos. (if any) of person to be contacted in emergency.
- (a) Outside Jamshedpur : .....
- Phone: ..... Mobile .....
- Email id: .....
- (b) Inside Jamshedpur : .....
- Phone: ..... Mobile .....
- Email id: .....

Date:

Signature of the Applicant



# NETAJI SUBHAS UNIVERSITY

## HOSTEL ALLOTMENT SLIP

- STUDENT'S NAME :.....
- COURSE NAME :.....
- ROLL NO :.....
- ALLOTTED ROOM NO :.....

SR NO	ITEMS PROVIDED THE HOSTEL	SIGN OF THE STUDENTS WHILE GETTING THE ITEMS FROM THE CHIEF WANDEN	SIGN OF THE CHIEF WARDEN
1	1 PILLOW		
2	1 MATTRESS		
3	1 NEW BEDSHEET		
4	ALMIRAH		
5	STUDY TABLE		





**NETAJI SUBHAS UNIVERSITY, JAMSHEDPUR**  
**POKHARI PO: BHILAI PAHARI**

**Hostel Vacating Form**

(To be submitted by the student 3 days before vacating)

Student Name		Mobile No.	
Reg No.		Course	
Hostel Name		Room No.	
Reason for Vacating	Completion of course <input type="checkbox"/> / Industry internship <input type="checkbox"/> / Personal <input type="checkbox"/> (Please ✓ whichever is applicable)		
Date of Vacating		Time of Vacating	

I affirm that an inspection of my hostel room was done in my presence for all the items issued to me during hostel admission/room change. If any of those items are found in damaged/non-working condition, then I agree to the deduction of penalty from the caution deposit.

Signature of student with date

Chief Warden with signature	
-----------------------------	--



# NETAJI SUBHAS UNIVERSITY

Estd. under Jharkhand State Private University Act

OFFICE COPY

## LEAVE APPLICATION FORM

Name : .....

Course : ..... Roll No..... Section : .....

Date : ..... Time Out : .....

Reason for Leave : .....

.....

Signature of Student

Signature of Authorised Person



# NETAJI SUBHAS UNIVERSITY

Estd. under Jharkhand State Private University Act

SECURITY GATE COPY

## LEAVE APPLICATION FORM

Name : .....

Course : ..... Roll No..... Section : .....

Date : ..... Time Out : .....

Reason for Leave : .....

.....

Signature of Student

Signature of Authorised Person



# NETAJI SUBHAS UNIVERSITY

Estd. under Jharkhand State Private University Act

STUDENT'S COPY

## LEAVE APPLICATION FORM

Name : .....

Course : ..... Roll No..... Section : .....

Date : ..... Time Out : .....

Reason for Leave : .....

.....

Signature of Student

Signature of Authorised Person