

## **RULES FOR STUDENTS RESIDING IN UNIVERSITY HOSTELS**

**The Role of Associate Dean/Principal :** The Associate Dean of the College/Principal of an Institute shall be over all in charge of the student hostel(s).

**The Role of Hostel Rector :** The Hostel Rector of a College/Institute shall under the guidance of the Associate Dean/Principal and under the supervision of the Director of Students Welfare of the University, functionally administer all the affairs of hostels and messes attached thereto with the aid and assistance of the Monitors in charge of each hostel/wing.

**Proper Discipline :** To ensure that proper discipline and decorum is maintained in the hostels, messes and canteen premises. In this regard, he shall, with the assistance of Monitors, maintain a register of the Students who will be required to be placed on conduct probation. Having regard to gravity of the offence of an indecorous behavior of a student, the Rector may impose a fine up to a maximum extent of Rs. 50/- per student at a time. Before imposing the fine, the Hostel Rector shall record in brief the reasons thereof.

**NOTE :** Conduct probation shall mean an observation of a student(s) by the Hostel Monitor, whose (Students) general behavior is found to be indecorous and inconsistent with the general code of conduct and discipline of Students as specified.

The cases of indiscipline which in the opinion of the Rector are more serious for which a fine of Rs.50/- is considered insufficient shall be referred to the Associate Dean/Principal of the Institution concerned for taking appropriate disciplinary action against the hostile(s).

### **Admission and Occupation**

- 1.** Admission to the hostel shall be restricted to registered Students of the College/University. Students of the college seeking accommodation in the Hostel shall apply to the Associate Dean on or before the date so notified by him, in the prescribed form that can be had from the hostel office. They must pay room rent and electrical charges in advance.
- 2.** The number of students to be accommodated per room shall be decided by the Associate Dean on the advice of the Hostel Rector on category wise merit basis. The rooms shall be allotted according to the discretion of the Hostel Rector and his decision shall be final and binding.
- 3.** The allotment of rooms will take place on the day so notified by the Associate Dean of the College and no student shall be allotted accommodation in a room unless he is present on the day so notified. If the student who has been provided with accommodation fail to occupy the same within four days from date on allotment, his hostel seat is liable to be cancelled save in exceptional cases to be determined by the Associate Dean/Officer in charge of the institute and the advance paid by such student shall be refunded.
- 4.** Request for change in rooms once allotted shall not be ordinarily entertained unless the Hostel Rector considers the same as a request on genuine ground.
- 5.** No students shall be allowed to occupy the hostel room or a part thereof without the prior written permission of the Hostel Rector.
- 6.** All the students shall vacate the hostel at the end of last semester of the academic year. In case where the student over stays, he shall be summarily evicted the Hostel Rector.

**Use of Electricity :** Each student shall pay the electricity charges to be worked by the Associate Dean of the College on realistic basis semester wise as per Electricity Board's bills and these charges shall be collected at the time of the registration for each semester. Any student found tampering with the electric installation shall be fined Rs.50/- for each offence. However, before imposing the penalty of fine, the Rector shall issue a warning to the delinquent student for not repeating the incident and thus give him an opportunity for improvement. Electric lights shall be used only at night and should not be kept switched on when the rooms are locked or not in use. Students should not be kept switched on when the rooms are locked or not in use. Students transgressing this rule shall be fined summarily Rs.25/- per day by the Hostel Rector. All lamps shades brackets etc. shall be kept clean by the occupants of the room.

**Conduct :** Rooms must always be kept clean and well arranged. The windows of the room should be closed and doors locked when the students get out of their room. ii. Students should keep the surrounding of the hostel, sanitary blocks and drinking water places clean. iii. Students shall not to keep money or valuable things lying about in their rooms. The hostel authorities shall not be held responsible for the items lost by the students. iv. The students shall study quietly in their rooms without disturbing or interfering with the studies of other students in the neighboring rooms. v. Hostallities shall not keep personal servants. vi. Students are expected to attend national flag salutations. If any student is found in the hostel at the time of such functions, he shall be liable for a fine of Rs. 50/- imposable by the Hostel Rector and shall be liable to such other punishments as may be considered appropriate by the Rector. vii. Students are not allowed to have any guest to stay with them without prior permission of the Rector in writing. viii. No student shall be allowed to remain absent from the hostel after 9.30 p.m. without prior permission of the Rector in writing. The monitors will take the roll call at 9.30 p.m. every day by which time the students must be in their rooms. ix. Hostilities should not leave head quarter without prior permission in writing of the Hostel Rector. x. Application must be written on a good paper and should be legible. Application on scrap paper shall not receive attention.

### **Conduct Rules specially for Girl students**

1. Each girl student shall sign the register kept at the watchman while coming in and going out of the Girl Hostel.
2. Girl students must return to the hostel before 7.00 p.m. Immediately after 7.00 p.m. the watchman shall close the door of the Girl's hostel.
3. No girl student shall go out of the hostel after 7.00 p.m. and before 7.00 a.m. the watchman shall close the door of the girls' hostel.
4. Relatives shall be allowed to meet the girl hostilities between 5.3- p.m. to 7.00 p.m. only with prior permission of the hostel monitor.
5. It shall be incumbent upon all the girl hostilities to take meal, in the girls hostel mess only and no outside girl student shall be allowed to dine at the girls hostel mess.
6. After 10.00 p.m. T.V. shall be switched of and Mess hall shall be closed.
7. The Associate Dean shall ensure due observance of these rules using his discretion in view of the local condition. In addition to the above, the Associate Dean of a College/Principal of an institute shall be competent to make rules governing the management of the hostels, if deemed fir, in view of his local condition and shall

notify or display the same permanently at each hostel/wing for the information of the hostilities.

8. Students making a breach of any of the above conduct rules shall be fined Rs.50/- per incident summarily by the Hostel Rector.

### **Acts of indiscipline**

1. Keeping or using any fire arms, lethal weapons, in the room within the premises of the hostel.
2. Keeping or consuming intoxicants in any form.
3. Gambling in any form.
4. Ragging, bullying or harassing of students
5. Use of abusive language.
6. Recourse of violence, assaults, intimidation, rioting.
7. Showing or causing, to show any disrespect to a teacher or a staff member of the University or a member of the public.
8. Incitement to commit any act of indiscipline.
9. Any breach of law of the country or the state or the state or the statues, the Regulation, and the rules of the University or orders of a competent authority.
10. Damaging any College/University property.
11. Disorderly behavior in any form. Any act specifically forbidden by the Associate Dean/Hostel Rector/authorities of the University.

**NOTE :** Complaints in regard to the incidents of rioting and violence and ragging amongst the hostilities shall be instantly registered with local Police authorities by the Associate Dean/Principal of the Colleges/Institutes for suitable actions.

**Punishment for indiscipline in the Hostel :** Any hostelite who violates any hostel regulations or indulges in any act of indiscipline as per the university rules called Maintenance of discipline and good conduct by the Student of the constituent/affiliated colleges/Institute under the jurisdiction and control of the Konkan Krishi Vidyapeeth (Agricultural University) Dapoli Rules 1984. Suspension, Eviction Expulsion from the hostel : A student can be removed from the hostel summarily for a specific period or permanently by the Associate Dean/Principal of the institution for a serious breach of hostel discipline. In such a case, he shall vacate the hostel with 24 hours from the receipt of the intimation to that effect from the Associate Dean of the College/Officer-in-charge of the institution. No appeal shall lay before any authority and the decision of the Associate Dean of the College/Principal of the institute shall be final and binding on all the concerned.

### **Organization of services in a hostel**

It shall be compulsory for each student in the hostel to join the messes of the hostel unless otherwise permitted by the Hostel Rector. Students may form their own mess clubs under the guidance of the Hostel Rector but there shall be no discrimination among the Students on the grounds of caste, creed and religion for the purpose of admission to a mess(es). Students should pay mess deposit to the cashier of the mess at the time of his admission to the hostel. The amount of the mess deposit shall be decided by the Hostel Rector in consultation with the Hostel committee of the Students Council. However in the difference of opinion, the Associate Dean's decision shall be final.

**Management of Messes :** Management of the mess and other matters connected therewith shall be carried on by students themselves under the control and the direction of the Rector. The general management of each mess shall be at the hands of the committee consisting of

1. The Secretary to be elected for the month.
2. The Assistant Secretary to be elected for the month.
3. The Cashier to be elected for the month from amongst the members admitted to the mess who shall assist the Hostel Rector in the financial matters of the mess.
4. A separate account with the nomenclature of "Hostel Mess Accounts of the College/Institution will be deposited in a nearby nationalized scheduled or cooperative bank. This account will be operated jointly by the Hostel Rector and one of the monitors to be nominated specifically by the Associate Dean of the College/Officer-in-charge of the Institution.
5. The internal auditors to be nominated by the Hostel Rector from amongst the Students for a specific period. The mess account shall be a private account to be operated by the mess committees. The Cashier shall keep the accounts of cash and stores and shall submit the same to the club and to the Rector in the first week of the subsequent month. The account shall be audited by two internal auditors every month.
6. The outgoing cashier of every mess should clear off the arrears and also close the accounts for the month and hand over the charge to the incoming cashier in the presence of the Hostel Rector.
7. The Secretary shall see that no member is allowed to take meals after 10th of every month unless he has cleared off the previous dues.
8. No goods shall be purchased on credit by any of the Secretaries or cashiers on behalf of the mess.
9. No student shall be allowed to have his food outside the dining rooms of the mess, without the permission of the Rector.
10. All the messes should be run by the Students members of the mess club.
11. Difference if any among the Students of the various messes shall be settled by the Rector, whose decision shall be final. The Rector shall have full powers to investigate and deal with the matters arising out of mismanagement of the messes.

**Cancellation of Membership of messes :** Each member shall pay his monthly mess bill so notified to him by 10th of the subsequent month failing which his enrolment as a member of the mess concerned shall stand cancelled and he shall not be allowed to take meals in the mess unless allowed by the Associate Dean for a week on a genuine ground only.



### Revised Rules for Management of University Hostels

1. The supervision and control of the students residing in university/college/institute hostels shall rest with the concerned Dean/Associate Dean/Principal. The Rector and monitors would assist him in this regard. The Rector and monitors shall necessarily stay at campus.
2. Students desiring accommodation in the hostel must apply to the Rector before the commencement of the semester and pay room rent and electricity charges in advance as fixed from time to time.
3. The distribution of rooms will take place immediately after the admission and registration as notified by the hostel Rector, on the basis of merit and constitutional reservation. The students desirous for hostel room should be present in person on the day of hostel allotment.
4. The students who have been given rooms but fail to occupy them within 7 days after allotment will forfeit their claim.
5. The holding of all special meetings, functions, gathering etc. in the hostel shall require the prior permission of the Dean/ Associate Dean/Principal/Rector.
6. The students are not allowed to exchange rooms or the dead stock material allotted to them.
7. The students should vacate the hostel immediately after the end of every academic year of the undergraduate and after fourth semester of M.Sc./M.Tech or sixth semester in case of Ph.D. students. While vacating the room, they should handover all the material supplied to them in good condition.
8. Each room is provided with a furniture and ceiling fan with regulator as per availability for which student will sign possession certificate/hostel register
9. Student is responsible for proper use of the hostel property in his/her possession. Any damage done willfully or through negligence to the furniture or any property and / or to the building, the cost of which shall be recovered from the students(s), in addition to the punishment imposed by the Dean/Associate Dean/Principal.
10. The students are permitted to use only electric lamps of 40 or 60 watts or a two feet tube light of 40/60 watts only in their rooms at their own expenses. Use of any other type of electric material viz. heaters, cassette player T.V. irons, toaster, in the room is not allowed. Such material will be confiscated by the Rector and appropriate fine will be charged to such student by the Rector.
11. The mess halls of the hostels are allowed to be used by the students or the contractors without any rent, for operating on cooperative or contract messes. The electricity bills, will however, be paid and the electric materials will be purchased by the student club or the contractor.

12. The Dean/Associate Dean/Principal/ Rector are empowered to make appointments of the mess contractors and provide hostel rooms to the essential services for the hostelites viz. washerman, barber, zerox/photocopies/computer facility, fruit stall, students cooperative stores, student council and welfare activities etc. on 11 months contract basis. The terms and conditions for such allotments are to be decided by the Dean/Associate Dean/Principal. The Dean/Associate Dean/Principal will have power to remove any such contractor or terminate such services if reported and found unsatisfactory.
13. Every student unless otherwise permitted in writing by the Rector must take his/her meals in one of the hostel messes only. Cooking in hostel rooms and use of tifins from outside agency is strictly prohibited.
14. Every student should pay a refundable mess and hostel security deposit to the Rector as decided by the Dean/Associate Dean/Principal once at the time of admission to the hostel. This amount shall be deposited in the bank account of Rector and Monitor (joint account) and refunded to the hostelite by the Rector after completion of a degree programme and vacating the hostel room by the hostelite. The Rector should ensure that all the dues due to the hostelite have been paid in the office of the concerned Dean/Associate Dean/Principal before refunding this amount only by bearer cheque. The Rector should maintain the proper record of this non auditable bank account. The students should also pay the pot and utility shares to the Dean/Associate Dean/Principal. The pot/utility share money will be used for buying and upkeep of utensils and other necessities of the hostels. The pot/utility share will be Rs. 500/- and it will not be refundable.
15. The management of cooperative mess and related matters will be carried out by the students themselves under the guidance of the Rector.
16. The rooms must always be kept neat and clean. The windows of rooms should be closed, the doors locked and lights and fans put off when the occupants go out of their room.
17. The Students should not leave their money or valuables in their rooms. The hostel authority will not be responsible for loss or theft of any valuable item of student living in the hostel room.
18. The student should study quietly in their rooms without disturbing or interfering with the work of other students.
19. The resident students are not allowed to keep a personal servant or use the services of hostel staff including labourers, watchman, sweepers etc. for their personal work.
20. Students are expected to attend all university functions such as guest lectures, flag salutations etc. If any student is found in the hostel at the time of such functions, disciplinary action will be taken, against him/her.
21. The students are not allowed to keep any unauthorized person in their rooms.
22. The students are not allowed to remain absent from the hostel after 9.00 p.m. and should not leave HQ without prior permission of the Rector.

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23. A telephone facility at the hostel office is provided only to receive the message. The students are not permitted to use hostel phone to make personal phone calls. The incoming calls will be attended by the students themselves and no hostel worker is provided to attend the calls and provide message from room to room.
24. The student should purchase the articles of daily requirements viz. electric bulb/tube light, bucket, mug, water storage utensil etc. for their own use.
25. The consumption of alcoholic drinks, prohibited drugs, smoking etc. in the hostel rooms and premises is strictly prohibited.
26. The resident students should behave brotherly with each other. Those indulging in illegal activities like fighting, threatening, beating, abusing, stealing, damaging hostel property will be dealt with seriously with punishment of fine and in extreme cases will be liable to be expelled from hostel for a semester or for entire duration of his/her stay by the Dean/Associate Dean.
27. The damage to common property such as reading room, furniture, TV, Radio, mess utensils and other materials, geysers, water coolers, wash basins, water storage tanks, doors, windows etc. shall be recovered from the student(s) responsible if identified or from all the students residing in that hostel block by the Rector. The decision of the rector in this matter shall be final.
28. The rates of overstay and other penalties will be as under :
  - (a) Overstay in the hostels beyond the last day of 8<sup>th</sup> Semester for UG, 4<sup>th</sup> semester of M.Sc. and 6<sup>th</sup> semester of Ph.D. students will be Rs. 500/- p.m. as room rent and Rs.200/- p.m. as electricity charges. The overstay will be allowed subject to the availability of the rooms.
  - (b) Students keeping unauthorized person/guest in their rooms will be charged for Rs. 500/- with warning to remove such person/guest immediately. If any unauthorized person/guest is found again in the same room, the host student will be charged Rs. 1000/- for every such inspection.
  - (c) Students found to keep lights on or fan working in their locked rooms will be charged Rs. 200/- per such occasion.
  - (d) Student(s) individually or collectively (block-wise) found involved in damaging the hostel property will be charged the entire cost of damaged article on equal basis or any such amount as decided by the Dean/Associate Dean/Principal.
  - (e) The student found using additional electric appliances viz. heaters, iron, keeping light and fan on in locked room, will be charged Rs. 250/- and such appliances will be confiscated on the spot. Such articles will not be returned.
  - (f) Students found cooking the meals in the rooms will be charged Rs. 500/- and the kitchen utensils, stoves etc. will be confiscated. Such items will not be returned back.



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- (g) The penalty for any event not covered in above provisions will be fixed by the Dean/Associate Dean/Principal. All fines so collected will be deposited in the account of the Dean/Associate Dean/Principal and used for hostel management.
29. The girl student shall give an undertaking indicating one local guardian who can be contacted in emergency and only who will be allowed, in addition to their parents, to meet the girl student in the hostel office.
  30. The girl students requiring any leave from the hostels for night out of more than a day, shall obtain prior permission of the monitor in writing, failing to which such student shall be liable for suitable punishment.
  31. If Hostel mess is running, in that case a student staying in Hostel has to join the mess only.
  32. If any student join the service in private/Govt. offices, before or after completion of residential requirement, he/she should immediately vacate the hostel room before joining the service.
  33. The certificate will be provided to the hostelite student by the Rector only for opening account in bank/withdraw of scholarship and granting education loan from bank. However, certificate shall not be issued for availing other facilities like mobile connection, internet, etc.
  34. The student using vehicle in the college campus will be his own responsibility and the hostel authority is not responsible for the loss/theft of vehicle.
  35. Any student found in misuse of tinternet facility provided in the college campus and hostel shall be liable for suitable punishment.
  36. The Dean/Associate Dean/Principal and the hostel staff viz. Rector, Monitors, Assistant shall not be held responsible for any administrative action for any unforeseen or accidental events such as suicides, heavy manhandling among the hostilities, murders, accidental deaths, students turmoils, agitations, in and around the hostel premises. The parents, services viz., contractors appointed for messes, laundry, barber shop as well as the hostilities will not have any legal right to demand compensation on account of such events, from the Dean/Associate Dean/Principal/Rector or other Hostel staff.