

# **Rules and Regulations Governing Hostel Administration**



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**VBS Purvanchal University, Jaunpur-222003 (U.P.)**

*A NAAC Accredited University*

**(Established under U.P. State University Act, 1973)**

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## **Hostel Warden's Contact Numbers**

<b>Boys Hostel</b>	<b>Warden</b>	<b>Contact Number</b>
Charak Hostel	Mr. Praveen Kumar Singh	9839060338
Dr. C.V. Raman & APJ Abdul Kalam Azad Hostel	Dr. Amrendra Kr Singh	9415376844
Vishwakarma Hostel	Dr. Dharmendra Singh	9721688766
<b>Girls Hostel</b>	<b>Warden</b>	<b>Contact Number</b>
Draupadi Hostel	Dr. annu tyagi	7906496390
Meerabai Hostel	Mrs. Puja Saxena	9889334904

# VEER BAHADUR SINGH PURVANCHAL UNIVERSITY, JAUNPUR



## *Rules and Regulations Governing Hostel Administration*

### **Introduction**

V.B.S. Purvanchal University was established in 1987 to spread the light of knowledge in the country; it is situated 10 kms far from Jaunpur city on Shahganj road. The University campus is spread in an area of 172 acres, providing infrastructure facilities such as administrative block, central library, academic building, engineering college, student facility centre, seminar hall, quarters for faculty and non-teaching staff, hostels for students, guest house, stadium, open air theatre etc. inside the campus.

### **Preface**

Veer Bahadur Singh Purvanchal University is a premier institute of national importance. The University is successfully running various technical and professional courses in its campus. They are Bachelor's Degree in Pharmacy (B. Pharm.), B.Sc. B.Com (Hons.), B.A.LL.B., Engineering and Technology in Computer Science and Engineering, Information Technology, Electronics and Communication Engineering, Electrical Engineering, Electronics and Instrumentation Engineering and Mechanical Engineering. PG Programmes in Management (MBA, E-Commerce, Agri-Business, HRD, Business Economics, Finance & Control), MHRD. The university offers the post graduate program in Applied Sciences (Biotechnology, Biochemistry, Microbiology, and Environmental Science). It also offers post graduate program in Applied Social Sciences (Applied Psychology, Mass Communication) over a decade. The University is planning to open more courses shortly in its campus to cater to the increasing need of professionals in different fields.

More than 1000 students may be resided in University hostels at a time. General rules and regulations governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related with the hostel sector. In this sense, this booklet will serve as basic framework for administration of the hostel sector. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from Chief Warden, who will resolve such issues in consultation with Registrar. Vice-Chancellor reserves the right for changes and additions in the rules and regulation as and when required.

### **General**

A student pursuing his/her studies at Veer Bahadur Singh Purvanchal University, may reside in hostel, owned and maintained by University during the studentship of the academic programme. The University may provide hostel at its campus. The information regarding hostels is being provided on the University website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. **The Vice-Chancellor reserves the right to amend any of the provisions at any time without assigning any reason.**

## **1. HOSTEL ADMINISTRATION**

1.1. The following officers shall constitute the Hostel administration:

- a) Chief Warden
- b) Warden

Other staff associated with the hostel administration.

- a) Ward boy
- b) Hostel Attendant (For girls' hostel)
- c) Supervisor, Electrician, Plumber and Driver (Attached with the office of Chief Warden).
- d) Sweepers

## **2. DUTIES AND RESPONSIBILITIES**

General duties and responsibilities of the various position holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time with the approval of the Vice-Chancellor.

### **2.1. Chief Warden**

2.1.1. To ensure overall administration of all the hostels and office of the Chief Warden.

2.1.2. To establish coordination with Wardens/Assistant Wardens of various hostels for smooth running of day to day routine work of hostel.

2.1.3. To act as Chairman of all Committees as called by him or by any Warden/Assistant Warden and to ensure the resolution taken are in the betterment of the students and in the interest of the University.

2.1.4. To maintain data base of students through the office of the Chief Warden.

2.1.5. To make the policy for allotment of hostels to students and deposition of hostel fee.

2.1.6. To ensure discipline in the hostels.

2.1.7. To implement the decisions taken by the University authorities.

2.1.8. To assist Registrar and Vice-Chancellor in working related with hostel sector.

2.1.9. To check the various registers and ledgers maintained by the Wardens/Assistant Wardens from time to time.

2.1.10. To sign cheques to make payment to the mess in charge, the diesel supplier, ward boys' wages and hostel attendants' wages jointly with the Warden.

2.1.11. To sign the cheques to make payment to the technicians attached with the office of the Chief Warden and sweepers working in the various hostel jointly with the Finance Officer of the University.

## **2.2. Warden**

2.2.1. To allot the rooms to the students as per the guidelines issued by the office of the Chief Warden.

2.2.2. To supervise the sports and cultural activities of students in the hostel.

2.2.3. Regular visit to hostel for better interaction with the students.

2.2.4. Nominate the students for constituting various committees like mess committee, generator committee, discipline committee, sports committee etc.

2.2.5. To supervise the working of ward boys, hostel attendant, sweepers and other hostel staffs.

2.2.6. To solve the day to day problems of the students.

2.2.7. To deal with the acts of indiscipline of the students.

2.2.8. Reporting the cases of serious indiscipline/ragging to the Proctorial Board for further action at the University level.

2.2.9. To ensure the quality of food in the mess.

2.2.10. To maintain the various registers and ledgers necessary for smooth functioning of the hostel from time to time.

2.2.11. Communicate with the parents/guardians of the inmates regarding indiscipline activity or misbehavior of the student in the hostel premises.

2.2.12. To maintain overall ambiance of the hostel premises.

2.2.13. To ensure proper maintenance of the rooms and hostel premises.

2.2.14. To send advance information to the Chief Warden about the monthly estimated bulk requirements for maintenance of the hostel.

2.2.15. To cater to the immediate minor requirements in the hostel through the use of monthly imprest money.

2.2.16. To sign the cheques to make payment to the mess in charge, the diesel supplier, ward boys and hostel attendants jointly with the Chief Warden.

## **2.3. Assistant Warden**

2.3.1. To assist Warden in maintaining hostel discipline and all other works mentioned above.

2.3.2. To advise and guide in smooth running of the Mess i.e. display of the menu and maintaining the quality of the food.

2.3.3. To check the account of the mess regularly and countersign the entries in various registers maintained by the mess in charge.

2.3.4. To maintain the leave record of the students and to keep a watch on the In and Out register.

2.3.5. Regular visit to the hostel to solve the day to day problems of the students.

#### **2.4. Ward boy/Hostel attendant**

2.4.1. Ward boy/Hostel attendant who will be available in the hostel in the normal working hours and as per time schedule decided by Warden/Assistant Warden. The time duration of working of a ward boy/hostel attendant shall be eight hours. Provided that in the interest of the hostel it may be extended.

2.4.2. Occupancy/vacation of rooms to/by the students. (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).

2.4.3. To ensure proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises.

2.4.4. To ensure proper water supply and drinking water arrangement in the hostel.

2.4.5. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.

2.4.6. Maintaining the record of the Guests/visitors.

2.4.7. Daily report to the Warden/Assistant Warden about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.

2.4.8. Supervise the work of helper, gardener, sweeper and security guards.

2.4.9. To bring the diesel for generator.

2.4.10. To perform all other hostel related work as ordered by Warden/Assistant Warden.

#### **2.5. HOSTEL ATTENDANT (FOR GIRLS' HOSTEL)**

2.5.1. The hostel attendant shall be appointed in girls' hostel only. The hostel attendant shall be appointed in accordance with the procedure laid down in Para 1.6 read with the proviso.

2.5.2. The duty of hostel attendant shall be as decided by the Warden/Assistant Warden.

#### **2.6. SUPERVISOR, ELECTRICIAN, PLUMBER AND DRIVER**

2.6.1. The supervisor, electrician, plumber, carpenter, welder and driver shall be appointed by the Registrar with the assistance of Chief Warden and in consultation with the Warden/Assistant Warden duly approved by Vice-Chancellor.

2.6.2. The work of the supervisor to supervise the job of all ward boys/hostel attendants working in all hostel.

2.6.3. The electrician, plumber, carpenter and welder shall have duty to repair the small damages in all hostels and discharge duties as entrusted by the Chief Warden according to their skill and knowledge.

2.6.4. The work of driver to drive the vehicle provided to the Chief Warden. Apart from that he shall be ready to carry the inmates of any hostel in case of any medical emergency during night (06:00 pm to 06:00 am). If the emergency is of such a nature that it becomes necessary to carry the inmates to the nearest hospital immediately, he shall perform the job. In exceptional case he may carry the inmate as soon as the information of medical emergency comes to his knowledge from any source even without the permission of Warden/Assistant Warden.

2.6.5. The abovementioned person shall have practical skill in the field concerned. At any time if he fails to accomplish any job, he may be terminated by Registrar on the recommendation of the Chief Warden. The Chief Warden shall consult Warden/Assistant Warden while doing so.

## **2.7. SWEEPER**

2.7.1. The sweeper shall be appointed by the Chief Warden in consultation with the Warden/Assistant Warden.

2.7.2. The work of sweeper shall be cleaning of the whole hostel premises including the latrines and bathrooms.

## **3. ACCOMMODATION**

3.1. Hostel accommodation is available to a student, who is registered in the University as a regular student either in undergraduate or post graduate programme. Accommodation will also be provided to the Research Scholar/Research Assistant of the University. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of University will automatically cease to be a member of the hostel.

3.2. The students, in case of boys' hostel, enrolled in first year in any course shall be allotted Vishwakarma hostel, for second year students Charak hostel will be allotted and for students of third year and fourth year Dr.C.V. Raman hostel and. However changes could be made depending upon the prevailing situations and circumstances. The student enrolled as Research Scholar/Research Assistant will be allotted Vishwakarma hostel, if vacant room is available. The students, in case of girls hostel, enrolled in first year in any course shall be allotted Meerabai hostel and for second year and onwards shall be allotted Draupadi hostel. However changes could be made depending upon the prevailing situations and circumstances.

3.3. The student enrolled as student in the University shall not claim hostel facility as a matter of right. The University reserves the right not to provide hostel facility to any student.

3.4. No student will have a right to occupy/stay in a room during long vacation/holiday (like Dusshera, Diwali, Holi, winter vacation, summer vacation etc.). **For the said vacations all hostels shall necessarily remain closed.** The duration of long vacation/holiday may be extended on the recommendation of the Chief Warden by the Vice-Chancellor which will only be applicable on hostels.

Provided the hostel may be opened during the long vacation/holiday for student and Research Scholar/Research Assistant on the recommendation of the Chief Warden subject to the approval of the Vice-Chancellor.

3.5. The student of any programme (specially of Science) if he/she is required to go for training which is the part of his/her course curriculum in IV semester or any semester is required to submit an application with the Warden/Assistant Warden after getting signed by his/her Head of the Department or appropriate authority.

3.6. The student of any course (specially of Computer Application) wishes to stay in the hostel for appearing in the semester examination and he/she is not currently resided but has been in the hostel for previous course of study in any year may be permitted subject to the approval of Registrar to stay in the hostel only for the examination period provided he/she must submit an application with the Warden/Assistant Warden requesting same after getting signed by his/her Head of the Department.

The student is also required to deposit the fee for the month in which the semester examination falls.

#### **4. ALLOTMENT OF ROOMS**

4.1. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Hostel Admission Form** containing local guardians' address and phone number etc. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.

4.2. The Hostel administration will generally provide for each occupant one bed, reading table, chair, almirah, fan, tube light (or compact florescent lamp), net connection point once for an academic session at the time of allotment. However damage in any of the thing mentioned above except tube light could be repaired/replaced. On arrival, student will report to the ward boy/hostel attendant and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

4.3. Room once allotted to a student for an academic year will not be changed, except in special situations with the permission of Warden/Assistant Warden.

4.4. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Warden/Assistant Warden immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden/Assistant Warden, disciplinary action will be taken against such illegal occupants.

4.5. Before vacating the rooms, the electrical installations including fan should be handed over intact, in addition to the furniture to the ward boy/hostel attendant. The student should fill up the **Room Vacating Slip** in duplicate and take no dues on one slip from the office assistant.

## 5. CODE OF CONDUCT

5.1. All residents are required to maintain standards of behavior expected from the students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the University campus.

5.2. All residents are required to always carry their valid Department Identity Card and Hostel Identity Card issued to them by the University and hostel administration respectively.

5.3. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

5.4. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment. If anything is found is damaged the student along with his/her partner shall be solely responsible.

5.5. Students should bring to the notice of the ward boy/hostel attendant any pending maintenance work (civil, carpentry, electrical, sanitation etc.) to be carried out in rooms, corridors, toilets or other areas in hostel premises.

5.6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for the purpose mentioned above. On such occasions, the Hostel administration will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.

5.7. The students should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.

5.8. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.

5.9. In case of damage to or loss of hostel property **the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as** decided by the Wardens/Assistant Warden on the report of ward boy/hostel attendant.

5.10. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall handover them to the ward boy/hostel attendant, failing which he/she will be charged a penal rent as decided by the Wardens.

5.11. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.

**5.12. Ragging of any kind is severely punishable as per the Supreme Court directives leading to expulsion from the hostel as well as from the University. Any violation of this rule by any student will be dealt with very severely as per the Supreme Court guidelines and University norms issued from time to time by the competent authorities.**

5.13. Fresher should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.

5.14. When the students committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

5.15. All students either hostellers or day scholars, are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and submit to office of Warden/Assistant Warden.

5.16. In the hostel premises, following are **strictly prohibited** –

- **Smoking**
- **Consumption of alcoholic drinks/drugs**
- **Gambling**
- **Intimidation or violence**
- **Willful damage to property**
- **Entering the hostel premises in intoxicated state**
- **Moving in the colony sector or near the Girls hostel premises after 07:00pm.**
- **Shouting and using abusive language in their own hostel or in other hostel premises and campus.**
- **Employing unauthorized persons for personal work such as washing clothes, etc.**
- **Cooking in room**
- **Using immersion rods, electric kettle, electric iron, heater, induction cooker etc.**
- **Creating noise through loudspeakers.**

5.17. Room services are strictly prohibited. However, sick diet may be served in room after taking permission from Warden/Assistant Warden.

5.18. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

5.19. The use of electrical appliances such as immersion rods, electric stove /heaters, iron, electric kettle etc. and such other items which are prohibited by the Proctorial Board from time to time are not allowed in the rooms. Such appliances, if found will be confiscated and a fine of Rs. 500.00 will also be imposed.

5.20. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not keep objectionable videos.

5.21. No student is allowed to keep two wheeler/four wheeler in the hostel campus. However the student may keep bicycle for local transport.

**5.22. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep the room locked. The student shall be held responsible for any damage in his/her room. Violations will attract suitable penalty and punishment as decided by authorities.**

5.23. In case any student has to stay out of hostel for a day or more for any reason, he has to inform the Warden/Assistant Warden and take his/her permission.

5.24. All inmates of the hostels must make entry in the In Out register available with security guard and hostel entry gate (for girls) whenever they go outside and come inside. They are also required to make entry in mess register in morning and evening.

5.25. The last time for in and out of the inmates would be decided by the respective Warden/Assistant Warden of the hostel in consultation with the Chief Warden.

## **6. GUESTS AND VISITORS**

6.1. No overnight guests are allowed in a students' room without permission of the Warden/Assistant Warden.

6.2. However in boys' hostels, the **parents (only father)/guardian of students may be allowed only in respective hostel's guest room.** The parent/guardian will be allowed only for a maximum period of two nights and one day. This will be permitted twice in a year. Provided the Chief Warden may permit for more than the period specified.

6.3. Male students/visitors/parents/guardians are strictly prohibited inside the girls' hostel. However mother may be allowed to stay inside of the inmate for a limited period of time depending upon the discretion of Warden/Assistant Warden.

6.4. Female students/visitors/parents/guardians are strictly prohibited inside the boys' hostels.

6.5. Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

## **7. REFUND OF FEE**

7.1. There shall be **no claim of refund of fee** by any student who is or has been the resident of hostel.

7.2. Only hostel caution money will be refunded after completion of the course by the student.

7.3. The students getting late admission in the hostel (only in case of Vishwakarma Hostel and Meerabai Hostel meant for first year student only) may be refunded only mess fee. The mess fee for the period for which mess facility remain suspended either due to closure of the hostel for long holiday which is mentioned in paragraph 3.4 or mess is not operated by unavoidable reasons may be refunded subject to the approval of Chief Warden.

7.4. In case mess is not operated due to misbehavior of students or impliedly mess manager is forced to leave the mess by the student, the mess fee shall never in any case be refunded for the period for which mess is not operated.

7.5. The mess fee shall be refunded on the beginning of new session for first, second and third year students of any course. However for fourth year students, the same shall be refunded at the end of the same session.

7.6. The students punished under para 8 with expulsion from the hostel shall have no right to claim refund of mess fee and they shall never be refunded the mess fee.

**7.7. The provision mentioned in this paragraph will have prospective effect from the session 2013-2014 to the students admitted in the session 2012-2013.**

## **8. DISCIPLINARY MEASURES**

8.1. Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments:

- (a) Expulsion from the hostel.
- (b) A record of his / her misconduct shall be made in his personal file.
- (c) The cost of damage shall be fully recovered from him/her together with penalty.
- (d) He/she shall also be fined commensurate with the offence committed.
- (e) The privilege of appearing for campus interviews may be denied, when he/she reaches the final year.
- (f) No recommendations shall be given to him/her for studies abroad.
- (g) Rustication from the University.

8.2. Any student found hosting/harboring an offender will also be liable to the punishments mentioned in rule 8.1.

8.3. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

8.4. All punishment mentioned in para 8.1 shall exclusively be decided by the Warden, Hostel concerned in consultation with the Chief Warden which depends upon the nature and extent of the act performed by the victim. The Chief Warden may also form an investigation committee of all wardens whose recommendations shall be considered for awarding punishment by Chief Warden.

8.5. Once the decision is taken shall be **final and irrevocable**.

8.6. The following interim punishment may be awarded to any student if he/she is found indulging themselves in any activity of indiscipline nature by Warden/Assistant Warden:

1. He/she shall be charged with a fine of **Rs. 500** or **suspension of hostel facility for a week\*** or with both.

\* There shall be no claim of refund of mess money during the suspension period.

2. He/she is supposed to vacate the room (in case of suspension of hostel facility) within 24 hours from the order of suspension and seven days of punishment shall be counted after vacating the room.

3. He/she is supposed to deposit Rs. 500 (in case of fine) in the Warden Account of hostel concerned within two days from the date of order. If the second day is the holiday/Sunday, the third day shall be taken into consideration for the last date of submission of fine.

4. If the abovementioned time period comes under the duration of long holiday, say, Dusshera, Diwali, Holi etc., this shall be the discretionary power of the Warden to provide the time period.

5. If he/she fails to vacate the room or deposit the fine (as the case may be) within the requisite time, **Rs. 200** shall be charged extra for non compliance of order and same shall be deposited in the Warden Account of the hostel concerned within the time given by Warden.

6. He/she shall give an affidavit/oath for not repeating such indiscipline activities in future on Indian non-judicial paper of Rs. 10.

7. If any electricity board, tube light frames, bulb holders etc. are found damaged of any corridor, all inmates of that corridor shall be liable for punishment. The punishment will be that they have to pay the cost of repairing of such damaged electricity board, tube light frames, bulb holders etc.

8. All correspondence shall be made with the parent/guardian of the inmates simultaneously.

9. In case of non-compliance of any final order by any inmate, he shall be permanently ceased to avail the hostel facility. The decision shall be final and irrevocable.

10. If any inmate accommodates or tries to accommodate any such inmate who is awarded by any punishment shall be liable to the punishment given in point 1.

11. The fine is required is to be deposited in **Warden, Hostel concerned account.**