



UNIVERSITY OF ALLAHABAD

HOSTEL RULES



University of Allahabad (Hostel) Rules

(Under Section 29 of Act No. 26 of 2005

Ordinance XXIII of the First Ordinances of Allahabad University)

RULES

1. Short title, extent and commencement:

- (i) These rules may be called University of Allahabad (Hostel) Rules, hereinafter referred to as 'Rules'.
- (ii) These rules shall be applicable to all the University hostels (boys and girls) owned and maintained by the University of Allahabad.
- (iii) They shall come into force with immediate effect.

2. Definitions- In these rules, unless the context otherwise requires:

(a) **"Acts of indiscipline"** mean and include

- (i) Leaving the hostel overnight without obtaining prior permission in writing from the Superintendent;
- (ii) Keeping Motor Cycle/Scooter or any other vehicle in the hostel premise without obtaining prior permission in writing from the Superintendent;
- (iii) Holding of meeting or organizing any activity in the hostel without written permission of the Superintendent;
- (iv) Inviting persons from outside the University to inaugurate functions etc., without prior permission of the Superintendent in writing;
- (v) Use of loudspeaker in the hostel without prior permission in writing of the Superintendent; and
- (vi) Use of electric appliances in the hostel without prior permission of the Superintendent and without payment of prescribed fees.
- (vii) Keeping Guest, may be a male member of his family or a friend (in the male hostel) or a female member of her family or a friend (in the female hostel) in the room without prior permission of the Superintendent and Warden on a prescribed proforma with a self attested copy of the Guest's Photo ID and without payment of prescribed Guest fees; if permitted Guest stayed more than two nights.

(b) **"Attached member"** of a hostel means a non-resident regular student of a full-time degree course who is attached to a University hostel. Such a member is not admitted to any hostel but he/she participates in all the activities of the hostel.

(b) **"Illegal or unauthorized occupant"** means a resident of a hostel who

- (i) ceases to be, for whatever reason, a regular student of the University;
- (ii) fails to produce his/her valid I-cards of the University and the hostel card on demand by the University or hostel authorities;
- (iii) fails to pass or drops out in any part of the examination for which he/she has been



admitted or if his/her result has been withheld because of misconduct or has been found guilty of using unfair means in any University examination or any other examination. Provided that in case of students eligible for second examination in any course, the result of the examination will include the result of the second examination;

- (iv) during his tenure as a resident of the hostel gets an employment of any kind. Provided that for the purpose of this rule, employment in private tuitions or part-time work provided or approved by the University only for the Welfare of the students shall not be deemed as employment;
- (v) defaults in the payment of his/her hostel or University dues for more than one month;
- (vi) fails to vacate the room and hand over the possession of the vacant room in the beginning of the summer vacation or at the end of the examination for which he/she is admitted or in pursuance of a change in allotment of room or any other reason thereof; and
- (vi) is removed, expelled or rusticated from the hostel for default or misconduct.

(c) **"Officers of the University"** mean the Chancellor, the Vice-Chancellor, the Pro Vice-Chancellor, the Deans of Faculties, the Registrar, the Finance Officer and such other officers as may be declared by the Statutes to be officers of the University.

(d) **"Professional degree courses"** mean the Master of Technology (M. Tech), Bachelor of Technology (B. Tech), Master of Business Administration (MBA), Bachelor of Law (Five years).

(e) **"Professional hostel"** means Shatabdi Boys Hostel and Dr. S. Radhakrishnan (in case of boys); and Kalpana Chawla and Mahadevi Verma Hostel (in case of girls). In case there are vacant seats in the International House after the admission of foreign students, the International House will also be covered under the category of Professional Hostel only up to the extent of such vacancies of the academic year.

(f) **"Regular student"** as defined in the Ordinances of the University of Allahabad are students enrolled in the Departments under the Faculties of Arts, Commerce, Law and Science and a University Institute, other than the Institute of Correspondence Courses and Continuing Education, an Independent Centre or a School, on whole-time basis for an academic programme of a duration of not less than one academic year.

(g) **"Warden"** means a senior teacher (Professor) appointed as the Warden of a hostel to exercise general supervision over the hostel (as per sub-clause (k) of clause 1 of the Ordinances XXIII of the University).

(h) **"Superintendent"** means a duly appointed teacher-in-charge of a hostel and includes "Assistant Superintendent" (as per sub-clause (k) of clause 1 of the Ordinances XXIII of the University).



- (i) **"Trespasser"** means a person who occupies any part of the premises or rooms of the hostel without permission of the Superintendent and includes an unauthorized occupant who does not vacate his/her room within 7 days of his/her unauthorized occupancy and who has been so declared by the Warden by making an order to the effect and writing to the Vice-Chancellor; or Any person, not being an authorized guest or visitor, staying or found in room of a hostel resident after 9.00 P.M on any day, shall be deemed to be a trespasser.
- (j) **"University hostel"** means a hostel enumerated in the Schedule list.

Part I

ADMISSIONS AND RELATED MATTERS

Chapter-1

Admissions and Readmissions

3. Admission to the "University Hostels" shall be made strictly in accordance with the directions/decisions/guidelines/order/statutory instructions issued by the Government of India and policies framed by the University Grants Commission from time to time and according to Ordinances and "Hostel Rules" framed by the University of Allahabad.
4. **Hostel Admission Committee:**
Admissions to the University Hostels shall be made by a Committee comprising of:
- The Dean Students' Welfare- Chairman
 - Senior most Warden of Boys' Hostel-Member
 - Senior most Superintendent of Boys Hostel- Member
 - Senior most Warden of the Girls Hostel-Member
 - Senior most Superintendent of Girls Hostel- Member
 - One Vice-Chancellor's nominee, a teacher of the University preferably of Scheduled Caste/Scheduled Tribe category.
 - A teacher-member of the University, to be nominated by the Dean, Students' Welfare preferably of Other Back ward Classes.
- Provided further the Dean, Students' Welfare shall ensure that the aforesaid Committee shall comprise at least one member each from Scheduled Caste/Scheduled Tribe and Other Back ward Classes
5. Admissions are to be made out of the merit lists drawn on the basis of marks obtained in the Entrance Test of respective courses and other criteria decided by the University from time to time. Because of the limited number of rooms in the University Hostels and in order to facilitate the youngsters/new entrants the ratio of seats/ rooms for the students of UG, PG (excluding LL.M. and M. Tech.) and Research/LL.M./ M. Tech. courses in the University Hostels will be approximately 60:30:10.
6. **Reservations:** The reservation of the Government of India as revised from time to time will be strictly adhered to. Presently the rules are:.

- (i) There shall be reserved a maximum of 15% seats for the candidates of Scheduled Castes and 7.5% for the candidates of Scheduled Tribes in hostel admissions. In case the quota of Scheduled Tribe is not filled up, it shall be filled up by the Scheduled Caste candidates. In case the quota of SC and ST candidates is not filled up it should be filled up by the candidates of General category.
- (ii) A maximum of 27% seats will be reserved for the candidates of OBC category.
- (iii) A maximum of 3% of available seats may be given to the physically handicapped candidates.

7. Application form:

- (i) Application form for admission to the hostels shall be made available on University Website www.allduniv.ac.in and may be downloaded. The duly filled application form should reach the DSW office latest by the prescribed date to be announced each year/ academic session.
- (ii) Incomplete or wrongly filled in application forms shall not be considered and liable to be rejected by the Hostel Admission Committee.
- (iii) If any information is concealed in the Application form or the information provided is found to be wrong/false at any stage, the admission shall stand cancelled automatically and has to vacate hostel within 7 days from the date of cancellation of his/ her admission in the hostel.

8. Notice for interview or admission:

- (i) A notice put up on the DSW office or hostel notice board or published in the local news paper or the University Website shall be deemed to be adequate notice for interview or admission.
- (ii) Every applicant for admission shall furnish along with his/her application form a character certificate from the head of the institution he/she last attended, a copy of the fee receipt of the course being pursued, identity card of the University and a medical fitness certificate.

9. **Who can be admitted?** - A regular student of a degree course of the University is eligible for admission on the basis of merit. The hostel facility is meant only for a student who makes an upward movement in his/her academic career.

10. Who cannot be admitted? -

- (i) A student of the University of Allahabad residing within the territorial limits of the University (within 25 km) as defined in the University Act 2005 with his/her parents or financially supporting guardians shall not be admitted/ readmitted to a University hostel.
- (ii) A student who has failed or dropped out in the University examination (including second examination) shall not be admitted/ readmitted to any University hostel. However, he/she may be considered as a fresh candidate in a fresh course of study for the purpose of hostel admission following the admission procedure of the university and applicant's merit in the respective new course of the study.
- (iii) Students enrolled for Diploma/Certificate or part time courses only shall not be entitled for admission to any University hostel.

(iv) A student, who has been expelled, rusticated or is under any suspension for any act of indiscipline during the course of his/her studentship shall not be considered for admission/readmission to the University hostels.

(v) The admission to a hostel of an expelled/rusticated/suspended student shall stand cancelled automatically and he/she will have to vacate the hostel within the 7 days from the date of expulsion/ rustication / suspension. However, such student will be eligible for re-admission if they are not found guilty and are exonerated of the charges, provided there is vacancy in the hostel.

11. Admission of the students of professional courses and research students: The students of the professional courses shall be admitted to the Shatabdi Boys and Sarvapalli Radhakrishnan Hostel (in case of a male student) and Kalpana Chawla and Mahadevi Verma Girls' Hostel (in case of a female student). A student of the professional course will have to pay the professional hostel fee to be decided from time to time by the Vice-Chancellor on the recommendation of the Dean Students Welfare. A male student admitted to the professional degree course in the University may also be admitted in the International House provided there are vacancies after the admission of foreign students.

12. Term of the hostel:

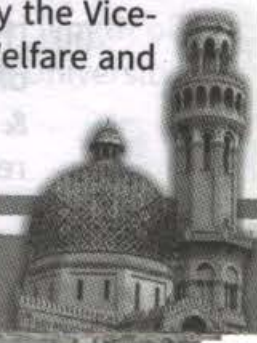
(i) The term of the hostel shall be as per academic calendar of the University calendar.

(ii) A special provision may be made by the Vice-Chancellor on recommendation of the Dean Students Welfare for the extension of stay beyond the last date of academic calendar for such residents of the hostel whose examinations to which they are admitted in the University are not over till the last date of academic calendar. Such extension may be granted only up to the last date of the examination of the concerned resident of the hostel and he/she will have to vacate the hostel immediately.

13. Provision for summer hostel during vacation:

(i) The University hostels shall be vacated for a minimum period of one month during summer vacation to enable the hostel and University administration to attend the maintenance and other matters related to the hostel. If certain residents of the University hostels have applied in writing for stay in the hostel during the summer vacation and if the University officers and authorities are of the opinion that the circumstance(s) warrants the stay of residents in the hostel, in such case the University may declare one of its hostels as Summer Hostel and lodge such residents of the University Hostels in the designated/ marked Summer Hostel of that academic year only for the summer vacation and he/ she has to vacate the Summer Hostel immediately after the end of the cause/ reason of stay or the end of the summer vacation, whichever is earlier.

(ii) Residents of the University hostels permitted to stay during the summer vacation in the Summer hostel shall have to pay "Summer Hostel Fee" which shall be decided by the Vice-Chancellor from time to time on the recommendation of the Dean of Students' Welfare and advice of the Finance Officer.



14. Duration of stay in hostel:

- (i) A student will be admitted/readmitted to the hostel for the duration not exceeding the minimum duration of the specific degree course to which the student is admitted in the University.
- (ii) Subject to the provisions of Rules 9 & 10 above, the maximum duration of stay in one hostel or in several hostels cumulatively shall be not more than -
 - a) **Eight years** if a student enters in a hostel as a UG student and goes up to D. Phil. Degree or enters in UG, LLB and PG or UG, PG or LLB courses.
 - b) **Five years** if a student enter in the hostel as a PG student and go to pursue D.Phil. Degree.
 - c) **Three years** for those students who enter the hostel as a D. Phil. scholar. The duration for a D. Phil scholar shall be counted from the session of admission in the hostel.
 - d) The duration of stay in the hostel for D.Phil. students may be extended for 10 months provided that a proper application forwarded by DPC of the concerned Department and recommendation by the Dean Students Welfare. Any application submitted for this purpose should be through proper channel ie. forwarded by Superintendent and recommended by the Warden of the concerned hostel.

Provided further that the admission to a research degree programme of a candidate who has earlier not been bonafide resident of any of the University hostels may be admitted to International House subject to availability of vacancies therein.

15. Readmission: An erstwhile bonafide resident of the University hostel seeking readmission must apply on the prescribed format for readmission and deposit his/her readmission dues along with the arrear of the previous term, if any, not later than the date prescribed and notified by Dean of Students' Welfare.

16. Foreign students: Admission will be granted in the International House to male foreign students while the female foreign students will be admitted in the Hall of Residence (hostel) on the recommendation of the Foreign Students Advisor with due endorsement of the Dean of Students' Welfare.

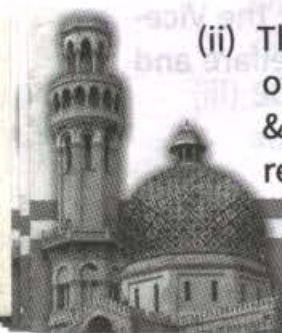
Chapter 2 : Fees, Rent and Other Charges

17. Fee-structure:

(i) Following shall be the fee-structure for all the University Hostels:

Cultural activities	Rs. 0500/-
Games	Rs. 1000/-
Hostel maintenance and Users Charges	Rs. 2000/-

(ii) The entire cost of electricity and water charges will be equally divided among the residents of the hostel. However, the initial electricity and water charges of Rs. 8000/- for single room & Rs. 7000/- for double room for a session to be charged at the time of admission/readmission.



- (iii) In addition to the above, every admitted/re-admitted student shall pay:
- Rs. 500/- as admission fee. (Only newly admitted students)
- (iv) Summer Charges: It will be decided by the Hostel Admission Committee every year.
- (v) A JRF/SRF who is entitled for House Rent Allowance (HRA) from the funding agencies like UGC/CSIR/DST etc. and who wants to avail the Hostel facility will be charged the hostel fee equal to HRA.
18. **Rent:** A resident of the hostel shall pay a rent of ten months for the term for which they have been admitted or readmitted. The monthly rent for a single seated room will be Rs. 300/-, for a double seated room Rs. 200/-.
19. **Mode of payment:** All fees, rent and other charges shall be paid by the residents either through a bank draft or a banker's cheque payable to the Superintendent of the hostel concerned.
20. (a) **When to pay:**
- A student, if admitted after the beginning of the session, shall pay the admission fees, hostel dues and room rent from the commencement of the academic calendar.
 - In a situation where the University session for any course is extended beyond last date of academic calendar, every resident belonging to that course will pay all the charges for readmission.
- (b) **Refund:** If a student leaves the hostel during the term or end of the term or on completion of the course or completion of the maximum duration of stay in the University Hostel (s), he/she shall be entitled to the refund of caution money as per hostel rules.

Consequences of non-payment: In case, a resident of the hostel fails to deposit his/her hostel fee or other dues within the time prescribed by the hostel authorities, he/she shall be liable for punishment leading to the suspension and expulsion from the hostel. Further, the process of eviction shall be conducted by the proctor and to be assisted by Dean Students Welfare or any assistant DSW nominated by the DSW.

Chapter 3 : Attachment

22. **Attached member:** A University hostel may permit a regular student of the University to get attached to any hostel of the University. The student will be called "Attached Member". In this context the 'Attached Member' refers to a member who is not admitted to any University hostel but participates in different activities of the hostel.
23. **Attachment a discretion:**
- The attachment to a hostel will be entirely at the discretion of the Warden and the Superintendent and consideration will be given to high academic/cultural/ sports performance and also activities fostering corporate life of the hostel. The total length of attachment will not be more than eight years in any case or till he remain regular University student, whichever is earlier.



- (ii) The attachment or re-attachment will be made for an academic session only. A student who is an attached member of any of the University hostel cannot seek attachment to another University hostel.
 - (iii) An attached member will be entitled to all the facilities provided by the hostel but he/she cannot claim admission to the hostel at any stage as a matter of right.
 - (iv) A member attached to the University hostel will be governed by the Hostel Rules of the University in the matters relating to discipline and conduct and he/she will be answerable to the Superintendent and Warden of the hostel concerned to which he/she is attached.
 - (v) Attached member cannot stay overnight in the hostel at any point of time, failing which he/she is liable to be punished as per the University and Hostels Rules and Regulations and his/her Attached Membership shall stand cancelled automatically and he/she cannot claim for the refund of the Hostel Admission Fee.
24. **Attachment fee.** The attachment fee will be the same as admission fee. The electricity and water dues will not be charged from the attached members.

Part II

HOSTEL INMATES

Chapter 1 : Discipline

25. **Copy of the Hostel Rule Book to be provided to every inmate:** A student admitted to a University hostel shall be provided a copy of the Hostel Rule Book and he/she will have to give an undertaking that he/she will abide by the rules mentioned therein.
26. **Power to maintain discipline:**
- (i) The Superintendent will maintain the general discipline among the resident of the hostel.
 - (ii) All serious breaches of discipline will be reported to the Warden by the Superintendent.
 - (iii) In all matters of indiscipline, the decision of the Warden shall be final.
27. **Appeal:** An appeal against the decision of the Warden may be referred only to the Vice-Chancellor through the Dean Students' Welfare.
28. **Panel of prefects:** The superintendent may nominate a panel of prefects to assist him/her in the discharge of his/her official duty.
29. **Proctor's authority to take action:** Without prejudice to the powers of the Hostel authorities to take action under the hostel rules in case of indiscipline by a resident, all cases of indiscipline amounting to violation of the law of the land, shall be reported to the Proctor for the appropriate necessary action. The process of eviction shall be conducted by the Proctor and to be assisted by the Dean students' Welfare (DSW) or Assistant DSW nominated by the DSW. During the process of eviction of room (s), hostel warden and superintendent shall also be present.



30. **Conduct Book:**

- (i) The Superintendent shall keep a Conduct Book in which entries shall be made with regard to each resident of the hostel.
- (ii) If a resident is found guilty of misconduct or disorderly behavior his name shall be entered in the Conduct Book along with the reasons for such entry. If a resident's name is entered thrice he/she shall be liable to face disciplinary action leading to suspension or expulsion from the hostel.

31. **Punishment for an act of indiscipline:**

- (i) Any resident found guilty of indiscipline, defiance of orders, rowdy behaviour or any other misconduct is liable to a fine of Rs. 500/- which may extend to removal or expulsion from the hostel. However, in such cases (removal or expulsion from the hostel) a prior approval of the Dean of Students' Welfare shall be compulsory.
- (ii) A resident of the hostel found guilty of moral turpitude shall be expelled from the hostel.

32. **Repeated acts of indiscipline shall be dealt with strictly:** The acts of indiscipline shall be punishable with warning by the Superintendent of the hostel. In case of repeated violations despite warning, entry in the Conduct Book shall be made and the matter shall be reported to the Warden for necessary action who may impose a fine not exceeding Rs.1000/-. Three such entries will entail expulsion from the hostel.

Chapter II

Allotment of Rooms and Unauthorized Occupation

33. **Change of rooms:** After an applicant has been admitted or readmitted he/she will be allotted a room by the Superintendent of the hostel concerned to which he/she is admitted. No resident of the hostel is allowed to change the room allotted to him/her in the hostel without prior permission of Superintendent. The Superintendent at his/her discretion may at any time change the room of a resident without assigning any reason thereof.

34. **Room occupied other than the allotted one shall entail punishment:** Where a resident is found occupying a room other than allotted to him/her by the Superintendent, he/she shall be liable to a fine of Rs. 1000/- and if he/she continues to occupy the same despite the order of the Superintendent he/she may be expelled from the hostel.

35. **Procedure for declaring unauthorized occupancy:** If a resident fails to vacate the room of the hostel after the prescribed period of stay, a final notice shall be served upon him/her by the Superintendent of the hostel. The resident shall be required to vacate the room within 72 hrs. In case if a resident fails to vacate the room even after the period of 72 hr she/she shall be treated an unauthorized occupant and shall be liable to stern disciplinary action.

36. **Committee to take appropriate action:** Where any disciplinary action is taken by the hostel



authorities against a resident, an unauthorized occupant or a trespasser and in their opinion the University authorities in addition to the action taken by the hostel authorities is also desirable, the matter shall be referred to a committee consisting of the Dean of Students' Welfare, Proctor and the Warden for necessary and appropriate action. Where the trespasser is not a University student, the matter may be reported to the police by the hostel authorities.

37. **Liability of the resident for Trespasser's stay in room:**

- (i) Any person, not being an authorized guest or visitor, staying or found in room of a hostel resident after 9.00 P.M on any day, will be deemed to be a trespasser and the resident in whose room such a trespasser stays or is found, shall be deemed to be guilty of lodging a trespasser and such resident of the hostel shall be liable to face disciplinary action.
- (ii) In case an additional bedstead is found in the room of an inmate, he/she shall be deemed to be guilty of lodging a trespasser.
- (iii) A resident of the hostel if found guilty of lodging any unauthorized person shall be imposed a fine of Rs. 500/- per day for the period of stay of such unauthorized person. The period of stay will be determined by the Warden on the advice of the Superintendent of the hostel. Furthermore an act of lodging an unauthorized person in the hostel by a resident of the hostel may entail disciplinary action against such resident.

38. University reserves the right to take action against a trespasser. The University reserves the right to take action against a trespasser according to the law of the land, including rustication from the University if the trespasser is a student of the University.

Chapter III

Hostel Property, Staff, Medical assistance, Amusement and Meetings

39. **Property and furniture:**

- (i) Every bona fide resident of the hostel will be provided a bed, a table and a chair apart from fitting and cupboards fixed in the room. Residents must handover charge of hostel property in their use before vacating their rooms. Any damage to the hostel property shall be made good by the resident concerned.
- (ii) All the residents of the hostel concerned shall be responsible for the security of their property. They must not leave their rooms unlocked in their absence.
- (iii) A resident of the hostel is not allowed to keep any furniture in the room of the hostel other than those issued to him by the hostel authorities in their room. A fine of Rs.1000/- per such item of furniture may be imposed by the Superintendent, if a resident is found guilty of violating this rule.

40. **Common Hall or Reading Room:**

- (i) The Common Hall or Reading Room will remain open only during the time specified by the Superintendent.



- (ii) No newspaper or magazines except those exclusively provided for the Reading Room of the hostel, shall be placed on the table without the permission of the Superintendent.
- (iii) Newspapers and periodicals must not be removed from the table of the Reading Room without the permission of the Superintendent.
- (iv) No furniture of the Common Hall or the Dining Hall shall be taken out. No vehicle is allowed in the Common Hall or Dining Hall.

41. Causing damage to hostel property:

- (i) Any resident of the hostel is not permitted to make the corridors, dining hall, reading rooms and common rooms dirty or cause damage to the hostel building, fittings, furniture and the fields. Breach of this rule will be punishable with a fine of Rs. 1000/- and the cost of repairs or replacement of the damaged property of the hostel to be realized by the Superintendent.
- (ii) Bathing in the corridors of the hostel or in the open is strictly prohibited. A fine not exceeding Rs. 500/- may be imposed for the breach of this rule.

42. Vehicles:

- (i) A resident of the hostel desirous to keep Motorcycle/Scooter may do so with the special permission of the Superintendent. In no case a resident of the hostel shall be permitted to keep or park Light Motor Vehicles (Car, Jeep etc.) and Heavy Motor Vehicles (Truck, Bus etc.) in the premises of hostel either his/her own or borrowed or brought to the hostel by his guest. All the two wheelers in possession of the residents of the hostel shall be registered in a Register maintained by the Superintendent. It shall be the duty of the owner of the vehicle to provide certified documents (registration and insurance papers) of the vehicle to the Superintendent of the hostel concerned.
- (ii) A resident of the hostel who fails to provide a certified copy of the documents related to his vehicle shall not be permitted to keep the vehicle on the hostel campus. A vehicle must be parked at the specified place(s) only. Penalty of Rs. 500/- for every breach of this rule shall be levied.

43. Staff:

- (i) University staff in hostel must be treated with respect. Any misbehaviour on the part of the staff should be reported immediately to the Superintendent. Resident(s) of the hostel shall not punish a staff on any account. Breach of this rule may lead to disciplinary action against such resident(s) of the hostel.
- (ii) Under any circumstance a resident of the hostel shall not interfere with the work of the office assistant. A resident of the hostel if found guilty of disorderly behaviour on the hostel campus shall face disciplinary action for the same.

44. Sickness:

- (i) All cases of sickness shall be reported immediately to the Superintendent. A resident of the hostel suffering from a contagious or infectious disease shall be removed to the University Dispensary.



- (ii) Medical aid subject to the rules of the University Dispensary will be provided to the residents of the hostel. A resident of the hostel desirous of calling a private medical practitioner may do so only with the permission of the Superintendent. In such cases the resident of the hostel will bear all costs in connection with his/her treatment.
45. **Noise pollution:** Playing music, radio or television is not allowed in the hostel premises without the previous permission of the Superintendent. Breach of this rule will be treated as misconduct, entry for which may be made in the Conduct Book.
46. **Prior permission to hold meetings is required:**
- (i) Students of the University including the residents of the hostel shall not be allowed to hold any meeting or organize any activity in the hostel or in its premises without a written permission from the Superintendent.
 - (ii) Students and residents of the hostel shall maintain necessary decorum in all the functions and meetings held in the hostel. Any one found guilty of causing disturbance or disobedience shall be liable for a strict disciplinary action.
 - (iii) Except in unavoidable circumstances, no meeting can be held in the Reading Room.
47. **Strike of any kind is a serious breach of discipline:** Resort to hunger strike or any other form of strike by the residents within the hostel premises shall be deemed as a serious breach of discipline inviting stern disciplinary action.

Chapter IV : Attendance and Leave

48. Attendance:

- (i) In case of students residing in a hostel, no student will be allowed to appear at a University examination, unless he/she has kept 80 percent of the hostel attendance. But the Vice-Chancellor may in a special case, on the recommendation of the Warden, allow a period of grace not exceeding 20 days.
- (ii) A resident of the hostel is expected to be in his/her room by 9.00 p.m. A resident of the hostel can not leave the hostel after 9.00 p.m. However, only under special circumstances and with the prior permission of the Superintendent, resident of the hostel can stay out of the hostel after 9.00 p.m.
- (iii) Every resident of the hostel must, not later than 15 minutes after 8.00 p.m. or such other time as may be fixed for the purpose by the Superintendent, sign his/her name in the attendance sheet in the room in the presence of the prefect. These sheets will then be delivered to the Superintendent the same night.
- (iv) Attendance shall be taken on all days except on holidays extending to four days or more.

49. Leave:

- (i) No resident of the hostel may be allowed to stay away from the hostel during the term without the prior permission of the Superintendent. Permission ordinarily will not be

granted unless application is accompanied with a written request from the applicant's parents or a legal guardian. Absence without leave will be regarded as a serious breach of discipline and as a consequence thereof the resident concerned will be liable to a fine or expulsion or dismissal from the hostel.

- (ii) Failure to return on the first day of the term or over staying of leave will normally be considered as absence without leave and will be penalized as such.

Chapter V

Electricity and Water

50. Limits of use of electric power:

- (i) In any case an electrical appliance in excess of 200W is not allowed to be used by a resident of the hostel individually or collectively. A fine of Rs. 1000/- may be imposed for the first three breaches by the Superintendent of the hostel concerned if a resident is found violating this rule. Subsequent breaches will result into expulsion of the resident from the hostel.
- (ii) A resident of the hostel is strictly prohibited to use lamps having a rating of more than 100 W. In no case a resident is permitted to use Mercury Vapor, Self Ballasted Mercury Vapor, Metal Halide, High & low Pressure Sodium and Xenon arc bulbs. A fine of Rs. 500/- may be imposed for violating this rule.
- (iii) A resident must switch off all the electric gadgets i.e. bulb(s), fan(s) etc. before leaving his /her room. If the room of a resident of the hostel is found locked for a period of more than 24 hours and the bulb(s) /tube-light(s) /fan(s) or any other electrical appliance is found to be on then a fine of Rs. 100/- per day will be imposed on the concerned resident by the Superintendent of the hostel.

51. Payment of electricity and water bills: If amount realized for the payment of electricity and water bills from the residents of the hostel at the time of admission/ readmission falls short an additional amount may be realized for the purpose from the residents of the hostel during the term as and when required.

52. Tampering, removing or damaging any electric or sanitary or internet fittings etc: A resident of the hostel if found guilty of tampering, removing or damaging any electric or sanitary or internet fittings from verandahs or toilets or premises of the hostel will be liable to face disciplinary action in addition to a fine of an amount equal to the cost of the damaged electric or sanitary or internet fittings and the labour charges.

Chapter VI

Mess and Canteen

53. Mess to be run by residents:

- (i) Cooking in rooms is strictly prohibited.



- (ii) Residents of the hostel are expected to make their own mess arrangement either in a general or a private mess. However, the cooks and the management of such mess shall be under the control of the Superintendent.
 - (iii) In case of a breach of this rule the resident may be imposed a fine as decided by the Superintendent.
54. **Centralized mess:** In case the hostel administration runs a centralized mess the system of private mess or messes in such hostel shall not be allowed.
55. **Contractor to run a canteen:** If required a contractor may be appointed to run a canteen for providing breakfast, snacks and afternoon tea to the residents.
56. **Room service not allowed:** Residents are not allowed to take their meals to their rooms except in case of illness and that too with the permission of the Superintendent. Residents are not permitted to seek room service from the mess or the canteen.

Chapter VII

Visitors and Guests

57. **Prior permission of the Superintendent is required:**

- (i) Guest(s) will be allowed only after a written permission from the Warden and the Superintendent has been obtained.
- (ii) No outsiders shall visit the hostel after 9.00 p.m. Those who have visitors without the prior permission of the Superintendent will be liable for punishment including instant removal.
- (iii) A resident who lodges a guest in an unauthorized manner or in violation of the above rules will be liable to be expelled from the hostel.

58. **Relatives or friends not allowed:**

- (i) Any resident of the hostel is not allowed to lodge his relatives or friends in the hostel. However, in case of serious illness of a resident of the hostel certified by the Medical Officer of the University, one family member/ relative or a friend may on the permission of Superintendent approved by the Warden, be allowed to stay in the hostel for not more than 2 nights.
- (ii) An erstwhile bonafide resident of the hostel may on a written application submitted by him to the Superintendent, be allowed at the discretion of the Superintendent to stay for not more than three days at a time.

59. **Students of the University:**

- (i) Under no circumstance a student of the University shall be allowed to reside in the hostel as a guest.
- (ii) A student of the University or any person if found residing in a University hostel without valid admission shall be declared an unauthorized occupant. A student of the University

shall be liable for a disciplinary action against him whereas a non student shall be liable to police action.

60. Visiting days for Girls' hostels:

- (i) The visiting days for the Girls hostel shall be Sundays, Wednesdays and Fridays between 4 to 7.00 p.m. On Sundays visitors are also allowed between 7 a. m. and 11.00 a.m.
- (ii) Local guardian and visitor will be allowed to meet the resident only on production of their 'Identity cards' which have their photographs duly attested by the Superintendent under her seal and signature.
- (iii) Even parents and/or legal or bona fide local guardians shall require the permission of the Superintendent for meeting their ward.

61. Permission to stay out:

- (i) Residents of the girls' hostel shall not be allowed to remain out of the hostel after 7.00 p.m. in summers and after 6.00 p.m. in winters. However, on a written request of a bona fide local guardian of the resident the Superintendent may allow her to return to the hostel latest by 9.00 p.m. This permission shall be granted only for three evenings in a month.
- (ii) Residents who desire to go out of the hostel for a few hours for shopping or for going to movies or for any other valid reason shall be allowed to leave the hostel only after obtaining prior permission of the Superintendent.

62. Over night stay permission.- Residents of the girls' hostel shall be allowed to stay out overnight for four nights in a month and gazetted holidays if the permission has been sought in writing from their parents or their bonafide local guardians.

Part III Miscellaneous

63. Notices:

- (i) No notice which does not bear the signature or the counter signature of the Superintendent shall be put on the notice board or circulated to the residents of the hostel.
- (ii) Residents must not mutilate or deface the notice board of the hostel. Violation of this rule shall invite severe punishment.
- (iii) Where a notification or communication to the residents, applicants or others is considered necessary, a notice of the Superintendent put up on the Notice Board will be considered enough. Residents should see the notice board regularly and follow general or specific instructions given from time to time.
- (iv) Where these rules provide for a notification or prescription or where a communication to the residents of the hostel or applicants for admission/readmission to the hostel requires a notice by the Superintendent, notification given on the Notice Board of the hostel concerned shall be deemed as adequate for the purpose. Any damage to the Notice Board and notice shall be considered as punishable offence.



64. **Change of course of study:** If a student desires to change his/her course of study after the admission to the hostel, he/she shall be required to seek prior permission of the Superintendent in writing for such change and he/ she may be asked to shift to other hostel marked for that course. A student who fails to seek such permission his/her admission from the hostel is liable to be cancelled.
65. **Licensed fire arms, knives, and contraband material etc. not permitted:** Residents shall not be permitted to keep any licensed fire arms, knives, and contraband material etc. in the hostel room under any circumstances whatsoever. A breach of this rule shall lead to the expulsion of the student from the hostel without any inquiry.
66. **Drug or alcoholic drinks not permitted:** Residents will not be permitted to use any hallucinogenic drug or alcoholic drinks. Even possession of these prohibited drugs/drinks will render them to severe disciplinary action including expulsion from the hostel.
67. **Amendment etc:** The Vice-Chancellor may, suo moto or on the advice of Dean of Students Welfare, by special or general order, any time amend, rescind, add or delete these rules. The Warden may make general or special regulations duly approved by the Dean of Students Welfare for the observance of these rules as also for the conduct of the affairs of the hostel and the activities of the residents of the hostel. The Superintendent or Assistant Superintendent shall have the authority to make appropriate administrative orders under these rules.

THE SCHEDULE

List of Hostels (See rule 1)

Boys Hostel

1. Dr. Amaranatha Jha Hostel
2. Diamond Jubilee Hostel
3. Sir Ganganatha Jha Hostel
4. Sir P.C. Banerjee Hostel
5. Sir Sunder Lal Hostel
6. Dr. T.C. Hostel
7. Dr. S. Radhakrishnan Hostel
8. Shatabdi Boys' Hostel

Girls Hostel

1. Sarojini Naidu Girls' Hostel
2. Priyadarshini Girls' Hostel
3. Kalpana Chawla Girls' Hostel
4. Shatabdi Girls' Hostel
5. Mahadevi Verma Girls' Hostel
6. Hall of Residence Girls' Hostel*

9. International House : For Foreign students (Boys)

* Foreign Girls students will also be accommodated in Hall of Residence.