



# **VISVA-BHARATI**

## **HOSTEL MANUAL**

## INTRODUCTION

Visva-Bharati is a pilgrimage for education and culture. It is a hallowed place of learning cradled in a serene environment in the lap of nature where the structure of an unconventional University developed. This University has eleven hostels for senior girls and fourteen hostels for senior boys. The University has hostels named after financial, social and academic contributors of the University like Goenkalaya Girls' hostel named after Manorama Goenka; Birlalaya, named after Mahadevi Birla; Mrinalini, named after Mrinalini Tagore; and Pratima, named after Pratima Tagore.

Visva-Bharati maintains a limited hostel capacity for students (both for boys and girls). The university has a total student strength about 12,000 but presently the university has hostel capacity of nearly 3000. The hostels for boys and girls are as follows:

<b>University Senior Boys' Hostel</b>	<b>University Senior Girls' Hostel</b>
1. Elmhirst Boys' Hostel	1. Amrapali Girls' Hostel
2. Kala-Sangit Boys' Hostel	2. Ananda Sadana Girls' Hostel
3. Kala Bhavana Boys' Hostel	3. Sri Sadana Girls' Hostel
4. Sripally Boys' Hostel	4. Birlalaya Girls' Hostel
5. Nichu Bungalow Boys' Hostel	5. Mrinalini Girls' Hostel
6. Pearsonpally Boys' Hostel	6. Goyenkalaya Girls' Hostel
7. Purbapally Senior Boys' Hostel	7. Maitree Girls' Hostel
8. Shantisree Boys' Hostel	8. Khoai Girls' Hostel
9. Taan Boys' Hostel	9. Pratima Girls' Hostel
10. Vinaya Bhavana Boys' Hostel	10. Vinaya Bhavana Girls' Hostel
11. Pally Siksha Bhavana Boys' Hostel	11. Sriniketan Girls' Hostel
12. International Boys' Hostel	
13. CIT Boys' Hostel	
14. Social Work Boys' Hostel	
<b>Patha – Bhavana Boys' Hostel</b>	<b>Patha – Bhavana Girls' Hostel</b>
1. Sishu Bibhag	1. Santoshalaya
2. Chhatrabash	2. Madhabi
3. Uttaran	3. Karabi
	4. Bithika.

## **AIMS OF HOSTEL LIFE**

- **To ensure that the boarders are able to devote adequate time to their studies and research.**
- **To develop a climate congenial to curricular and co-curricular activities of students.**
- **To ensure that boarders coming from different parts of the country and abroad learn to live together and strengthen their relations with mutual cooperation, goodwill and universal fraternity.**
- **To ensure that boarders get acquainted and learn to appreciate the cultural, linguistic and social diversities of India and abroad.**
- **To fulfil the motto of Visva-Bharati *Yatra Visvam Bhavati Ek Nidam***

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# **CHAPTER-1**

## **ORGANIZATION OF HOSTEL ADMINISTRATION**

### **1.1 Composition of Hostel Management Committee (HMC):**

Hostel Management Committee (HMC) is the highest body concerning the administration and management of the Hostels of Visva-Bharati. Members of the HMC are: 1) Proctor, 2) Dean of Students' Welfare, 3) Principals of all Bhavanas, 4) Foreign Students' Advisor, 5) All Deputy Proctors, and, 6) Deputy Dean of Students' Welfare. The committee will be chaired/convened by the Proctor.

### **1.2 Functions of HMC:**

- (a) To recommend and adopt new policies and institute changes in the existing policies in the event of new circumstances/policies and guidelines of the UGC, MHRD, etc.
- (b) To assess and monitor periodically the overall functioning of the Hostel Administration.
- (c) To decide upon any change/changes in the Hostel Manual and recommend the same to the University authority for amendment.

### **1.3 Meetings of the HMC:**

HMC should meet at least three times in a year. The presence of one third of the members will constitute the quorum. Decisions are taken on the basis of majority voting rule.

### **1.4 Office of the Proctor**

Hostel Administration functions from the Office of the Proctor. The Proctor looks after the hostels and is assisted by Deputy Proctors, Teacher-Wardens and staff of the Proctor's Office.

### **1.5 Deputy Proctors**

There shall be **five** Deputy Proctors. Their appointment shall be made on the recommendation of the Proctor and approved by the Vice-Chancellor. The term of Deputy Proctors is two years and he/she is eligible for re-appointment under recommendation of the Proctor. He/She is entitled to honorarium/benefits as decided by the University from time to time.

## **1.6 Powers and Functions of Deputy Proctors**

To assist the Proctor in any and all matters of Hostel Administration and overall discipline of the students in the University as well as to look into the running of different hostels and advise the Wardens and other appropriate hostel authorities on matters concerning their functions.

- 1.6.1 Management of Wardens, Matrons, Sevikas and other full-time/part-time employees of different Hostels.
- 1.6.2 Maintaining security in the Hostels with the cooperation of Watch & Ward / Security of the University.
- 1.6.3 Monitoring of sanitation and cleanliness of Hostel buildings, toilets, common places, drainage and waste disposal.
- 1.6.4 Ensure beautification of the Hostel premises.
- 1.6.5 Organise recreation activities including cultural and sports activities.
- 1.6.6 Organise counselling facilities in the hostels.
- 1.6.7 Maintaining the repairing and construction of civil works (walls, roofs, floors, plumbing, bathroom repairs, drainage, doors and windows repairs and furniture, etc), CCTV, electrical works (electrical connections, replacement of used electrical consumables) of all Hostels in association with the University Engineering department.
- 1.6.8 Monitoring regular and adequate supply of potable drinking water; maintenance of water coolers and overhead water tanks.
- 1.6.9 Monitoring mess facilities and smooth functioning of the mess in the Hostel and address any and all mess/food related grievances, if any.
- 1.6.10 Ensure maintenance of discipline, leave of absence of boarders and address any and all general grievances, if any.

## **1.7 Teacher-Wardens**

There shall be one Teacher-Warden per hundred boarders in each hostel. The Teacher-Warden's appointment is made on the recommendation of the Proctor and approved by the Vice-Chancellor for two years and he/she is eligible for reappointment under recommendation of the Proctor. The Vice-Chancellor may, however, terminate the assignment of any Teacher-Warden, if required. Teacher-Wardens are entitled to honorarium/benefits as decided by the University from time to time.

### **1.7.1 Power and Functions of the Teacher-Warden**

The Teacher-Warden/s in a hostel is/are the principal authority and executive officers in all matters relating to boarders' welfare, their discipline and the mess system. They will also look after the administration and security of the hostel. The Teacher Warden will be assisted by one or more student warden and other hostel employees and carry out the following functions:

- 1.7.1.1 Keep close contact with the boarders and pay attention to their health, hygiene and general well-being in the hostel.
- 1.7.1.2 Will be individually, and collectively, responsible for the smooth functioning of the hostel/s.
- 1.7.1.3 To ensure that the boarders observe ALL hostel rules properly and maintain discipline.
- 1.7.1.4 Should be available in the hostel office every-day at specified hours (to be notified in the hostel office) to attend to official business.
- 1.7.1.5 Will be responsible for the proper upkeep and maintenance of all and any such properties of the concerned hostel/s as are under his/ her/their charge.
- 1.7.1.6 Will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- 1.7.1.7 Can sanction petty repairing works in emergencies; such repair work has to be endorsed by the complainant boarder/s.
- 1.7.1.8 Will supervise proper pursuance of complaints relating to civil/electrical work, repair/replacement of furniture, fittings, etc. through student wardens/wardens/matrons and other official employees.
- 1.7.1.9 Will take disciplinary action of removing any unauthorised guest in the hostel if noticed and report the same to the office of the Proctor.
- 1.7.1.10 Will order double-locking of rooms of resident students and their re-opening, when required.
- 1.7.1.11 Will take action for the eviction of defaulting resident students in consultation with the Proctor/Deputy Proctors.
- 1.7.1.12 Will implement the allotment of hostel rooms as per the list or notice given by the Proctor.

- 1.7.1.13 Will maintain a record and verify the assets of the hostel with the assistance of the hostel staff for their repair/replacement or for obtaining additional furniture, equipment and recommending the purchase of the same to the Proctor.
- 1.7.1.14 Will ensure arrangement for common room activities/programmes of the hostel.
- 1.7.1.15 Will ensure re-selling /condemnation of used items such as newspapers, magazines, cardboard boxes, fused electrical items, etc. and reuse the money for beautification of the hostel.
- 1.7.1.16 Will supervise the preparation of inventory of unusable assets, eg. fans, furniture, etc.
- 1.7.1.17 Should assist University officials to inspect hostel rooms at any time if required.
- 1.7.1.18 Will conduct surprise inspection of kitchen room / dining hall of the Hostel.
- 1.7.1.19 Will stop mess facilities for defaulters in case of boarders defaulting on payment of mess bills, or vacated or evicted.
- 1.7.1.20 Will maintain a list of boarders along with their guardians' permanent address and such other information as may be necessary.
- 1.7.1.21 Will maintain a close supervision over room vacancy and immediately report the same to the Proctor's office.
- 1.7.1.22 Will be the sole signatory of '**no dues**' certificate.
- 1.7.1.23 Will hand over possession of hostel rooms to allotted students and obtain from them acknowledgement of furniture and fittings, in the prescribed format.

## **1.8 Student Warden**

In each hostel, Student Wardens would be selected from amongst the hostel boarder (in the ratio of 1:50) depending upon the student's economic need and ability to fulfil the tasks as described below. The appointment of Student Warden will be for one year subject to satisfactory performance. Final year students will not be entitled for selection to the post. He/She will be entitled to honorarium as per rules.

### **1.8.1 Functions of the Student Warden**

- 1.8.1.1 Will assist official staff in maintenance of various office records
- 1.8.1.2. Will verify hostel furniture, fittings, etc. periodically with official staff of the hostel as well as when the boarders vacate the room and report damages and missing items, if any, to the Teacher Warden in writing.



- 1.8.1.3 Will assist the Teacher-Warden and other officials in identifying room vacancies on due dates
- 1.8.1.4 Will report and follow-up on complaints relating to civil/electrical/plumbing jobs, stocking of electric bulbs and tubes and maintaining of the respective stock register, repair/ replacements of furniture, fittings, refrigerator, water cooler, water purifiers, etc. and preparing a list of outstanding complaints.
- 1.8.1.5 Shall immediately report in writing to the Teacher-Warden if unauthorised guests/ persons, are noticed in hostel rooms/premises.

## **1.9 Office Assistant, if any:**

He / She will be assigned the following responsibilities:

- 1.9.1 Maintain various registers like stock registers, accounts, stock, etc.
- 1.9.2 Prepare list of defaulters and submit it to the Teacher Warden.
- 1.9.3 Perform any and all clerical and administrative tasks assigned by the Teacher Warden.
- 1.9.4 Assist the Teacher-Warden in implementing seat allotment, verification of assets, etc in the hostel.
- 1.9.5 Maintain records of the boarders.
- 1.9.6 Report and follow-up on complaints relating to civil/electrical jobs, repairs/replacements of furniture, fittings, refrigerator, water cooler, etc. and prepare a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean.
- 1.9.7 Receive and dispatch all office correspondence.
- 1.9.8 Supervise the sweepers/cleaners in day-to-day duties and look into the disposal of garbage at the appropriate place and maintain cleanliness and beautification.

## **CHAPTER-2**

### **HOSTEL ADMISSION PROCEDURE**

#### **2.1 Admission to the Hostel**

- 2.1.1 Accommodation in the University Hostels is available only to bona-fide students of full time courses. Students whose parents/guardians/spouses reside in the area under Santiniketan-Sriniketan Development Authority (SSDA) are not eligible for hostel accommodation.
- 2.1.2 Students who have availed hostel accommodation under one course and wish to join another course will be treated as new admissions and will have to apply afresh in the prescribed format.
- 2.1.3 The maximum permissible period of stay in the hostel for research students is as follows:
- (i) For regular full-time M. Phil students, maximum period of stay is two years from the date of registration.
  - (ii) For regular full-time registered Ph.D. students, maximum period of stay is six years from the date of registration.
- 2.1.4 Kindly note, students leaving hostel accommodation halfway through any regular course will not be re-allotted hostel accommodation within the time-frame/tenure of the same course.
- 2.1.5 Foreign students are required to upload scanned copies of their passport, visas and confirmation of admission letter from Registrar, Visva-Bharati, and any other relevant documents as applicable.
- 2.1.6 All foreign students are required to give the full postal address, emails and contact numbers of a responsible person in India to be contacted in case of any emergency.

#### **2.2 Hostel Seat Allotment**

Hostel Seat Allotment Committee is formed in the month of January each year by the Vice-Chancellor on the recommendation of the Hostel Management Committee. This Hostel Seat Allotment Committee oversees and monitors the entire process of Hostel Admissions.

## 2.3 Process of Hostel Admission: Rendered Digitally

- 2.3.1 By the month of March every year the Proctor's Office collects the details of the seats that will be available in different hostels after the end of even-semester examinations in May. Available seats in all the hostels will be equally distributed amongst the Bhavanas in the first step and further redistributed equally amongst the departments under each Bhavana.
- 2.3.2 One Local Guardian is mandatory for each applicant. Senior students/students staying in hostels shall not be accepted as Local Guardians.
- 2.3.3 Local Guardians are required to submit one of the following documents as address proof: Aadhar Card/Election Commission Photo ID card (EPIC / Voters' ID) /Passport/ Driving License).
- 2.3.4 Candidates allotted hostel accommodation will have to accept and pay the prescribed hostel-fees online **within seven days of allotment** failing which the hostel seat will be cancelled for a period of one academic year/two semesters.
- 2.3.5 Boarders are required to accept and abide by **ALL** rules, regulations and instructions given in the Hostel Manual on the website which can be downloaded. They are not to plead ignorance of the same. They are to cooperate with the hostel staff and actively participate in the smooth running of the hostel.
- 2.3.6 At the time of admission, every student shall read and **accept** an online declaration that she/he submits herself to the disciplinary jurisdiction of the Vice-Chancellor, the Proctor and other authorities of the University who may be vested with the authority to exercise discipline under the aegis of Visva-Bharati.

## 2.4 Vacating Seat/Room

- 2.4.1 All boarders shall vacate the hostel **within seven days** of the last examination of the course for which he/she was allotted the seat, or on the submission of M.Phil. / Ph.D. dissertation thesis. After the due date boarders will be charged at the rate of Rs. 100/- per day and a fine of Rs.1000/-.
- 2.4.2 In the event of their vacating the hostel midway through the session, a boarder has to inform in writing at least fifteen days in advance to the office of the Proctor through the Teacher Warden.

- 2.4.3 Boarders must not remove, destroy or take away any or all inventoried items from the hostel at the time of vacating the room and/or leaving the hostel.
- 2.4.4 A boarder vacating the hostel will be issued a gate pass by the Warden/Teacher-Warden after he/she pays all his/her dues completely and hands over the hostel items to the Warden/Teacher Warden and obtains a Clearance Certificate from the hostel office.
- 2.4.5 All hostels will remain closed during vacations of the University. Boarders who have to attend Project/ Summer Training/ Internship/ Field Work as part of their regular curriculum for the purpose of evaluation may be given permission to stay or may be given accommodation in a single hostel identified for the purpose, after obtaining recommendation from their respective Heads of the Department through their respective Principals.
- 2.4.6 Hostel Mess facility will not be provided to the boarders during vacations. However, special arrangement for Mess will be made available, provided a minimum number of boarders are willing to avail the facility and deposit the advance Mess charges for the period.

## **2.5 Disqualification**

- 2.5.1 Students shall not be eligible for admission/renewal to/of hostel facilities if:
- a) They have failed in the final semester examination of the course for which they were given hostel allotment.
  - b) They were debarred from appearing in examination by the University authorities.
  - c) They did not appear in the examination on their own volition.
  - d) Disciplinary action(s) was/were taken against them by the University authorities.
  - e) They have violated hostel rules/ laws or have been found guilty of noncompliance of the Hostel code of conduct and have been asked to vacate the hostel permanently.
  - f) They are employed part-time or full-time.
- 2.5.2 All boarders who do not reside in their allotted hostel room continuously for a period of one month (30 days) without a valid reason will have to immediately vacate the room.**

## **2.6 Renewal of Hostel Allotment**

- 2.6.1 All boarders who are promoted to the next semester of their course shall be required to pay their hostel renewal fee at the beginning of their respective semester.
- 2.6.2 **Only full-time PhD scholars will be given hostel accommodation.** Boarders pursuing PhD programmes are required to upload their annual Progress Report forwarded by their Supervisor through the Head of the Department for each academic session/semester. Such boarders are allotted hostel accommodation for one year at a time for a maximum period of six years. There will be no hostel allotment for re-registered PhD scholars.
- 2.6.3 All boarders pursuing M. Phil programmes are allotted hostel accommodation for a maximum period of two years only. Such boarders, who, after the completion of the two-semester course-work, do not reside in the hostel regularly, will be asked to vacate the hostel immediately.

## **CHAPTER-3**

### **ORGANISATION OF MESS AND MESS RULES AND COMMON ROOM**

#### **3.1 Mess Committee**

- 3.1.1 Each hostel or group of Hostels will have a mess of its own. It will be run by a mess committee.
- 3.1.2 Each hostel will have a Mess Committee consisting of the (a) Teacher-Warden as the ex-officio Chairperson, (b) Warden(s), and (c) a group of ten boarders selected alphabetically. The tenure of each group of ten boarders will be for ten days by rotation. **It is mandatory for each boarder to perform his/her duties as part of the mess committee.**
- 3.1.3 Teacher-Wardens along with the Student-Warden(s) and Mess Committee will supervise proper functioning and maintenance of discipline in the hostel mess.
- 3.1.4 The Mess Committee will function in accordance with the rules laid down hereinafter in general and this Committee will supervise the working of the mess.

#### **3.2 Functions of the Mess Committee:**

- 3.2.1 Supervise the activities of the mess workers in the kitchen.
- 3.2.2 Ensure compliance with the Mess Rules as in section **3.4** (see below).
- 3.2.3 Prepare the food menu to be adopted by the mess for each month in advance.
- 3.2.4 Supervise the quality and quantity of the items purchased as per the adopted menu from time to time.
- 3.2.5 Supervise and verify the stores, crockery and utensils in use and in stock, and sign in the Stock Register during handing over and taking charge.
- 3.2.6 May arrange special dinners or other functions in the mess and fix the financial limits of expenditure to be incurred on such occasions.
- 3.2.7 Each Mess Committee will convene a meeting in consultation with the Chairperson along with the new group of ten boarders every ninth day and maintain the minutes duly signed by all members.

- 3.2.8 The complaints of the students, if any, are to be placed before the Mess Committee for redressal.
- 3.2.9 Members shall record the daily attendance of the boarders in the mess register.
- 3.2.10 Supervise the maintenance of hygiene and cleanliness of the dining hall and the surroundings

### **3.4 Mess Rules**

- 3.4.1 Mess is compulsory for all boarders.
- 3.4.2 All boarders are required to take meals in the Dining Hall of respective hostels only.
- 3.4.3 Meal timings are as follows
- a. Breakfast: 07:30 am to 09:00 am
  - b. Lunch: 12:30 pm to 02:20 pm
  - c. Dinner: 08:00 pm to 10:00 pm
- Service providers and all boarders should strictly adhere to the above timings. Stringent action will be taken against anybody for non-adherence/inability to comply with the above timings.**
- 3.4.4. Mess food cannot be taken out from the Dining Hall at all. Only sick/unwell boarders may be served mess food by the Teacher Warden only on the written advice of University doctors.
- 3.4.5. **Carrying of mess articles/plates to the rooms and common places is strictly prohibited.**
- 3.4.6 Roommates are not allowed to take food on behalf of absentee boarders.
- 3.4.7 The hostel mess will remain closed during Summer and Autumn/Puja/Sarad Abakash vacations. However, PhD scholars and foreign students may be permitted to stay in the hostel during these vacations but no mess service will be provided.
- 3.4.8 Only one boarder shall eat from one plate or *thali*.
- 3.4.9 All boarders and service providers (and other mess staff) are expected to maintain proper decorum during mutual interaction and must not enter into any altercation with each other. Grievances, if any, may be recorded in the complaint book.
- 3.4.10 Smoking, taking of any alcoholic drinks or any other kind of substance-abuse in the hostel is strictly prohibited for all boarders, mess workers and other staff.
- 3.4.11 Wastage of food must be avoided and any waste must be disposed at a specific place kept for the purpose.

- 3.4.12 All boarders, mess workers and other staff should maintain personal and public hygiene and cleanliness in the dining hall.
- 3.4.13 Boarders are strictly prohibited from taking any raw food/materials.
- 3.4.14 None other than the boarders of the respective hostel will be provided with mess facility.
- 3.4.15 **Any breach of the above rules will render the student liable to a fine and/or disciplinary action.**

### **3.5 Hostel Mess Fees**

- 3.5.1 Mess fees are determined by the Hostel Management Committee.
- 3.5.2 Mess fees are to be paid in advance at the beginning of each semester. Payment has to be made online on or before the 10<sup>th</sup> of January and July
- 3.5.3 For newly allotted boarders the required mess fees are to be deposited at the time of allotment.
- 3.5.4 If a boarder fails to deposit the Mess Fees on due date, a late fee fine of Rs. 100/ shall be charged up to fifteen days. Thereafter, the mess facility shall be withdrawn and appropriate action shall be taken against such defaulters including expulsion from the Hostel.

### **3.6 Mess Rebate**

Mess Rebates will be given only in the following cases:

- 3.6.1 Declared vacations of the University.
- 3.6.2 Leave from the Hostel for long durations (more than three weeks) supported by valid Medical Certificate from the physicians of PM Hospital or any Government Hospital.
- 3.6.3 Academic tours/ internship (exceeding a period of fifteen days or more) recommended by Head of the Department and Principal of the Bhavana duly approved by University, and prior intimation to the Warden before (at least seven days) leaving the hostel.

### **3.7 Common Rooms**

In every hostel, the Common Room will be managed by the Teacher Warden in association with the boarders. He/She will be responsible for the following:

- a. To ensure that Common Room is open and the facilities should be available to boarders up to 11:00 pm except on days of telecast of special events on the television.



- b. To ensure proper safety and maintenance of equipment/ newspaper/ magazines/ furniture.
- c. To ensure cleanliness in the Common Room.
- d. To ensure that all electrical fittings, TV, etc. are in proper order.
- e. To maintain proper records of all magazines received in Common Room and their necessary disposal. The same will proceed for deposition in the appropriate head of account.
- f. To ensure maintenance of discipline and decorum in the common room.

## **CHAPTER-4**

### **HOSTEL RULES**

#### **4.1 Terms and Conditions of Hostel Accommodation**

- 4.1.1 Students registered in regular courses at Visva-Bharati will lose their entitlement of hostel accommodation if they join other regular course elsewhere.
- 4.1.2 A boarder will be evicted from the Hostel in case of suppression of facts or failure to inform regarding joining a course other than at Visva-Bharati.
- 4.1.3 Boarders undertaking employment and drawing salary will be evicted from the Hostel.
- 4.1.4 Boarders found with mental instability/contagious diseases will not be allowed to continue to stay in the Hostel till recovery and submission of medical certificates issued by doctors of P. M. hospital and/or any other Government Hospital.
- 4.1.5 A female boarder who has/is conceived/pregnant will have to report to the Warden at the earliest and will have to provide a written undertaking accepting the following guidelines:
  - 4.1.5.1 She has to mention the duration of stay in the hostel and submit the certificate from a registered medical practitioner regarding her fitness to lead a hostel life.
  - 4.1.5.2 The Hostel Authorities will be able to provide her such bare medical facilities as is available at the PM Hospital
  - 4.1.5.3 She will have to vacate that particular room during the period of her maternity leave. However, she is entitled to apply afresh for re-allotment and will be given first preference.
  - 4.1.5.4 In case of re-allotment no such boarder will be allowed to live with the child in the hostel.
- 4.1.6 Students belonging to SC/ST & especially abled categories shall be given reservation in hostel seats as per the terms and quota fixed from time to time by the Government of India.
- 4.1.7 All boarders of UG/PG will have to deposit all hostel dues by the 10th of July and January (at the beginning of odd and even semesters).
- 4.1.8 MPhil/PhD scholars will have to pay the hostel fees at the time of allotment to the Hostel for the remaining duration of the current semester of the University academic

session as applicable for the UG/PG courses. Thereafter, they will follow the payment scheduled as stated in 4.1.7 (see above) till the course is completed.

- 4.1.9 Payment receipts of ALL hostel dues must be preserved and produced by the boarders if and when required.
- 4.1.10 No boarder has any right to tenancy or subletting of the allotted room/ seat. In such cases Hostel authorities have every right to evict him/her with immediate effect.
- 4.1.11 All boarders are strictly prohibited from allowing any unauthorized person/s to stay in their respective allotted room/seat.
- 4.1.12 If a boarder is found absent from the hostel for a period of one month or more without any substantial reasons, his/her allotted seat shall be cancelled immediately and s/he will not be entitled for re-allotment.
- 4.1.13 Male visitors including male students or guests are strictly prohibited from entering Girls' hostels and vice versa.
- 4.1.14 Boarders shall switch off the lights, including table lights, fans and all other electrical gadgets of his/her room while leaving their respective rooms.
- 4.1.15 Personal heaters / immersion rods / gas cylinders and any other cooking gadgets are not allowed in the hostel/rooms.
- 4.1.16 No hostel property should be removed/ shifted from their designated places.
- 4.1.17 Tampering with hostel properties is strictly prohibited.
- 4.1.18 The University will not be responsible for any loss/theft or damage of personal belongings of boarders. All boarders should take care of their personal belongings and use their own locks in the rooms.
- 4.1.19 No boarder is permitted to take away his/her own belongings at the time of vacating their room without a proper **gate pass** issued by the Warden and the same will be retained by the security guard.
- 4.1.20 No boarder should indulge in any act of intimidation or drunken/ riotous behaviour.
- 4.1.21 Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are strictly prohibited.
- 4.1.22 No religious and/or political function are allowed in the hostel.
- 4.1.23 Pets are not allowed within the Hostel premises.
- 4.1.24 The University reserves the right to close any or all hostels *suo moto*. In such cases, sufficient time will be provided to residents to vacate the hostels.

- 4.1.25 Hostel Administration reserves the right to take disciplinary action, including eviction from the hostel and cancellation of hostel-allotment, for violation of **all or any of the above rules**.

## **4.2 Attendance and Leave Rules**

- 4.2.1 All boarders of girls' hostels should return to their respective hostels by 09:00 p.m. during summer (16 March – 30 November) and 08:30 pm during winter (01 December – 15 March). Attendance will be checked by the Warden at 09:05 and 08:35 p.m. respectively. **No boarder will be allowed to either enter or leave the hostel premises between 8:30 / 09:00 p.m. (Winter/Summer) and 06:00 am without prior written permission from the Proctor's Office at least two working days before leaving the station.**
- 4.2.2 In case boarders have to stay outside the hostel premises beyond/after 08:30/09:00 pm. (Summer/Winter) for academic/departmental/university work/programmes, they shall have to seek prior written permission and recommendation from the Departmental Head/Bhavana Principal. The warden has to verify the information from the HOD/Principal/Office of the Proctor.
- 4.2.3 In case of medical emergencies outside Hostel premises, boarders (or friends and classmates of unwell student-boarders) will have to inform the Head of the Department/Principal of the Bhavana/Office of the Proctor/Teacher-Warden/Warden immediately. The warden has to verify the information with the HOD/Principal/Office of the Proctor.
- 4.2.4 Leave will be granted to the Boarders only on the basis of the following conditions:
- a. Duly filled in applications in the prescribed format:
    - 1. White: for Indian boarder taking leave for less than seven days.**
    - 2. Blue: for Indian boarder taking leave for more than seven days**
    - 3. Pink: for Foreign boarders' leave application**
  - i. Leave less than seven days should be forwarded and recommended by the respective Heads of the Departments and submitted to the Warden (on duty) of the respective Hostels for endorsement and record.
  - ii. Leave more than seven days should be forwarded and recommended by the respective Heads of the departments, approved by the Proctor/ Deputy Proctors and then

submitted to the Warden (on duty) of the respective Hostels for endorsement and record.

All boarders availing leave for a period of more than seven days will have to submit the leave-application form at least two working days before their departure. Time of collection of approved leave form from the Proctor's Office is 5:00 to 6:00 pm every working day and the same should be submitted to the Warden twenty four hours before departing from the hostel.

- iii. Foreign boarders should submit the duly filled in leave application in the prescribed format, forwarded and recommended by the respective Heads of the Departments and Foreign Students' Advisor (FSA) and approved by the Proctor/ Deputy Proctors. **Thereafter, the part A of the leave application should be submitted to the Warden (on duty) of the respective Hostels for endorsement and record. The part B should be submitted to the Office of the FSA before leaving station.**

- 4.2.5 Permission for overnight stay will be granted only for places where the boarder is authorized by the parents to stay.
- 4.2.6 Absence from hostel (even for one night) without prior written permission will be treated as gross violation of hostel rules and will result in the cancellation of hostel seat with immediate effect and s/he will not be eligible to reapply for hostel accommodation.
- 4.2.7 Boarders found forging the signatures of their parents/local guardians for the purpose of taking leave from the hostel will be asked to leave the hostel and will not be allowed to reapply for hostel accommodation.
- 4.2.8 In case of study-tour/field-work/internship, all boarders must get their hostel-leave applications duly forwarded by the Head of Department and submit the same to the respective Warden before proceeding on leave.
- 4.2.9 Leave applications of MPhil/PhD students for field work/seminar/ library work should be forwarded and recommended by the research supervisor and countersigned by the respective Heads of the Departments and submitted to the Warden (on duty) of the respective Hostels for endorsement and record at least two days in advance before proceeding on leave.
- 4.2.10 Boarders remaining absent, without prior written permission, for more than thirty days consecutively will be liable for cancellation of hostel-allotment. The hostel authorities have the jurisdiction to get the boarder's room vacated as per hostel allotment and disciplinary rules. In such cases hostel authorities shall not be in any

way responsible for any luggage and/or belongings left behind by the truant and absent boarder/s.

- 4.2.11 Boarders should intimate the hostel office and the Office of the Proctor immediately if there is any change in address and contact number/s of Parents or Local Guardians.

### **4.3 Rules regarding conduct inside/within Hostel Premises**

- 4.3.1 Any and/or All Hostel Premises including Rooms shall be inspected /checked by Hostel/ University authorities at any time without any prior intimation.
- 4.3.2 Any boarder damaging/misusing any hostel property in any manner shall pay the full cost of the damaged property (including installation charges, if any).
- 4.3.3 Cooking anywhere inside hostel premises is strictly forbidden (*except* in the Annexe Building of Amrapali Girls' Hostel). Personal use of electrical gadgets (like refrigerator, heater/blower, immersion heater, electric iron and TV etc.) is strictly prohibited. Any forbidden gadget found in a hostel room shall be confiscated and a fine Rs. 500 will be imposed on the owner for the first violation; Rs. 1000 on the second violation and cancellation of hostel allocation on the third.
- 4.3.4 Boarders are not allowed to hand over the keys of their rooms to any person other than the Warden/hostel authorities.
- 4.3.5 Boarders shall maintain total cleanliness in and around their rooms/washrooms/corridors and hostel premises.
- 4.3.6 Boarders are expected to come to the Dining Hall, Common Room, Visitors' Room, Reading Room and Office properly dressed.
- 4.3.7 No boarder shall be allowed to stay in the TV/Common/Reading Rooms/Gym after 11:00 pm.
- 4.3.8 No items from places of common use shall be taken to rooms. A default in this regard may attract a fine Rs. 100/ per item.
- 4.3.9 All boarders (including foreign students) have to abide by hostel rules and regulations. Any violation will lead to immediate cancellation of hostel-allocation and the student will not be allowed to reapply for hostel facilities.
- 4.3.10 **Parents will not be allowed to stay in the hostel under any circumstances whatsoever.**

### **4.4 Discipline**

- 4.4.1 Boarders should not cause any disturbance inside their room and in corridors between 11:00 p.m. to 6:00 a.m. Boarders shall allow their roommates to sleep between the times mentioned above and not disturb him/her by switching on the room lights and/or talking loudly.
- 4.4.2 Boarders are required to bring their own bedding and other items of personal use.
- 4.4.3 No boarder on his/her own shall shift from the allotted room to another room; neither shall s/he shift furniture between rooms.
- 4.4.4 All boarders should carry their university issued Hostel Identity Card with them at all times and produce the same on demand by hostel/university authorities and security staff.
- 4.4.5 In case of loss of Hostel ID, a duplicate card may be issued on payment of Rs. 50 and on production of a copy of the General Diary at the local Police Station.
- 4.4.6 No boarder shall indulge in any activity in his room/hostel which may cause disturbance or annoyance to his roommates/neighbours/others or to Hostel/University authorities. Appropriate disciplinary action shall be taken against such students.
- 4.4.7 Posters or stickers should not be pasted on the hostel room walls.
- 4.4.8 Boarders shall not allow any guest or visitor inside her/his hostel room.
- 4.4.9 No boarder shall allow boarders from other rooms/hostels and fellow non-boarder students to stay overnight in their rooms at any time.
- 4.4.10 Suppression of information in the application for admission will result in withdrawal of hostel facilities.

## **4.5 Disciplinary Action**

Hostel Authorities are empowered to

- 4.5.1 Issue warnings to the boarders.
- 4.5.2 Intimate parents/guardians /Heads of the Departments / Research Supervisors.
- 4.5.2 Impose fine.
- 4.5.3 Double lock the room.
- 4.5.4 Cancel the allotment of hostel seat.
- 4.5.5 Expel the boarder/s from the hostel.
- 4.5.6 Ban entry to the hostel
- 4.5.7 Recommend withholding of Mark-sheets and certificates
- 4.5.8 Recommend for expulsion and rustication.

## **4.6 Complaints/Grievances**

- 4.6.1 Complaints/grievances of boarder/s with particular reference to any Hostel administrative issues should be uploaded directly to/on the Hostel website/ submitted in writing to the Office of the Proctor.
- 4.6.2 In case of complaints against any staff of the Hostel, the boarder may bring the grievance in writing to the notice of the Proctor.
- 4.6.3 Based on the gravity of the grievances, boarders may appeal to the Grievance Redressal Committee of the University and the decision of the committee shall be final.

## **4.7 Procedure for Eviction**

- 4.7.1 Eviction Notice will be issued by the Office of the Proctor. Thereafter the boarder is required to vacate the hostel within five days of receipt of the notice.
- 4.7.2 If the boarder does not vacate by the date specified in the “Notice for Eviction”, the matter will be referred to the SSDC/Vice-Chancellor for stringent punitive measures.