

Annexure - A

# HOSTEL MANUAL

OFFICE OF THE DEAN OF STUDENTS

CENTRAL UNIVERSITY OF GUJARAT

GANDHINAGAR – 382030

# **HOSTEL ADMINISTRATION (HA)**

## **1. OBJECTIVES AND POWERS**

### **1.1 OBJECTIVES OF THE HOSTEL LIFE ARE:**

- a. To ensure that the students are able to devote adequate time of their studies and research;
- b. To ensure that students coming from different parts of the country learn to live together and Strengthen their relations with mutual co-operation and goodwill; and
- c. To develop a climate congenial for co-curricular and extra – curricular activities of students.

### **1.2 ORGANISATION OF THE HOSTEL ADMINISTRATION**

- i. As a Central University, CUG maintains hostels in quarters allotted by the State Government for students, both for men and women.
- ii. The Dean of Students is the Head of the Department and looks after the general welfare of Students, and advises the Provost and the Sr. Warden on matters concerning their functions.
- iii. The Provost looks after the general administration affairs of the hostels and advises Wardens on matters concerning their functions.
- iv. The Sr. Warden hostel is the principal authority and executive in all matters relating to resident students welfare, their discipline and messing as well as the administration and security of the hostel. The Sr. Warden is assisted by the other wardens and Caretakers and the office staff. The Wardens are responsible for their respective portfolios.
- v. At the Hostel level, there is a Hostel Committee consisting of a President and four members elected direct by the General Body of the Hostel concerned. The Committee will actively participate in (or collaborate with) the Wardens in the routine functioning and organising of all activities of the Hostel to ensure smooth running of the Hostel activities.

### **1.3 AUTHORITIES OF HA:**

#### **1.3.1 Dean of Students:**

- i. The Dean of Students in the University looks after the general welfare of the students and their residential life in hostels. He provides general instructions and guidance to the Provosts and the Sr Wardens on matters concerning their functions. As far as hostel

administration is concerned, the Dean's office is engaged in a range of other facilities for hostlers and for other students also.

- ii. When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

**iii. Powers and functions:**

- a. The Dean of Students in the University shall look after the general welfare of the Students and also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class - room, which contribute to their growth and development as matured and responsible human beings.
- b. The Dean of Students shall be the Head of the Department so far as Hostels, Sports, Health Centre, University Cultural Committee and Day Scholars are concerned.
- c. The Dean of Students, *interalia*, will arrange for the guidance of and advice to the students of the University in matters relating to :
  - i. Organization and development of student bodies.
  - ii. Counselling and Students' guidance facilities;
  - iii. Liaison with Students' Affairs Committee;
  - iv. Extra-curricular and sports activities of students;
  - v. Promotion of students participation in co-curricular and social activities;
  - vi. Students financial aid;
  - vii. Students-Faculty' and Students – Administration relationship;
  - viii. Career advice services;
  - ix. Health and Medical Services for the Students;
  - x. Residential life of the students;
  - xi. Arranging facilities for educational tours and excursion for students
  - xii. Securing facilities for students for further studies in the country and/or abroad;
  - xiii. Alumni activities;
- d. The Dean of Students will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

### 1.3.2 **Provosts:**

- a. The Provosts shall be appointed by the Executive Council on the recommendation of the Dean of Students Welfare and the Vice-Chancellor. The Provost ordinarily holds office for two years. He is entitled for honorarium as per rates decided by the University from time to time.
- b. The Provost looks after the affairs of the hostels and advises its Wardens on matters concerning their functions.

### **Powers and Functions of Provosts:**

- i. The Provost will supervise the hostels in matters relating to the hostels' overall functioning, the resident – students' welfare and discipline.
- ii. Will periodically visit the hostels and be in contact with the Wardens, staff, and students.
- iii. Will encourage sports and cultural and other activities so as to promote inter – hostel cooperation.
- iv. Can permit stay of any guest for more than 14 days according to hostel norms.
- v. The Provost can impose fines or waive fines and take other disciplinary action, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- vi. The Provost in consultation with the Senior Warden will make recommendations to the Dean of Students for the distribution of work between Wardens in a hostel every year.
- vii. Will sanction/recommend leave to Wardens as per rules in consultation with Senior Warden.
- viii. The Provost's prior approval is required for a warden to take leave from hostel.

### 1.3.3 **Wardens of Hostel:**

There shall be Wardens for each hostel:

- a. **Appointment:** Warden's appointment is made for two years by the Vice- Chancellor on the recommendation of the Provost concerned to the Dean of Students, and is eligible for re-appointment on the recommendation of Provost to the Dean of Students.

The Vice-Chancellor may, however, terminate the assignment of any Warden, by giving at least one month's notice after considering the recommendation in this regards of the provost to the Dean of Students Welfare. The Wardens are entitled to

honorarium as per rates decided by the University from time to time and shall be required to pay house rent as per rules of the University.

- b. On the expiry of their term or on termination of their appointment, the Warden shall be required to vacate their quarters immediately. The Warden shall also be required to vacate the quarters before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he is granted special permission by the Vice- Chancellor on the recommendation of the Provost concerned and the Dean of Students for retaining the quarters.

c. **Powers and Functions of Wardens:**

The Senior Warden/Wardens of Hostel shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to the specific duties assigned by the Provost, the Sr. Warden/Wardens shall perform the following functions:

- i. The Wardens shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
- ii. The Wardens functioning under the overall charge of the Senior Warden will be individually and collectively responsible for the smooth functioning of the hostels.
- iii. Each Warden shall be responsible for the assigned resident students.
- iv. Each Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Senior Warden all cases of misbehavior, indiscipline, and sickness of the residents in his or her charge.
- v. The Wardens can impose fines upon resident students.
- vi. The Wardens should be available in the hostel office everyday at specified hours (to be notified in the hostel office ) to attend to official business an residents' problems.
- vii. The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.

**1.3.4 The Sr. Warden:**

- a. The Provost in consultation with the Dean of Students will designate one of the Wardens in a hostel as Sr. Warden for one year on the basis of the person's all –round experience in running a hostel and capacity to cope with diverse contingencies, subject to the provision that the Sr. Warden will not ordinarily hold the office of Sr.

Warden in successive terms. As a normal practice the rotation of portfolios will be: Sr. Warden, Warden (Health and Recreation), Warden (Mess), Warden (Maintenance & Sanitation) Sr. Warden and so on. The Sr. Warden will also hold charge relating to one of the portfolios, normally as Warden (Administration).

**b. Power and Functions of Sr. Warden**

- I. The Senior Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the particular hostel. The Sr. Warden shall be responsible to the proper maintenance and management of the hostel and of its attached mess, if applicable.
- II. Senior Warden will supervise all matters concerning the functioning of the hostel.
- III. Senior Warden will chair the meetings of the Wardens in the hostel, which will be held as regularly as may be necessary, but at least once a month.
- IV. Senior Warden can impose fines or waive fines as decided by the Executive Council.
- V. Senior Warden can transfer a resident from one wing of the hostel to another.
- VI. Senior Warden can permit the stay of a resident's guest for more than 7 days but upto 14 days according to hostel rules.
- VII. Senior Warden will regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.
- VIII. Senior Warden will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- IX. Senior Warden can sanction payment of security deposit to suppliers for goods to be supplied or services rendered.
- X. Senior Warden can sanction refund of all kinds of security money.
- XI. Senior Warden will secure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel.
- XII. Senior Warden can sanction repairs to furniture in emergent cases.
- XIII. Senior Warden will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture fitting etc.
- XIV. Sr. Warden can sanction or recommend leave in respect of mess and other staff to the hostel as per delegation of authority given in this manual.
- XV. Senior Warden will take action for the eviction of resident students in consultation with the provost.

## 1.4 HOSTEL LEVEL COMMITTEES-STUDENTS' PARTICIPATION

### 1.4.1 Hostel Committee

- a. For the proper integration of the students life, each hostel will have a Hostel Committee consisting of a President and four members, all directly elected by the General Body of the Hostel concerned. The General Body shall consist of all resident students, but shall not include students availing of only mess facilities i.e students with Non -Resident status, casual students, guests and any other residents falling in this category. A student may contest for one post only for Hostel Committee /Mess Committee.
- b. Any vacancy in the Hostel Committee will be filled in by election or by co-option by the Senior Warden in consultation with the President and the members of the Committee.
- c. **Functions of the Hostel Committee:**
  - i. The Hostel Committee will actively participate in (or collaborate with) the Wardens in the routine functioning and organising of all activities of the hostel to ensure smooth running of the hostel activities.
  - ii. The Committee will 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.
  - iii. The Committee shall ensure that peace and order is observed at all time by the residents of the hostel.
  - iv. The President and members of the Hostel Committee will normally hold office for one year.
  - v. The Hostel Committee and its members shall be subject to all rules/norms as residents of the hostel and shall be responsible for any violation of hostel rules, etc.
  - vi. **General Body Meeting** may be called, as and when necessary, by the Hostel President in due consultation with the Hostel Committee and the Senior Warden by giving at least 24 hrs advance notice. The GBM may also be requisitioned on the written request of the members (resident students) concerned provided such a request is signed by at least 50% of the member of the hostel concerned and notice to this effect be given to the Hostel President at least 48 hrs in advance.

### 1.4.2 Caretaker will be responsible for:

- i. Preparing and Maintaining the master list of hostel rooms indicating the student's name, programme of study, Centre, School along with local and permanent address/ tel No. etc.
- ii. Assisting the Sr. Warden and the Provost in allotting rooms.
- iii. Handing over possession of hostel rooms to allottees and obtaining from them acknowledgement of furniture and fittings in the prescribed Form.
- iv. Maintaining individual resident's files along with student's activities data in the rescribed proforma on the file, see item Individual personal file of student and resident students' register.
- v. Collecting and depositing guest room charges and issuing receipts to the guest.
- vi. Supervising the guest room(s), undertaking physical verification, by an appointed office, of furniture / equipment, etc annually and submit reports to the Finance Office and to take action on losses/surplus stores.
- vii. Maintain room inventories in respect of each room.
- viii. Verifying hostel furniture, fittings, etc., periodically and also when a resident 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 Warden (Maintenance ) keeping in view the depreciation value.
- ix. Maintaining stock registers of furniture/non consumable/consumable stores history sheet register, as may be necessary.
- x. Reporting and pursuing complaints relating to civil/electrical works, repairs/ replacements of furniture, "fittings, refrigerator, water cooler, etc. and Preparing a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean.
- xi. The caretaker has to inspect his hostel at least once a week thoroughly and record any defects etc. in the Caretaker's Register, which will be inspected by the Sr. Warden.
- xii. Once a week he has to come to work at 8 a.m. to locate leakages in water pipes, blockage of drainage, etc.
- xiii. Indenting and stocking of electric bulbs and tubes and maintaining their stock register.
- xiv. Double locking residents' rooms and their reopening as and when ordered by the competent authority.



- xv. Assisting the Sr. Warden in eviction proceedings and preparing list of personal belongings of evicted students and keeping them in stock.
- xvi. Preparing bills for newspapers and magazines and maintaining bill register.
- xvii. Assisting Warden concerned in disposal of old newspapers, magazines, crockery, waste food, etc. and to prepare information in the prescribed proforma for Survey Board.
- xviii. Receipt and dispatch of all office correspondence.
- xix. The Caretaker will be responsible for the keys of hostel rooms when lying vacant or double locked.
- xx. Any other work assigned by Sr./Office Incharge Senior Officer of IHA.

**1.5.1 Security Guard posted in the hostels will be responsible for:**

- i. Watch and ward.
- ii. Ensure that no property belonging to the hostel/University is removed by unauthorized person.
- iii. Safe custody of keys of entry points and office rooms in the hostel.
- iv. Check the entry of unauthorised persons.
- v. To remove stray cattle/dogs, etc. from the hostel and its surroundings
- vi. Patrol of buildings and other installations.
- vii. Report cases of theft, sabotage or fire, etc to hostel authorities and security office at once.
- viii. Any other duty assigned by hostel authorities/Security/Officer/Sr. Officer of IHA.

**1.5.2 Safaiwala/Sanitary Guide will be responsible for:**

- i. To keep building rooms, roads, lavatories, etc neat and clean.
- ii. To make economical use of cleaning material.
- iii. To bring to the notice of sanitary guide/Inspector/hostel authorities of the place (not allotted to him/her) where insanitary conditions are noticed by him/her.
- iv. To deposit garbage, etc at the appropriate place.
- v. To supervise the work of other safaiwalas whenever required.
- vi. To perform other duties as may be assigned by the caretaker/hostel authorities/sanitary guide/Inspector.

# **HOSTEL                      ALLOTMENT-NORMS,PROCEDURE                      AND ADMINISTRATION**

## **2.1 NORMS      /PRIORITIES      FOR      ALLOTMENT      OF      HOSTEL ACCOMMODATION TO THE STUDENTS:**

### **2.1.1      First Priority**

- a. Students admitted to the full-time programmes who have passed their qualifying examination from places outside Gujarat and are not residents of Gujarat, excepting those who are admitted to a programme at a level at which the student already has a degree or has pursued studies in CUG at the same level with hostel accommodation.
- b. Students who have passed their qualifying examinations from Gujarat but have stayed in recognized University/college hostel and are not residents of Gujarat, subject to their furnishing documentary evidence along with hostel application from the Head of the College/Institution of the effect that he/she has been a resident student.
- c. Students who have passed their qualifying examinations from Gujarat institutions by making their private arrangements for accommodation but at the same time do not have their family residence in Gujarat, subject to their furnishing documentary evidence to the satisfaction of the University authorities.
- d. Local students whose parents/guardians are transferred outside Gujarat, subject to their furnishing satisfactory documentary evidence to this effect from the employer.
- e. Provided that in case an applicant fails to furnish the relevant documentary evidence, as mentioned at (b), (c) and (d) above at the time of submitting application for hostel admission, his/her priority, as well as merit, will be treated as per the information furnished in the application as that certificates submitted subsequent of start of hostel allotment in support of his/her claim will be considered by the Dean of Students as he deems fit.

### **2.1.2      Second Priority**

Students from Gujarat who are admitted to a programme at a level at which the student already has a degree or has pursued studies in CUG (at the same level) with hostel accommodation.

### **2.1.3      Third Priority**

IX Semester Ph.D, III Semester M. Phil., III Semester M.A., V Semester (SLL & CS) B.A., and local students of Gandhinagar and Ahmedabad in that order. Admission to the local students, when provided, will be only for the duration of the current Academic Session strictly and such students would be required to surrender the hostel accommodation latest by the end of the Academic Session.

## **2.2 ELIGIBILITY FOR HOSTEL ALLOTMENT**

2.2.1 Only students admitted to a full time programme of study are eligible to apply for hostel accommodation. Students who accept employment or join any course outside CUG in the course of their study will lose their entitlement to hostel accommodation if they are employed (ad hoc or temporary employment included) for a period exceeding 3 months on a salary (including all allowances) higher than the amount of UGC/CSIR/JRF or any other research fellowship. The students concerned shall be responsible to inform the hostel administration in this regard. Concealment of any information or failure to inform about joining a course outside CUG or undertaking employment and salary shall lead to disciplinary action, including eviction from Hostel.

2.2.2 For the purpose of this clause the condition of “3 months” and “Salary” are to be taken into account jointly and separately and even one condition will be sufficient to invoke this provision against the defaulting student. For example, if a student undertakes employment up to 3 months but with a salary (including all allowances) more than the amount of UGC/CSIR/JRF or any other research fellowship, such a student will have to vacate the hostel. Similarly, if a student undertakes employment for more than 3 months even with a salary less than the amount of UGC/CSIR/JRF or any other research fellowship, such a student will also have to vacate the hostel.

*Note:* UGC or any other fellowship will not be treated as employment.

2.2.3 Allotment will be made as per select merit lists supplied by the Admission Branch and on the basis of their application for hostel allotment to be submitted to the Dean of Students Office.

2.2.4 The Dean of Students may allot a seat/room to a student(s) on medical grounds, keeping in view the seriousness of the ailment and merits of the case.

- 2.2.5 Students belonging to SC/ST & P.H. categories shall be given reservation in hostel seats as per quota fixed from time to time by the University. Presently it is 15% for SCs; 7.5% and STs; and 3% for physically Handicapped students.
- 2.2.6 Similarly some rooms will 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.
- 2.2.7 No Student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Branch of the University.
- 2.2.8 Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

### **2.3 PROCEDURE FOR ADMISSION INTO HOSTEL:**

- 2.3.1 A student seeking admission into a hostel will apply in writing in the prescribed Available in the office of the Dean of Students/ Provost to the Dean of Students or to his authorised officer along with documentary evidence of registration for a programme of study of the University and residential proof.
- 2.3.2 Fresh application will be required for re-admission in to the hostel
- 2.3.3 For old students/residents the last date of admission in the hostel without late fee is 31<sup>st</sup> of July/ 15<sup>th</sup> of January and with late fee of Rs. 50/- per week up to 14<sup>th</sup> of August/ 30<sup>th</sup> of Jan. The name of student may not be considered for admission in the hostel who did not deposit the hostel fee as per schedule.
- 2.3.4 Allotment of hostel will be made by the Dean of Students or by an officer of IHA authorized by him. 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 by the Dean of Students office including depositing of the prescribed dues, but not later than five days of such allotment.
- 2.3.6 The allotment of rooms will be made by the Provost and DSW Office being assisted by the Sr. Warden. The Sr. Warden shall not delegate this authority to any other staff member/Office Incharge, unless with prior written permission of the Dean of Students.

## **2.4 NORMS GOVERNING HOSTEL LIFE**

- 2.4.1 Allotment of a hostel room/seat– shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have right to have the accommodation vacated/ evicted in the event of breach of rules by the allottee.
- 2.4.2 The residents should be back in their respective hostels latest by 11 p.m. or by half an hour after time for library/lab closing whichever is later. 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 CUG community will be evicted from hostel forthwith apart from any other disciplinary action by the University.
- 2.4.3 A student suffering from an infectious disease will not be allowed to stay in the hostel till he/she produces a certificate of medical fitness from the Medical Officer of the University or Civil Surgeon.
- 2.4.4 A resident who wishes to stay out late or to remain absent overnight shall inform the warden concerned in the prescribed form.
- 2.4.5 No Non- resident visitor shall be permitted to stay in the room of the residents after 10.30 p.m.
- 2.4.6 Male visitors including male students of guests shall not be allowed in ladies hostels
- 2.4.7 Only men can stay as guests in a men's hostel and only women can stay as guests in women's hostel.
- 2.4.8 The residents shall make payment of all hostel dues as per prescribed intervals and on demand.
- 2.4.9 For a visitor to stay in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt in accordance with law on the subject.
- 2.4.10 Any resident lodging an unauthorised person shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities. The relevant provision is reproduced below:

“The hostel resident(s) on account of harbouring unauthorised person(s) in his/her room would be fined in the first instance Rs. 1000/-. If found guilty second time, the fine will be Rs. 2000/- and if found guilty for the 3<sup>rd</sup> time he/she will be evicted from the hostel”

Notwithstanding the above, the Vice-Chancellor may take *suo moto* cognizance of any violation of rules or breach of discipline by any students and may impose fine/punishment in terms of the provisions of the University.

- 2.4.11 The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's is likely to disturb peace and order in the hostel.
- 2.4.12 The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.
- 2.4.13 Every resident is responsible for the care of the hostel property he uses. Residents found responsible for any damage or loss of the hostel property will 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 Warden/Provost will be final in this regard.
- 2.4.14 Residents shall switch off the lights, including table light, fans and other electrical gadgets of his room while going out.
- 2.4.15 The residents must not remove any property from the dining hall, common rooms, or the visitor's room or any other room of the hostels.
- 2.4.16 The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorised electrical gadgets. Any violation will amount to breach of hostel rules.
- 2.4.17 Residents using coolers will be charged Rs. 550/- extra per month with the prior permission of the DSW.
- 2.4.18 Cooking of food in the rooms including in the pantry is prohibited.
- 2.4.19 The residents should take care of their personal belongings and use their own locks in the room. The University shall not be responsible for any loss or damage to the personal belongings of the residents.
- 2.4.20 No resident is permitted to take away his belongings from the hostel premises without a proper gate pass issued by the Sr. Warden.
- 2.4.21 The residents must not indulge in any act of intimidation or violence and drunken or riotous behavior.
- 2.4.22 Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited.

- 2.4.23 The residents shall not hold any religious or political function (other than related to student's activities) within the premises of the hostel, except with the prior written permission of the DSW.
- 2.4.24 The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
- 2.4.25 The Warden or the Provost or any officer of IHA concerned reserves the right to inspect the hostel rooms at any time.
- 2.4.26 Pets are not allowed within the Hostel.
- 2.4.27 The University reserves the right to close any or all hostels *Suo moto*.
- 2.4.28 Students/ Residents shall not hold any meetings within the hostel premises unless with the prior permission of the Senior Warden of the Hostel concerned and such permission should normally be obtained at least 48 hours in advance of the meeting

## **2.5 INTER-HOSTEL & INTRA HOSTEL CHANGE/TRANSFER OF STUDENTS/MUTUAL EXCHANGE TRANSFER**

- 2.5.1 **Inter-Hostel Change/transfer:** Normally once a student is allotted a room/seat in the hostel on regular basis he/she shall seek change of hostel only after a period of six months. Such requests may be considered by the Dean of Students if the Sr. Wardens/Provosts of concerned Hostel have no objection to such change. Provided however, in very exceptional circumstances, Dean of Students, may permit change of hostel at his discretion. Provided further that Dean of Students will be competent to transfer a student or a group of students *suo-moto* from one hostel to another hostel or hostels, as he may deem fit so as to ensure that hostel life is not unduly disturbed or tampered with.
- 2.5.2 **Intra-Hostel Change/Transfer:** A student allotted a room seat in a hostel will not normally ask for change for at least 6 months. The Sr Warden of the hostel may consider change, provided rooms/seats are available on first cum-first served basis. For this purpose the Sr. Warden may devise a suitable mechanism to ensure transparency and disposal of such requests in a judicious manner, consistent with that of other hostels. Permission of mutual exchange does not entitle any student(s) to occupy the same rooms (upon exchange) as a matter of right.

**2.5.3 Mutual Exchange of Hostel:** Cases of mutual exchange/transfer from one hostel to another may be considered by the Dean of Students, provided the concerned Sr. Wardens/Provosts have no objection to such mutual exchange/transfer and the students concerned have completed at least six months in their respective hostel from date of allotment of rooms. Permission of mutual exchange does not entitle any student(s) to occupy the same rooms (upon exchange) as a matter of right.

**2.6 Procedure: All hostels shall be required to:**

- i. Draw their respective seniority lists of residents joining hostel as on 30<sup>th</sup> September of current year;
- ii. While drawing such lists, the name of students, programme of study, date of allotment of hostel, room no. allotted, etc. shall be clearly indicated, so as to avoid any confusion at a later date;
- iii. A copy of the list, duly signed by the Sr. Warden, shall be displayed on the Notice Board of the hostel concerned for information of the residents.
- iv. Any discrepancy found by any resident, may be brought to the notice of the Sr. Warden in writing within 7 days of date of list, who shall have such correction(s) carried out in the list under his/her signature after he/she is satisfied that such a correction(s) is proper and necessary.
- v. The Office Incharge of hostel concerned shall keep on record the seniority list in the office duly signed by the Sr. Warden, for reference of residents, etc.
- vi. Students registering later than 30<sup>th</sup> September for whatever reasons, shall not be added in the current list. However, their names will be added in the future list
- vii. The list shall be valid till 21<sup>st</sup> July or till it exhausts, whichever is earlier.

**2.6.1 Appeal and Interpretation of Rules:**

- i. Any resident aggrieved of the decision of the Sr. Warden/Provost may appeal to the Dean of Students, within two weeks of cause of action whose decision shall be final and binding.
- ii. Any issue as to the interpretation of these rules shall be referred to the Dean of Students whose decision shall be final and binding.

**2.6.2 Amendments/Repeals:** Any amendment or repeal to these rules may be effected with the approval of the IHA.



## **2.7 DURATION OF STAY IN THE HOSTEL**

- 2.7.1 Accommodation in the hostel is allowed initially for the current semester and is subsequently renewed subject to the continuing registration and fulfilling academic requirements from time to time by the allottees. All occupants should subject themselves to the proof of registration and payment of all hostel dues every semester, including depositing of registration folios with the hostel office/Dean of Students office, failing which, he/she will be liable to be evicted as if he/she were not a registered student.
- 2.7.2 An M.Phil/Ph.D student may stay in the hostel for the maximum stipulated period from the date of admission to the M.Phil/Ph.D programme or the stipulated period from the date of confirmation to the Ph.D programme, whichever is earlier. Provided, however, a student admitted to Direct Ph.D. will be allowed the stipulated period of stay from the date of admission to direct Ph.D.
- i. Ph.D Students may stay in the hostel upto 30 days from the date of submission of their Ph.D. thesis.
  - ii. M.Phil / Ph.D. students of the University required to visit the University of their *viva-voce* tests may be allotted accommodation in the hostel, subject to their availability, for a period not exceeding 5 days on payment of guest charges.
- 2.7.3 All M.Phil. students may stay in a hostel for 2 years (i.e. 4 semesters) from the date of admission to the M.Phil programme.
- 2.7.4 For M.A. or undergraduate students, the maximum duration of stay in the hostel is the normal prescribed period of the programme of studies (five years for 5-year integrated M.A. programme and two year for 2-year M.A. programme) to which the student is admitted. See also 2.8.1.
- 2.7.5 Students who have been granted Zero Semester by the competent authority/Zero Semester Committee of the University (including M.Phil/Ph.D.students) may be allowed hostel facility, subject to availability of seats.
- 2.7.6 Foreign nationals may be allowed to stay beyond the normal period, provided their Ph.D viva is likely to be conducted shortly but not later than two months keeping in view the merits of each case. Stay beyond two months will be on

guest charge basis, subject to the prior permission of the Dean of Students and on the recommendations of the Supervisor and Chairperson/Dean of the Centre.

## **2.8 VACATION OF HOSTEL ROOMS–PROCEDURE:**

- 2.8.1 Subject to the provisions contained in the para 2.7 above, all terminal student must surrender their rooms' to the concerned warden, latest by May 31<sup>st</sup>, each year i.e. by the date on which they complete the normal period of stay in the hostel. Provided however, the Dean of Students may grant extension to such students in very exceptional cases, in consultation with the Provost, on such charges and terms and conditions, as may be decided by the Provost/Dean of Students.
- 2.8.2 Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel to the Sr. Warden concerned at least four days in advance of the date of their leaving the hostel. Permission for vacating the hostel will be accorded by the Sr. Warden concerned after the clearance of hostel and mess dues by the student concerned is submitted.
- 2.8.3 Before vacating the hostel, each resident must hand over to the Caretaker (vide **Form IHA – 10**) the complete charge of his or her room with all furniture and fixtures in tact, and clear all hostel and mess dues. **The resident students while vacating or on being evicted from the hostel rooms will have to pay the cost of article(s) found either missing or damaged, allotted in his/her name, keeping in view the original price of the article (s) minus depreciation value, as may be decided by the Warden of the Hostel concerned.**
- 2.8.4 Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- 2.8.5 The University reserves the right to close any or all hostels *suo- moto*.

## **2.9 PROCEDURE FOR EVICTION**

- 2.9.1 A resident may be evicted from the hostel for any breach of discipline, norms of hostel or mess rules (please also see para 2.10 ahead) or it not conforming to academic requirements as stipulated in the Academic Ordinances of the University or otherwise notified by the University.
- 2.9.2 The Eviction process will be initiated by the Senior Warden in consultation with the Provost or the Dean of Students in case the post of provost is vacant.

- 2.9.3 Before eviction, the resident concerned will be served with a 5 days Eviction Notice by the Senior Warden so that the resident is informed of the proposed action and could take care of his or her personal belongings lying in the room, and vacates the room on before the date fixed for eviction.
- 2.9.4 If the resident does not vacate by the date specified in the “notice for eviction, the lock of the room will be broken open in the presence of:
- Respective Warden
  - The Senior Warden
  - The Security Officer or his representative.
  - The Caretaker, and
  - The Provost or his representative, where necessary.
- 2.9.5 If, on breaking open the lock, any personal belongings of the defaulting resident are found in the room, these shall be listed over the signature of all those present at the time of eviction and disposed of by the hostel administration in whatever manner it may deem fit. The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings. The amount, if any earned by disposing of the personal belongings, will be deposited in the General Fund of the Hostel.
- 2.9.6 **If any furniture articles/fixtures allotted to the student found missing or damaged, the cost of article of damages to articles shall be recovered from the student, keeping in view the original Price of the article minus depreciation value, as may be decided by the Maintenance Warden.**

## **2.10 UNAUTHORISED GUESTS PENAL–ACTION/FINES ON DEFAULTING RESIDENTS:**

- 2.10.1 The hostel residents on account of harbouring unauthorized person(s) in/her room would be fined in the 1<sup>st</sup> instance with Rs. 1000/- If found guilty 2<sup>nd</sup> time, the fine will be Rs. 2000/- and if found guilty for the 3<sup>rd</sup> time he/she will be evicted from the hostel.

### **2.10.2 Authorities for penal action/fines**

In the event of breach of discipline and/or misconduct/misbehavior on the part of a student or a group of students the following are the authorities:

	<u><b>Authority</b></u>		<u><b>Extent of fine/ penalty</b></u>
1	Provost	(i)	To impose a fine up to Rs. 2000/- at a time
		(ii)	To remove students or a group of students from hostel

			and for keeping the Hostels out of bounds from such student(s)
		(iii)	To transfer a student from one hostel to another hostel within the <i>khand</i> .
2	Sr. Warden	(i)	To impose a fine up to Rs. 1000/- at a time;
3	Other Wardens	(i)	To transfer a student from one room to another of the hostel
		(ii)	To impose a fine upto Rs. 250/- at a time

#### 2.11.1 Common Room and Recreational Facilities:

- i. The IHA will strive to provide a common room for the use of residents and bonafide guests. The common room provides facilities for indoor games, if possible, and is supplied with newspaper/magazines.
- ii. The Common room will be managed by the designated member of the Hostel Committee selected from amongst the Hostels residents on grounds of suitability for the job.
- iii. The common room will be kept open normally between 6.30p.m. to 10.30 p.m. unless the time is extended by the Warden In-charge in writing on any special occasion.
- iv. The magazines of newspapers to be purchased will be decided by the Hostel Committee in consultation with the Warden In-charge.
- v. The residents are not allowed to remove magazines or newspapers or any other property from the common room.
- vi. The residents shall maintain decorum in the common room.

#### 2.11.2 Complaints /Grievances

- i. Any complaint/grievance from a resident student of students in the first instance should be referred to the Warden of Hostel who will, depending on the nature of the complaint ensure that it is processed by him/her as speedily as possible.
- ii. In case the resident student or students are not satisfied with the action taken by the Warden, the Students, as the case may be, may bring the grievance in writing to the notice of the Provost of the Khand as soon as the decision of the Warden has been made known and in no case later than three weeks from the date of decision of the Warden.

## **2.12 GRIEVANCE REDRESSAL MECHANISM IN HOSTELS:**

- 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 of 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 a last resort.
- 2.12.2 Any grievance from a resident student or students in the first instance be referred to the concerned Warden who will, depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and in no case later than a fortnight from the date of receipt.
- 2.12.3 In case the resident student of students 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 Provost as soon as the decision of the Warden has been notified and in no case later than three weeks from the date of decision of the Warden.
- 2.12.4 The Provost will ensure that the grievance is looked into by him as speedily as possible depending upon its nature and in any case within a fortnight from the date complaint was lodged.
- 2.12.5 Students may appeal against the decision of the Provost in writing to the Grievance Redressal Committee which shall consist of:
- i. Dean of Student's
  - ii. Two teachers nominated by the Vice-Chancellor, preferably from amongst persons having adequate experience in hostel administration.
- 2.12.6 The Grievance Redressal Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.
- 2.12.7 The decision of the Grievance Committee shall be final.
- 2.12.8 The Committee shall formulate its own procedure.
- 2.12.9 The term of the Committee shall be two years.
- 2.12.10 Questions relating to structure of the hostel administration, including Rules and Regulations governing the hostel will be outside the purview of the Grievance Redressal Committee.

### **2.13 ISSUE OF GATE PASS-PROCEDURE FOR TAKING OUT ARTICLES FROM HOSTEL**

- i. No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared by the Caretaker and signed by the Sr. Warden is produced to the Security Guard on duty at the hostel gate.
- ii. The gate pass will be retained by the Security Guard for record.
- iii. Any lapse will be viewed seriously and disciplinary action will be taken.

### **2.14 WARDEN'S QUARTER: PROCEDURE FOR HANDING OVER/TAKING OVER**

2.14.1 The Caretaker of the hostel concerned shall maintain proper inventories separately in respect of all Warden's quarter in the Hostels.

- i. On time when a Warden takes over Warden's quarter on joining the hostel on the basis of appointment order issued or change, from one hostel to another, the inventories shall be thoroughly checked up and handed over under dated signature of the warden concerned and countersigned by the Sr. Warden. The Caretaker shall invariably send a copy of such joining to the D.R. (Estate) and (D.R. (Acad) through DOS office for reference and record.
- ii. When a warden vacates the Warden's quarter the Caretaker shall check the inventory and take over the quarter under his possession and keep it locked. Wherever any inventory fitting and fixtures, are found missing or damaged, amount be recovered from the Warden Concerned as per University Rules, before issuing a "No Dues Certificate" to the Warden concerned. The No Dues certificate will be signed by the Sr. Warden on by the Provost concerned in respect of Sr. Warden, as the case may be.
- iii. The Estate Branch shall arrange to recover license fee/rent, revised license Fee, etc, or such other amount, including Water & Electrical charges as may be required by the University rules from the salary of the concerned Warden and shall keep watch on recoveries in consultation with the salary section/Project cell, etc. to ensure that no amount due on this account falls into arrears.

### **3. Upkeep and Maintenance & Sanitation and Cleanliness of Hostels**

- 3.1.1 The Warden In-charge, with the assistance of the Caretaker, will keep a proper watch over the sanitation and cleanliness of the hostel. Each *Safaiwala* will be allotted a certain number of rooms and other areas to be cleaned daily. The

concerned *Safaiwala* will obtain the signature of the residents every day for having cleaned the rooms.

- 3.1.2 **The Caretaker** is responsible for maintaining the current stock of such sanitation articles and will be responsible for any pilferage.

### **3.2 MAINTENANCE ROUTINE**

- 3.2.1 For efficient and economic functioning, the proper and timely maintenance of hostel facilities is crucial. The following paras set out:
- 3.2.2 The several categories of jobs likely to arise, and
- 3.2.3 The routines and agencies appropriate for each category.

### **3.3 FRESH PROVISION**

- 3.3.1 When a proposal calls for upgrading specifications or providing a facility which has not been available hitherto, this needs special sanction.
- 3.3.2 Whether for engineering works or for furniture and appliances, such proposals have to be considered first by Dean of Students. Taking needs and available resources into account, the Dean will take a policy decision on the issue.
- Subsequently, the improvements and provisions may be made for all hostels.

### **3.4 MAINTENANCE: CARETAKER'S ROUTINE**

- 3.4.1 The Caretaker has to inspect his hostel at least once a week thoroughly and record any defects etc. in the Caretaker's register.
- 3.4.2 Once a week the Caretaker has to come to work at 8 a.m. to locate leakages in water pipes, blockage of drainage, etc.
- 3.4.3 This register will be checked regularly by Sr. Warden and put his initials with date

### **3.5 REPLACEMENT OF MAJOR ITEMS**

- 3.5.1 In the event of furniture or equipment in a hostel becoming unserviceable /surplus/obsolete or unusable, it is necessary to place the matter before the Survey Board which will decide whether to declare the respective stores unserviceable etc. A list of items for inspection, prepared by the Caretaker, will be placed before the Survey Board in the prescribed proforma. The Survey Board's report after approval of Vice-Chancellor will be sent to the specified official who will arrange for the replacement. The condemned items will be returned to the Maintenance Department. In other cases also wherever the disposal of condemned material or junk material having resale value shall be placed before Survey Board for deciding disposal value etc.

### **3.6 REPORTING OF COMPLAINTS**

#### **3.6.1 Electrical:**

- i. A resident reports urgent complaints, like “no current” or “fan not working” directly to the Complaint Register kept at the hostels.
- ii. For other complaints (like tubelight fused in corridor), the Caretaker will report to Wardens in writing in its complaint register.

#### **3.6.2 Civil:**

- i. Caretaker will repost civil complaint to the Enquiry.
- ii. Caretaker will keep a check on whether the items reported have been attended to or not.

### **3.7 FOLLOW UP OF COMPLAINTS**

- 3.7.1 If a complaint is not attended to within a reasonable time, the Warden or the Provost may bring it to the attention of the Maintenance Department.
- 3.7.2 In case any problems still remain unsolved after a reasonable notice, the Warden or the Provost may contact and inform the Dean of Students about it also.

### **3.8 FURNITURE**

- 3.8.1 Maintenance Manager supervises the repair and maintenance of University furniture in the hostels under the overall control of Warden Incharge (Maintenance). This activity includes welding for metal work, caning polishing, and wood work. Furniture for each hostel is repaired within the hostel for which each hostel is required to send the job card to Maintenance Manager listing items of furniture to be got repaired with the approval of the Warden Incharge (Maintenance). As far as possible the code nos will be indicated in the list of items sent with the job card.
- 3.8.2 Each hostel is entitled to reasonable margin of furniture over and above its needs at full occupancy. Furniture needing maintenance should be assembled at a central store for repair and its replacement issued from the margin in stock.
- 3.8.3 Maintenance Manager will arrange to depute Carpenter and Helper along with material to visit each hostel periodically for repair of furniture items included in the Job Card. The Maintenance Manager will keep record of repair work undertaken, material purchased consumed and disposed of as per University Rules.



## 4. FINANCIAL MATTERS

### 4.1 DELEGATION OF FINANCIAL POWERS

<i>Official</i>	<i>Items</i>	<i>Extent of delegation</i>
1. Dean of Students	(i) Office contingencies (i.e. expenditure incurred for running the office, such as office stationery, rubber stamps, conveyance Charges, printing, maintenance of typewriters and other machines postage, telegramme etc. other Miscellaneous charges, Purchase of stores for maintenance/repair material for hostels/IHA Enquiry Unit , etc.	As per the norms and rules of the University approved by the VC.
	(ii) Entertainment expenditure (except lunch / dinner) at formal official meetings	As per the norms and rules of the University approved by the VC.
3. Provost	- do -	As per the norms and rules of the University approved by the VC.
4. Sr. Warden and Wardens	- do -	As per the norms and rules of the University approved by the VC.

## **5. ADMINISTRATIVE MATTERS-DISCIPLINE AND LEAVE**

### **5.1.1 IN THE HOSTELS, AS ELSEWHERE IN THE UNIVERSITY, STAFF DISCIPLINE HAS FOUR ELEMENTS i.e. PUNCTUALITY IN ATTENDANCE, SANCTION OF LEAVE, MAINTENANCE OF DISCIPLINE AND CONFIDENTIAL REPORTS.**

#### **5.1.2 Punctuality and Regularity in Attendance**

All staff members are expected to be punctual i.e. come to the Office in time and not to leave before time. The lunch hour has also to be strictly observed. In case a staff member comes late, half a day's casual leave should be debited to the casual leave account for each late attendance but late attendance upon an hour on not more than two occasions in a month, may be condoned by the competent authority if he is satisfied that this is due to unavoidable reasons. In case such a course does not ensure punctual attendance, suitable disciplinary action may be taken against the staff member concerned in addition to debiting half a day's casual leave to his casual leave account on each occasion of such late attendance. If an official has no casual leave to his credit, comes late without sufficient justification and the competent authority concerned is not prepared to condone the late coming, but does not at the same time, propose to take disciplinary action, it may inform the official that he will be treated as unauthorized absent for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorised absence or to apply for Earned leave or any other kind of leave due and admissible for the entire day and the same may be sanctioned by the said authority.

5.1.3 Strict measures may be taken for the enforcement of punctuality and regularity and supervisory staff would be very particular in scrutinizing the attendance registers.

#### **5.2 ATTENDANCE OF STAFF**

5.2.1 The attendance of office staff attached to the hostel office will be controlled by the Office Incharge/Senior Warden.

5.2.2 The attendance of the sanitary staff of the hostel will be controlled by the Caretakers/Wardens and their attendance register will remain with the Caretakers/Wardens.

#### **5.3 SANCTION OF LEAVE**

5.3.1 Cases where staff abstain or willfully absent from duty will be viewed seriously. Leave, including casual leave, cannot be claimed as a matter of right and leave of any kind may be refused keeping in view contingencies of work. Casual leave should not be exhausted in the early months thereby taking earned leave in a piecemeal manner and practically treating E.L. as casual leave resulting in dislocation of work. The

mess staff shall ordinarily be eligible to get Earned Leave during the summer vacation or Winter Break to ensure smooth function of messes.

5.3.2 Unauthorised absence from duty i.e. absence without prior sanction of leave shall normally constitute a break in service unless the competent authority in exceptional cases converts the unauthorised absence into Extra-Ordinary Leave or any other kind of leave keeping in view the circumstances of each case.

5.3.3 Staff is, therefore, advised not to abstain from duty without applying and without proper sanction/permission of leave from the concerned competent authority.

**Merely by putting application for leave does not amount to taking prior sanction/permission and such practices should be discontinued and discouraged.**

5.3.4 Those staff who violate the above norms be reported to the Dean of Students office at the same time and their salary be got stopped with immediate effect to avoid over payment. As a matter of standing instruction, in all such cases leave and release of salary will be made only through the office of Dean of Students. Any laxity will be viewed seriously.

5.3.5 Staff who do not submit joining report and/or apply for leave either in advance or after availing of leave shall be treated as cases of indiscipline and shall be strictly dealt with as cases of unauthorised break in service.

5.3.6 In cases of pressing circumstances such as leave necessitated by illness of the staff, a medical certificate from a Govt. Hospital/CGHS/ as per rules of the University, may be submitted at the same time.

#### **5.4 WARDEN'S LEAVE:**

5.4.1 The provost's prior approval is necessary for a Warden to go on leave. When applying to agencies for fellowship etc., the Warden should simultaneously inform the provost of the probable need for leave.

5.4.2 The Warden will co-ordinate their leave so that at least three-fourth of them are in residence during semester time and half during holidays, unless a particular hostel is closed during holidays.

5.4.3 A Warden may be granted leave upto three months at a time. In exceptional circumstances leave may be given for an additional month but will not exceed one semester at a time under any condition and no Warden can avail this facility more than once in six years.

Provided that Sabbatical Leave may be granted for two semesters in exceptional cases based on his/her seniority in the Hostel.

5.4.4 When a Warden is on leave, his/her portfolio will be distributed between other Wardens for the duration of his/her absence.

**5.5** Wherever interpretation of these rules is involved, the proposal may be referred to the Dean of Students whose decision shall be final and binding on all concerned.

**Note: The procedures laid down in the Hostel Manual must be read in conjunction with the decisions taken, recorded and approved in IHA meetings under the Chairpersonship of DSW and the presence of the Provost and the Senior Warden. It must also be read in conjunction with any directions given in writing by the statutory authorities of the University from time to time.**