

A GUIDE TO UNIVERSITY HOSTEL



w.e.f. Academic Session 2018-2019

**UNIVERSITY OF KOTA
KOTA**

HOSTEL ADMINISTRATION

Hostel Coordination Committee:

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| • Prof. Reena Dadhich, <i>Dean, Students' Welfare</i> | Convener |
| • Dr. Bhawani Singh, <i>Head, Deptt of Pure and App. Chem.</i> | Member |
| • Shri Prahlad Meena, <i>Accounts Officer (Account & Finance)</i> | Member |
| • Shri K R Choudhary, <i>Warden, S.P. Hostel</i> | Member Secretary |

Hostel Central Admission Committee :

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| • Chief Warden or Senior Most HOD | - | Convener |
| • Head, Dept. of Computer Science | - | Member |
| • Head, Dept. of Commerce & Management | - | Member |
| • Head, Dept. of Chemistry | - | Member |
| • Head, Dept. of Physics | - | Member |
| • In-charge, Dept. of Social Science | - | Member |
| • Hostel Warden | - | Member Secretary |
| <u>Special Invitee</u> | | |
| • Convener U.G. Science Courses | - | Member |
| • Assistant Director, Dept. of Physical Education | - | Member |

Office of the Saint Pipa Boys Hostel:

- | | | |
|---------------------------------------|-------------|------------|
| • Sh. K. R. Choudhary, Warden | Mobile No.: | 8764444474 |
| • Dr. Jagdish Verma, Office In-charge | | 7976484962 |

HOSTEL MANAGEMENT

1. The Saint Pipa Boys Hostel is under the charge of Warden who is responsible for its administration.
2. The Saint Pipa Boys Hostel Warden and the Coordination Committee will look after the general administrative problems of the hostel.
3. The Hostel Coordination Committee may recommend hostel related policy matters to the Vice-Chancellor.
4. Office In-charge will be responsible for maintain all the records and documents related to Hostel as per direction given by the Warden.

NOTE: Hostel rules, regulations and fee shall be modified by the University time to time.

FEE DETAILS

(A) Hostel Fee:

1. Hostel Admission Fee	₹ 500/-
2. Room Rent :	
• U.G Course	₹ 500/- per month
• P.G Course	₹ 750/- per month
• Ph.D. Course	₹ 1000/- per month
3. Water Charges	₹ 100/- per month
4. Electricity charges and electric plug point charges	₹ 50/- per month
5. Electric fan charges	₹ 50/- per month
6. Electronic gadget charges (Up to 5 Ampere, No power appliance are allowed)	₹ 50/- per month
7. Common room fee	₹ 50/- per month
8. Maintenance of common facilities	₹ 100/- per month
9. Hostel development fee	₹ 100/- per month
10. Hostel I Card	₹ 100/- per annum

(B) Hostel Security Fee:

1. For Indian Students	₹ 2000/- per annum
2. For Foreign Students	₹ 10000/- per annum

(C) Mess Fee:

1. Mess charges	On the basis of actual expenditure
2. Mess advance	₹ 5000/- per annum

Note : Admitted Candidates will deposit their fee through Bank Challan/NET Banking.

The bank details are given as under :

Name of Bank	Union Bank of India
Branch	Shrinathpuram, Kota
Account Name	UOK Income Account
Account Number	752902010000002
IFSC Code	UBIN0575291

Withdrawal of Security Money

The security money deposited will be refundable through account payee cheque after clearance of all dues, if any and if security money claimed within three academic sessions, to

be counted from the date on which the result of the final year examination for course is declared.

FEE FOR MID-TERM ADMISSION

- (i) For admissions before 15th January Full charges for 12 months, as the case may be.
- (ii) For admissions after 15th January 50% of the charges for 12 months, as the case may be.

Notes :

1. Room rent and other fee shown at monthly rates as above will be charged for 12 months from all the Research Scholar, P.G. and U.G. students.
2. Room rent and other fee payable for the session will be charged at the time of admission. Fee shall be accepted by bank *challan* or through NET banking. Inmate who fails to deposit the fee in re-admission cases before/on the prescribed date shall entail a fine of ₹ 25.00 per day for the next 7 days. After the expiry of the 7 days, the name of the defaulter shall be removed from the rolls and he will be liable to be expelled from the hostel. The inmate shall be disqualified for further admission / re-admission to the hostel.
3. Each hosteller shall get a '*No Dues Certificate*' from the warden while leaving the hostel or depositing tuition and other fee for the second term in his department.
4. At the end of the session, the Warden shall send lists to the Registrar, Comptroller, DSW, Director Research, Librarian, Controller of Examination, Heads and Course Coordinators for those hostellers against whom hostel dues are outstanding. Results of such defaulters may be withheld by the University.
5. If any hosteller does not vacate the hostel room within 48 hours after last examination, his result may be with held by the University.
6. *A student who is a ward of Defense personnel (or who himself is an ex-defense personnel) who was either permanently disabled or killed during :*
 - (i) *NEFA/LADDAKH operations of 1962*
 - or*
 - (ii) *Indo-Pak-War of 1971 (iii) Kargil War-1999 shall be exempted from payment of hostel room rent provided that : –*
 - (a) *The family is now permanently settled in Rajasthan.*
 - (b) *The family is not in receiving of a pension exceeding ₹ 10,000/- p.m. and*
 - (c) *The student submits a certificate in duplicate from the Commanding Officer of the unit concerned under the seal of his office in the proforma given below:*

CERTIFICATE

This is to certify that Shri / Miss / Mrs.
..... who is studying inis an Ex-Service person who has been rendered permanently disabled and is settled in Rajasthan/ is a dependent of Ex-Service person Shri / Miss / Mrs..... who has been killed / rendered permanently disabled as a result of hostilities in NEFA AND LADDAKH/Indo-Pak War 1971/Kargil War 1999 and has settled in Rajasthan. He is drawing a salary pension of ₹ per month (which is below ₹ 400/- per month).

Signature of the Commanding Officer
of the Unit concerned together with
the seal of his office

HOSTEL ADMISSION RULES

1. University of Kota provides Hostel accommodation on subsidized rates only. Therefore, the facility to seek admission in the University Hostel is restricted only to the students who are *bonafide residents of Rajasthan State*. However, the University Hostel administration may have discretion to allocate 10% of the Hostel accommodation to the students who are bonafide resident of any state other than Rajasthan.
2. Only those students who are admitted in the University Departments will be eligible for admission to the Hostel.
3. Preference to the SC and ST students will be given in admission in the *Saint Pipa Hostel*. If seats remain vacate, first admission goes to DIVYANG and then remaining seats will also be allotted to the Unreserved and OBC students also on the basis of faculty-wise merit.
4. Class wise allocation of seats given as under :-
Table No. 1 : Seats available (only for Session 2018-19)

Class wise seat allocation	Ph.D.*	Post Graduate**	Under Graduate***	Grand Total
Course wise Distribution of Seats	10%	70%	20%	100%
Number of Seats Available for Academic Session 2018-2019	14	94	27	135

Note:

- * *One third seats of Ph.D. students may be filled from the research scholars who have taken admission in previous admission process.*

*** 50% seats of postgraduate students will be filled by final year students.*

****Two third seats of undergraduate will be filled by second year students and remaining one third seats of undergraduate will be filled by first year students.*

Table No. 2 : Seats for fresh admission

Class	Ph.D.	Post Graduate	Under Graduate	Grand Total
Course wise Distribution of Seats	10%	70%	20%	100%
Number of Seats Available for Fresh Admission in each Academic Session	05	47	09	61

5. Merit list of applicants shall be made on the basis of marks obtained in qualifying examination. However, admissions will be made so as to ensure at least one seat to each department in the faculty during the same academic session. Distribution of vacant seats in each term will be made in the ratio of 3:2:1 amongst

- (i) Science
- (ii) Social Sciences, Law and Education
- (iii) Commerce and Management

6. (a) Candidates who have represented the nation in games and sports/co-curricular activities at the International level or have represented the State in the Inter-State Tournaments (Sr./ Jr. School Nationals) at least once in the immediately preceding three years and are desirous of seeking admission to a University Hostel may be admitted irrespective of their merit position. All such applications will be first reviewed by the Hostel Admission Committee.

Note: Such games and sports/co-curricular activities should be recognized by the University sports Board or by the Rajasthan State Sports Council.

- (b) Candidates who have participated in All India Inter-University Tournaments held under the auspices of the Inter-University Sports Board may be considered for outright admission to the extent of 2% of the total seats in the hostel subject to a minimum of one student in each hostel. The Hostel Admission Committee may decide with respect to such cases after verification of documents in consultation with a suitable expert/authority wherever necessary. The Admission Committee may get such certificates (original) verified from the University Sports Board.

7. Admission of Foreign Students :

- a. Foreign students coming on Government of India Scholarships and seeking admission in the University may be given hostel facility on a priority basis provided they submit all necessary documents required for the purpose of their admission in the hostel.
- b. Foreign students who do not fall in category (a) above shall not be given preferential treatment for the purpose of their admission in the hostel. The rules applicable to other students of the University in this regard shall apply to them as well.

- c. A foreign student seeking admission to a hostel shall have to submit all original documents to the Hostel Admission Committee. He shall also be required to have his application for admission forwarded by the Dean, Students' Welfare, University of Kota.
- d. Foreign students admitted in the University hostel shall have to submit a written declaration to the effect that they shall follow the hostel rules and that they shall be liable to be evicted from the same in case they receive any discredit.

8. Admission of Research Students (Ph.D./M. Phil):

Given the multi-disciplinary nature of applications to research students, the following special provisions shall hold good:

- (a) New admissions as well as re-admission shall be made Twice in a year.
- (b) For new admissions in the *Saint Pipa Hostel*, the Research Scholars shall submit fresh applications on prescribed performa in each term in July/January. Old applications will not be considered for fresh admission. For re-admission, candidate has to submit an application in July of each year in the prescribed performa along with a certificate duly certified by the supervisor and head of the department stating that the candidate is working as full time research scholar and not engaged in other full/part-time job and is paying the University tuition fee regularly. Similar certificate has to be submitted in every January of the year at the time of deposit of the fee for the second term.
- (c) For the admission of the Research Scholar in the Hostel, it is essential that he must be admitted in one of the University teaching departments.
- (d) Candidates having qualified the NET/GATE examination for JRF or holding such other fellowships having specific directives for hostel accommodation shall be admitted out-right irrespective of their marks obtained in the concerned P.G. programme in their respective departments.
- (e) If the number of applicants is more than allotted seats, admission will be given on the basis of marks obtained in the concern P.G. Programme.
- (f) Candidates pursuing any other non-research course of study along with their Ph.D. shall not be qualified for admission to hostel. If information in this regard in concealed, disciplinary action including criminal proceeding will be taken against such inmates even after admission.
- (g) It is mandatory for research scholars to obtain No Dues Certificate from the hostel Warden before submission of thesis. Failing to comply, thesis cannot be submitted (instructions to be issued to the Head of the Department and Research Section regarding the same).
- (h) Defaulters and students disrupting discipline and peace shall be given warning in writing. Failing to comply, they will be referred to Discipline Committee and letters shall be sent to the Supervisor, HOD and parents leading to cancellation of admission in the hostel.

9. A hosteller who has passed an examination of the University and has not received any discredit in the Hostel/Institution and/or outside will be eligible for re-admission to the same hostel or fresh admission to any other hostel subject to other relevant rules.
10. A hosteller shall be declared for discredit if:
- (i) His stay in the hostel has not been found congenial to the hostel atmosphere.
 - (ii) He has been a habitual defaulter in making payment of Mess/Hostel and/or other College/Department dues.
 - (iii) He has been irregular in attending the class lectures and/or has failed to show good performance in studies or has failed to appear in the examination/tests.
 - (iv) He has failed to vacate his room within 48 hours after completion of his examination as required under the rules and has not obtained the 'No Dues Certificate' from the Warden on leaving the hostel after vacating the room.
Note: A 'No Dues Certificate' should always be obtained from the Warden concerned and preserved since it is required for re-admission.
 - (v) He has persistently shown non-cooperation in hostel activities.
 - (vi) He has been found stealing hostel property like fans, electric bulbs, tube-lights, curtains, utensils, etc.
 - (vii) He tries to cause any damage to the hostel property.
 - (viii) He is found sharing his room with any outsider without the written prior permission of the Warden.
 - (ix) He is found involved in other illegal activities including gambling, gherao and making noise at night, etc.
 - (x) He is found involved in taking any drinks containing alcohol / banned drugs /liquor/narcotic/drug/smoking.
 - (xi) If any student is involved in any act of ragging, his admission may be cancelled and University may take any other suitable action as per directives of the Hon'ble supreme court.
11. *If any student fails at the main examination or does not appear in the Supplementary / Back / Due Examination, even in compulsory subject, then he will not be eligible for admission/ readmission in the hostel even if has got admission in the University. However, if the student drops from any examination due to illness with the written permission of the Warden, his case may be considered by the hostel central admission committee, if he would get admission in the same faculty / department of the University.*
- a. Failures even with excellence in games and sports will not be re-admitted in the hostel.
 - b. Students who dropout or boycott any paper will not be entitled for re-admission. Drop-outs for any reason, whatsoever, will be treated as failures. A letter may be issued from the CE in this regard.
- Note: - Rule 11 may be waived by the Hostel Central Admission Committee if a candidate is declared 'passed' in the supplementary examination, and is*

granted admission in the University to the next higher class but the admission will be given only if any seat is vacant.

12. An inmate who voluntarily discontinues or is made to discontinue, his stay at the hostel in any session for any reason will forfeit his claim for re-admission for the following year. He can, however, be considered as a case of fresh admission, in which situation all the rules relating to fresh admission, for example, allotment of the hostel, qualifying examination, determination of merit etc. will be applicable to him.
13. Re-admission will be for one degree only, following which the candidates will have to compete with fresh candidates for admission.
14. (a) The maximum period for which a student can be allowed to stay in the University Hostel shall be as under:
 - (i) 3 years for B.A., B.Sc., B.Com. (Pass & Honors) courses, Three Year LL.B. and MCA courses.
 - (ii) 2 years for all P.G. courses.
 - (iii) 3 years for a Ph.D. Degree (From the date of Registration/date of commencement of work whichever is earlier.
 - (iv) 01 year for M.Phil. students or the last date of examination.
- (b) The total period of stay of student in the hostel shall not exceed eight years irrespective of the fact whether he has completed his courses(s) of study or not, or he has submitted his dissertation/thesis or not, or the viva-voce on his dissertation/thesis has been held or not. For those who get admission only for Ph.D. degree, the maximum duration will be 3 years beginning from the date of registration or admission in the department/hostel, whichever is earlier. After the submission of Ph.D. thesis candidates has to vacate hostel within 48 hours, however, for viva-voce examination he may be provided facility as guest for 15 days in the hostel.

Looking to the requirement of the research candidate and availability of seats, after proper examination of the suitability of the candidature and the attendance certificate for his work from the supervisor and Head, as well as the recommendation received by supervisor, Head and warden, the Vice-Chancellor may use his discretionary power to extend the period for one year.

15. The following categories of applicants will not be considered for admission/re-admission in the hostel:
 - a. Those who are found guilty of serious misconduct or misbehavior in the hostel premises.
 - b. Those who are residents of Kota city or have a house in Kota city (personal or rented) belonging to their parents within the limit of UIT, Kota and Nagar Nigam, Kota.
 - c. Those who have sought admission to a courses of only one year duration.
 - d. Those who are in service/gainful employment/business at the time of their admission/re-admission.

- e. Those who have been convicted of criminal charges or against whom such charges are pending or who have been charged of indiscipline or whose admission is likely to disturb peace and tranquility of the hostel or who indulge in unlawful activities after they are admitted to the hostel.
 - f. Those who are suffering from contagious, venereal or infectious and mental disease.
 - g. Those who are evicted from a University hostel during his stay in the past.
 - h. Those who were found providing shelter to any unauthorized person(s) or guests.
 - i. The applicants having Ph.D. degree taking admission in any other course of study (excluding PDF) or having LL.B. degree taking admission in any other course of study (except LL.M.) shall not be considered for admission/readmission in the University hostel.
 - j. In any case candidate pursuing second P.G. Course in other/same University department will not be eligible for hostel admission.
16. *Immediate disciplinary action will be taken on the basis of Anti Ragging Act against Students who are found guilty of ragging in the hostel or in University campus.*
17. (a) An inmate who allows a guest without the written permission of the Warden or sublets in his room to anybody else will be evicted from the hostel without any notice. Furthermore, such inmates will have to pay the penalty of ₹ 200/- per day, for the period of unauthorized stay/occupancy of the room.
- (b) Any student or group of students involved in misusing the hostel campus & disturbing the hostel peace, thereby creating public nuisance, shall be liable to disciplinary action
18. (a) Admission / re-admission to a hostel shall be for one academic year only at a time. All inmates, except research scholars / fellows working for a Ph.D./M. Phil degree will have to vacate the hostel within two days i.e. 48 hours of their last theory/practical viva-voce examination.
- (b) A penalty of ₹ 100/- per day will be charged from those who overstay and do not vacate the hostel when required to do so.
19. No security can be guaranteed to any hosteller indulging in fights and violence inside or outside the Hostel University Campus.
20. Fresh admission to the hostel will be made on the following basis:
- (i) One student from each P.G. department will be allotted a seat initially on the basis of merit and reservation rules. Remaining vacancies will be filled up strictly on the basis of general merit in each faculty.
 - (ii) No Student will be permitted to act as local guardian of any hosteller.

21. Procedure of Admission / re-admission :

- (a) Admission/re-admission in the hostel will be made by the Hostel Central Admission Committee constitutes by Hon'ble Vice-Chancellor in the consultant of Dean, Student's Welfare. The Hostel Central Admission Committee will be comprised of the following members :-

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| 1. Chief Warden or the Senior Most
Head of the departments | - | Convener |
| 2. All remaining Heads | - | Members |
| 3. Warden | - | Member Secretary |

(b) After admission / re-admission in the respective Department, the candidates should submit their applications to the Heads of their Department / University for admission to the hostel in the prescribed form who will forward the same after necessary verification of their result, marks and attendance (in the case of candidates who were hostellers in the preceding year), with their recommendation to the Warden, together with a certificate that the student concerned is not in service without which the form will be treated as incomplete and it will be rejected. Incomplete forms or forms having inadequate documents in support of the merit of the applicants will not be considered. Research scholars/fellows should submit their applications to the Heads of their Departments after getting the same forwarded by their Supervisor. Applications submitted directly to the Warden will not be entertained.

For new admissions and re-admission to the hostel complete application on prescribed proforma with all the necessary documents should be submitted in the concerned Warden's office on all working days, on or before the last date fixed for the hostel and the receipt should be obtained. The last date shall be announced on the office notice boards.

The merit list shall be prepared from the forms received and the admission shall be made in order of merit against the available seats on the recommendation of the Hostel Central Admission Committee.

Admission to University hostel will be made strictly on the basis of marks obtained at the last qualifying examination. Original marks-sheet is required for this purpose. List of candidates admitted in any hostel will be put on the Notice Board of the hostel and a maximum period of three days will be given for the deposit of hostel fee by a challan/NET Banking. In case of default in payment of hostel fee, admission will be cancelled.

Note :-

1. In the case of student switching over from Science to Arts/Commerce or from Arts to Commerce or from Commerce to Arts (undergraduate courses only), a deduction of 5% marks shall be made from the percentage of marks actually obtained by the student at the qualifying examination for preparing the merit list so as to give corresponding weight-age to the student seeking admission to the same faculty in the which they passed the qualifying examination.
2. Students taking admission to any other P.G. course after post-graduation in one subject will not be eligible for admission in the University hostel.

3. Class Wise Ratio For the admission in *Saint Pipa Hostel* ratio of seats amongst U.G./P.G./Ph.D./M. Phil applicants shall be decided by the Hostel Central Admission Committee.
 4. The merit list prepared for remaining seats will be as per rules.
- (c) Students seeking admission in the University shall be eligible for admission in the hostel only during the first year of their course. Applications for admission of students who are studying in the second or third year of their course shall not be considered by the Hostel Central Admission Committee unless they submit documentary evidence to the satisfaction of the Committee that their parents have been transferred from Kota since their admission in the University to the First Year of their course. For this purposes, the student has to submit the certified copies of transfer order, relieving order and joining report of his parents along with the application. Admission will be subjected to availability of seats.

Note :

For the session 2018-19, the 50% seats may be allotted to the final year students & these students may be treated as fresh admission because the hostel facilities being started in the session 2018-19.

- i. The admission of a student to the hostel will be provisional subject to the satisfactory report of his medical examination. Applicant has to submit the medical certificate duly signed/verified by Gazetted Medical Officer.
 - ii. In matters of admission to the hostel, the discretion of the Hostel Central Admission Committee shall be final and any admission can be refused without assigning any reason for the same.
 - iii. Allotment of rooms will be made by the Warden. Rooms with two beds will be allotted preferably to under-graduate and post-graduate students.
 - iv. Change or occupancy of a room without permission of the Warden shall be unlawful.
22. The admission of a student to hostel can be cancelled by the Warden or Hostel Central Admission Committee on finding that a student is guilty of:
- (i) (a) Suppression or misrepresentation of fact/information which he is supposed to disclose under hostel rules.
 - (b) Violation of the hostel rules including non-payment of dues.
 - (c) An act of indiscipline in or outside the hostel.
 - (d) Not putting up required percentage of attendance in class or not showing good performance in studies.
 - (e) Misbehavior, using abusive language, manhandling of hostel employees/inmates.
 - (f) Sharing of his room with other persons without prior permission of the Warden.
 - (g) On taking drugs, liquors and other intoxicating substances.
 - (ii) If he joins any service/gainful employment and he will have to vacate the hostel room within a period of 48 hours from the date of gainful employment/service.
 - (iii) If he is found suffering from such physical/mental ailments as are likely to cause disturbance/infection to other inmates.

- b. (a) If anybody is found involved in any illegal activities, he would be expelled from the Hostel.
 - i. Character credentials of a student will be thoroughly checked before allotting them hostel.
 - ii. Students have to maintain overall discipline on and off campus.
 - iii. A joint counseling will be done at the time of admission in the hostel with student.
 - iv. Tobacco/Alcohol and drug abuse/spitting inside or outside the hostel will be considered as an offence.
 - v. Result of defaulters students shall be withheld unless no dues certificate is obtained from the warden. Instructions may be issued to the concerned authority (Head/Controller of Examination) regarding the same.
 - vi. Keeping any inflammable articles in Hostel room is strictly prohibited.
- 23. Since there is an earmarking at hostel for students coming from different courses of study/classes, no student shall claim any right on any ground whatsoever, to be admitted to a hostel to which he is not entitled. Thus, sisters/brother belonging to different courses of study/classes shall not be admitted to same hostel merely on the ground of their relationship.
- 24. M.Phil. students shall be admitted as per rules framed for research scholar's.

HOSTEL REGULATIONS

- 1. Hostellers will be responsible for their rooms and the furniture provided to them. Any breakage or damage or theft of furniture etc. must be reported to the Warden will immediately in writing and Warden may impose the required fine for such damages recoverable from hostel security or take other appropriate action. Students must obtain a "No Dues Certificate" before leaving the hostel at the end of the session.
- 2. Mess Management :
 - a. The warden will constitute a Mess Management Committee amongst the inmates of the hostel.
 - b. If the monthly dues are not deposited by the 7th of every month a fine of ₹ 20/-per day be imposed for 10 days and after that the hosteller will cease to avail of mess facilities and treated as guest.
 - c. Those inmates who allow such defaulters mentioned above as guests shall treated under disciplinary action including expulsion from the hostel.
 - d. Guest Diet will be allowed only after prior permission of the Warden concerned.
 - e. No person other than inmate of the hostel will be allowed to use mess facility.
 - f. The mess system in hostel is subject to any modification that may be decided by the University authorities.
 - g. Only pure vegetarian food will be available in the hostel.
 - h. No meals shall be served in hostel rooms.

- i. No student is allowed to Cook meals in the rooms.
- j. Every inmate will have to pay minimum charges equal to 15 days per month irrespective of the fact whether one avails the mess facility or not.
3. (a) No Inmates and visitors are allowed into the hostel after 10.00 p.m. in hostel.
(b) No vehicles of any type are allowed in and out of the hostel campus after the time mentioned above.
(c) Visitors of opposite sex are not allowed into hostel at any hour.
4. Since ragging is crime, any hostel inmate involved in ragging is liable to be expelled from the hostel.
5. Possession and use of liquor or any form of intoxicant by a resident within hostel premises is strictly prohibited. Further, if a student is found drunk within the hostel premises, his admission to the hostel may be cancelled by the warden. All such cases shall be referred by the Warden to the Vice-Chancellor through the Hostel Central Admission Committee for his information.
6. Gambling is prohibited in the hostel premises.
7. The Warden/Proctor and In-charge will be free to inspect the room at all hours
8. Written permission of the Warden is necessary for staying out of the hostel overnight or for going out of town or for returning to the hostel after closure time.
9. No weapons or fire arms or even a big knife is allowed in the hostel. Visitors also shall not allowed to bring these things.
10. Hostellers themselves will be responsible for the safety of their personal articles as well as the safety of articles issued to them in the hostel for their use and advised not to keep:-
 - (a) any precious article/cash in their rooms which may, be deposited with the Bank or Post Office for safe-keeping.
 - (b) any vehicle if he has not furnished the relevant information as required in the Hostel Application Form.
11. Hostel workers are not allowed to do personal work of the inmates.
12. Meals will be served in the Dining Hall during fixed hours
13. Complaints against hostel staff, if any, should be made to the Warden in writing.
14. A case of illness must be immediately reported to the Warden who in turn will inform the Medical Officer.
15. Telephone provided at the residence of Warden is meant for Warden only. The facilities provided to inmates do not include telephone facilities.
16. Attendance of resident of the boys hostel will be called every day by the Wing Prefects/Matron and the same will be intimated daily to the concerned Warden.
17. Electronic gadgets (up to 5 Ampere) can be used in the hostel rooms with the prior permission of the warden and after paying the charges. Strict action shall be taken against students violating this provision.
18. Inmates going for field work or for such other academic work shall have to seek prior written permission of the Warden. They are required to submit an appropriate certificate to this effect from their concerned Supervisor.

19. Any inmate of hostel who remains absent from the hostel for more than one month without securing the permission of the Warden, shall be liable to have his admission cancelled.
20. No guest shall be kept by an inmate of the hostel without the prior-permission of the Warden. An inmate who keeps a guest after such permission shall be charged 'guest charge' for staying at the rate of ₹ 250/-per day and diet charge extra. No inmate shall keep more than one guest at a time. The period of stay for any particular guest in the hostel shall not exceed 6 days. The *Dean, Students' Welfare* permission shall be mandatory when the stay of the guest is required for a period exceeding 6 days in very special circumstances. If any guest is involved in any act of indiscipline within the hostel premises, action will be taken against the host.
21. The University reserves the right to withhold the result of a hosteller who has violated hostel rules and regulation and/or against the hostel dues (including Library books) are outstanding.
22. The Proctor and the Warden are authorized to evict unauthorized occupants from the hostel with the help of district and police authorities.
23. If a student is found to share his room with any other person or allow to use his room to someone in his absence, he shall be liable for eviction without any notice.
24. If a student obtains admission in any University hostel on the basis of wrong information or concealed some facts about himself/herself, he shall be liable for immediate expulsion from the hostel and disciplinary action.

N.B.: (i) Any rule can be substituted, added or deleted without prior notice in the interest of the management of the hostel.

Every inmate or occupant of the University Hostel shall abide by the rules framed by the University time to time with the approval of the BOM / Vice Chancellor. Occupant will pay the prescribed fee and other dues, behave properly and comply with the direction of the Hostel Warden. An inmate who fails to pay the hostel fee and other dues or whose conduct or behaviour is not found to be satisfactory or who defies the authority or directions of the Hostel Warden shall be liable to be expelled from the hostel. The Hostel Warden shall be competent to expel an inmate on ground of non-compliance of hostel rules and regulations, misbehaviour, misconduct, non-payment of hostel fee and other dues, etc. Any inmate who is expelled from the University hostel shall have to vacate the hostel within the time allowed to him for this purpose. An inmate who does not vacate the hostel within the time allowed for this purpose shall make himself liable to further punishment by way of his expulsion / rustication from the University / Department of which he is regular student. Such action will be taken by the Head of the University / Department on receipt of an advice from the Hostel Warden. In case an inmate absconds without vacating the hostel, the University may break the lock open after informing the police and in the presence of at least two witnesses make inventory of all the movable belongings of the inmate found in the hostel room. Such belongings of the inmate will be disposed of by the University in such manner as it deems fit.