



Ref. No. SU/BOM/1.6.

Date 31/03/2024

HOSTEL RULES AND REGULATIONS

Students admitted to the hostel are assumed to be a prudent person, having sufficient maturity to enable them to live in an adult environment. Such living involves full respect for the rights of others, regard for self-discipline, high standard of honesty, and enviable moral conduct. These regulations have been framed not to restrict the conduct of individuals but to ensure that a multitude of students should live and work harmoniously together with the minimum of discord.

General Rules

1. Hostel residence is optional for all categories of students. The Hostel Accommodation will be allotted at the discretion of the Chief Warden on a "First Come First Served" basis. The allotment will be done on the condition that the student agrees to abide by the rules and regulations of the hostel.
2. The Chief Warden may refuse to allot the Hostel Accommodation without assigning any reason/remove a resident from the hostel at any time on disciplinary grounds, in which case, the student may even be required to vacate the accommodation without any prior notice.
3. Student may also be required to shift to alternate accommodation at short notice due to administrative reasons, if any situation arises so.
4. For payment of Hostel Fee, the Academic Session will be considered as defined by the University from time to time and the same will be notified in the shape of an Academic Calendar for all the programs where the admissions are not being governed by regulatory bodies and admissions are not being done through centralized counselling by the State Government. The Academic Session for the programs being governed by the Regulatory Bodies through Centralized Counselling will be considered from the date for commencement of classes as specified by the Regulatory Body.
5. Partial Hostel fee will not be accepted by the University.
6. Once paid, the hostel fee will neither be refundable nor transferable.
7. All the hostellers who proceed for vacation or outside the University shall deposit the key of their room with the respective Hostel Warden.

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Hotel Rules


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8. Hostel accommodation (if available) will be provided to the students for a period equal to the duration of the concerned course. However, if a student fails in the year-end examination (two semesters) and, hence, is not promoted to the next higher classes as per the provisions of the course ordinance, he/she shall not be allowed to stay in the hostel.
9. Up-gradation of hostel room is allowed, if available and permitted, subject to clearance of difference of charges. Furthermore, this facility can only be availed once in each academic year.
10. Students seeking admission to the hostel shall apply on a prescribed application form only.
11. Once allotted, rooms cannot be changed by hostel residents unless permitted otherwise. Furthermore, requests for room allocation with a specific location or partner(s) shall not be entertained.
12. Hostel residents are permitted to watch TV located in the Common Room of the hostel until 10.00 P.M. only.
13. Attendance in the hostel will be recorded using the biometric system. Those who are found out of the room after the specified time will be marked absent. If any student is found absent from the room during a surprise check at night, the matter will be reported to the Hostel Committee for further necessary disciplinary action, as per the hostel rules and regulations.
14. Ragging and/or harassment of any kind to other students is strictly prohibited. Necessary disciplinary action shall be taken against the offenders as per the Hon'ble Supreme Court's guidelines on ragging.
15. Possession or consumption of drugs/alcoholic drinks/tobacco in any form/any other intoxicant or possession of any kind of ammunition/weapon of assault/fire-arm is strictly prohibited in the hostel and in the University campus. Those, who are found to be involved in such activities, will be expelled from the hostel and the matter will be further reported to the District Administration/Police.
16. Association of any hostel resident with any unlawful organization is strictly prohibited. If a hostel resident is found/reported to be involved in such activities by the University, the concerned hostel resident will be expelled from the hostel.
17. Use of electrical appliances of any kind is not permitted. Lights & fans should be switched off and water taps shut off when these are not in use.
18. Misuse of mobile phones in any manner including MMS, activities amounting to cybercrime and viewing of questionable websites in the campus is strictly prohibited.

19. Washing & drying of the clothes is not permitted except in the dedicated washing and drying area in each hostel.
20. Hanging of clothes in the balcony is not permitted.
21. Hostel residents are advised not to keep valuables with them in the room. Such items, if any, should be locked in their respective cupboards or any other safe place. The University shall bear no responsibility for the loss of such personal belongings.
22. Each hostel resident shall be responsible for the furniture and the electrical fittings provided in his/her room. He/she should get his/her room checked for furniture, fittings & fixtures etc. at the time of allotment and hand over the charge of the same along with the room key while vacating the room to the Warden.
23. In case of damage to any building, furniture or other university property, the cost of repair and/or replacement along with the appropriate penalty will be levied on those found to be immediately responsible. But, if the individual(s) causing the damage is unidentifiable, the cost of repair and penalty charge shall be recovered from all the residents of the hostel/block/room on a pro-rata basis.
24. While vacating the room, the resident must ensure that bills of all services availed by him/her are duly paid for speedy settlement of caution money. Submission of 'No Dues Certificate' on the prescribed form is essential.
25. The University reserves the right to open any room whenever required.
26. Hostellers will not be allowed to keep their vehicles in the campus. Pets of all kinds also prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
27. Hostel residents are required to divulge information if they have any medical problem(s) or are allergic to any medicine/food, immediately.
28. If any hostel resident(s) is suffering from a communicable disease or any other disease which requires constant medical attention, he/she shall vacate the hostel unconditionally and immediately on knowing the disease/ailment.
29. In case of any emergency/hospitalization, the University will contact the parents/local guardian of the hostel resident to inform them of the situation and take their advice. In the scenario where, due to any reason, the parent/local guardian could not be contacted, then the decision(s) made by the University will be final and acceptable by the parents/local guardian. All expenses incurred for the resident's treatment will be borne by the parents/local guardian.
30. Hostel Committee will appoint one or more student 'prefect(s)' based on academic merit/conduct/discipline to maintain harmony among the residents and the warden(s).

Visitors and visiting timing

31. Hostel residents are permitted to entertain their guest(s)/local guardian/parents in the Visitor's Room of the hostel only as per following visiting schedule :

Weekdays : 05.00 P.M. to 07.00 P.M.

32. No other individual(s) other than the hostel residents and university staff are allowed to enter the hostel premises.
33. Parents/local guardians/guests are not permitted to stay overnight in the hostel.

Mess Rules

34. The hostel residents are required to take their meal(s) in the mess only. The timings of meals shall be strictly observed.
35. No hostel resident is permitted to take meal(s) in the hostel premises/room(s). However, in case of illness, this may be allowed with the permission of the hostel warden.
36. The hostel residents must be dressed properly while going to the mess. They are not allowed in shorts or similar attire in the mess/campus.
37. The food in mess will be served in buffet style. The quantity of the food will be unlimited except in the case of special items. Wastage in any form should be avoided.

Absence from Hostel

38. Each hostel resident shall enter leave details in the 'Movement Register' kept in the Hostel.
39. Hostel residents must show their Hostel Identity Card, if so, required by any officer of the University at any point of time.
40. All the hostellers must take permission for leaving the hostel from their respective Hostel Warden and before leaving the campus, the hosteller must get endorsed the out time at Security Gate otherwise will be liable for disciplinary action as per the rules of the University. On working days, no permission to leave the hostel will be granted unless the student has obtained written permission from the parent/local guardian. Movement plan is mandatory for leaving the hostel; if a student is not reporting consistently for 3 days then the matter shall be reported by the respective warden to the Hostel Committee/concerned HOD/Dean.
41. If any hostel resident provides false information about his/her night stay out of the hostel, it will be considered as an act of indiscipline and will, warrant penal action.


Penal Action

42. Defaulting hostel residents shall be liable to fines/penalties for violation of rules as prescribed by the University.
43. The hostel rules are subject to change from time to time with the approval of the Competent Authority.
44. Maintenance of discipline is a prerequisite for admission to the hostels of the University. The defaulting hostel residents shall be liable to the fines/penalties for violation of rules as prescribed by the University from time to time.

Complaints and Representations

45. Complaints if any, applications shall be made in writing addressed to the Chief Warden. Complaints will be resolved expeditiously by the concerned Wardens themselves. Advice and assistance from the Chief Warden will be taken when needed. For investigation of any of the complaints, the Warden may call the concerned resident or hostel employees to his/her office.
46. Residents of hostels are not permitted to convene meetings of any sort in the hostel premises without the prior permission of the Chief Warden. Disobedience of this rule will be severely dealt with.
47. The Chief Warden will be available round-the-clock on telephone and may be contacted in case of any emergency. The contact numbers of the Chief Warden and Hostel Wardens will be displayed on the Notice Boards of each hostel.
48. An appeal against fines/penalties/other actions shall lie with the Vice Chancellor who will have full authority to reject the appeal or reduce, enhance or modify the action taken by the Competent Authority.

**For a healthy and joyful life, always treat the hostel as your home
and keep it neat and clean.**


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