

HOSTEL RULES AND REGULATIONS

Hostel Accommodation

- i. Students seeking admission in hostels shall apply for a seat on prescribed form, available at the Provost/Assistant Director Administration office. Nevertheless, admission in hostel is a privilege but not a right.
- ii. Seats shall be allotted by the allotment committee in accordance with rules, subject to the availability of accommodation.
- iii. Students must carefully study and observe the hostel rules provided in the following pages.

1. HOSTEL OFFICIALS

A. Provost

- i. The college hostels will be under the supervision of Provost.
- ii. The appointment, dismissal, and transfer (from and to the Provost set-up) of hostel employees shall reset with the Provost subject to the approval of Chairman.
- iii. The Provost shall convene meetings of the wardens/Assistant Wardens from time to time to discuss matters of common interest, related to hostels affairs and management.
- iv. The Provost shall also convene a meeting of the Wardens if a request for this purpose is made by a Warden for discussing matters of common interest.
- v. The Provost shall be the sanctioning authority for all kinds of account purposes.
- vi. The Provost shall keep the Chief Executive Officer informed about all matters of importance about the hostels and the college.
- vii. The Provost shall have the authority to deal with all matters of discipline related to confirmation, promotion, demotion and punishment of the employees of the hostel with the approval of Chief Executive Officer.

B. Warden

- i. The Warden shall directly hold control of the hostel and administer the hostel affairs. All matters requiring approval, attention or advice of the Provost or of the College authorities, relating to discipline or change of conditions in the hostel or to a need or deficiency, or to confirmation, promotion, demotion and punishment of the employees of the hostel shall be initiated by the Warden/Assistant Warden.
- ii. The Warden shall be provided with free accommodation in the hostel and shall be required to live in the hostel or shall live in the houses specified for warden in the premises of hostel. He/She shall not stay out of the hostel on any night unless he/she obtains prior permission of Provost in writing and delegates his responsibilities to the Assistant Warden during of his absence.
- iii. The Warden shall be responsible for maintaining discipline and law and order in the hostel and shall use his discretion and judgment in all cases requiring immediate attention and action.
- iv. All employees of the hostel shall be under the direct supervision of warden. The warden shall be responsible for the efficiency of the services of all hostel employees.
- v. The warden shall be responsible for maintaining a proper account of the hostel dues and food account with the assistance of hostel clerk. The warden shall scrutinize the contractors' bills personally and shall forward them for payment.
- vi. The warden shall also be responsible for sanitation in the hostel and hostel premises, including maintenance of lawns and landscape.
- vii. She/he shall organize social and cultural activities in the hostel through a group of monitors selected from amongst the residents on prior permission of the Provost/C.E.O.

C.Assistant Warden

- i. The Assistant Warden shall assist the warden during his leave duties and shall do such work as may be assigned to him by the warden.
- ii. The Assistant Warden shall follow the instructions of the warden in matters relating to hostel discipline.
- iii. The Assistant Warden shall also be entitled to free accommodation in the hostel.
- iv. The Assistant Warden shall act as a warden, in case of warden's absence.

2. HOSTEL ESTABLISHMENT

- i. Each hostel/unit has been provided with a clerk, a head bearer, bearers, cooks, gardener, water carriers, watchmen and sweepers.
- ii. The clerk shall be responsible for looking after the office and shall assist the warden and assistant warden in maintaining records of all students' admission in hostel concerned, financial and other transactions, the hostel establishment, stock articles, food register and general correspondence.
- iii. The Head Bearer shall be responsible for the efficient working of the staff under him, and for the safety of hostel property. He/She shall keep charge of the crockery, utensils, furniture, and electrical equipment and shall report their loss to the warden.
- iv. The cook shall be responsible for his personal and general cleanliness of the kitchen and the cooked food. He/she shall not allow outsiders or students except members of the Mess Committee to visit the kitchen. He/she shall be responsible for ensuring the quality and quantity of the materials supplied for preparing food.
- v. All hostel employees shall be well dressed at all times.

3.HOSTEL ADMISSION

- i. Residence in Hostels is a privilege and not a right. Since accommodation in hostels is limited, the College Authorities may therefore not be able to provide accommodation to all applicants.
- ii. Only regular students as per College rules may be allowed admission in the hostels.
- iii. All students seeking admission in the hostel shall submit an affidavit/undertaking to abide by these regulations.
- iv. Seats will be awarded on merit and it shall be for a minimum period of one month. Students with excellent academic record, enjoying good reputation in terms of discipline, dealing with fellow students and cooperation with hostel/College authorities will be given preference.
- v. A seat will be charged for an amount of RS.3,000/- including (Rent, Electricity & Gas)
- vi. Students living in Municipal Corporation/TMA limits will not be entitled for hostel accommodation at any circumstances.
- vii. Students who have joined the College for the first time shall apply for a seat in the hostels to the Provost, on prescribed form obtainable from his office on payment.
- viii. The Provost shall allow a seat to a student in a hostel/according to the following order, provided accommodation is available:
- ix. The existing students of the College, seeking fresh admission/readmission to a hostel, shall apply to the concerned warden, who shall recommend their applications to the Provost if he/she considers it desirable.

- x. The Provost/Warden has the right to refuse admission to a student whose past record in the hostel is not satisfactory.
- xi. After admission to a hostel, the resident student shall come under the disciplinary control of the hostel management.
- xii. Each boarder shall get hostel card two days after the due date of hostel admission and shall be bound to abide by the instructions given on the card and listed in the prospectus.
- xiii. A student who fails to turn up within seven days of the allotment of a hostel seat or a student who after occupying the hostel seat deliberately leaves it without the knowledge of the warden shall forfeit his/her seat.
- xiv. Hostels once allotted can only be changed with the permission of the Provost/warden, after obtaining no objection certificate from wardens concerned. Rooms in the hostel can be changed with the permission of the hostel warden.
- xv. Residents may be permitted to leave the hostels after obtaining clearance certificate from the respective warden counter signed by the Provost.
- xvi. Accommodation shall be given for a maximum of four years to the students of all Bachelor degree programs, two years to the students of all diplomas programs, subject to availability of seats, annual renewal and review on the basis of good behavior and satisfactory report. No extension shall be given in any circumstances.
- xvii. All foreign students shall reside in College hostels (Unit –A) as per rules subject to availability of seats.
- xviii. All residents shall produce a “clearance certificate” from the hostel Warden/Provost before getting a degree.

4.HOSTEL DISCIPLINE

- i. Residents shall abide by the hostel regulations. Violations of any regulation or order issued by the management shall render a resident liable to fine even expulsion from the hostel or to such other action; as the management may consider necessary.
- ii. Allowing any unauthorized guest in room by a resident shall be considered as breach of hostel rules and shall be fined heavily or his seat will be cancelled. In case of noncompliance a fine of Rs. 200/ per guest per night will be charged from resident student in addition to disciplinary action taken by hostel administration.
- iii. Possession or bringing in to the hostel any weapons, drugs, intoxicants and explosives are strictly prohibited. Similarly guests/visitors with any of the above mentioned items shall not be allowed to enter the hostel.
- iv. Possession and use of speakers, air conditioner, air cooler, electric heater and landline phone are prohibited in the hostel. If the college authority found any student involved in cyber crimes, the college authority has the right to render the said student to the Federal Investigation Agency (FIA). Cyber crimes include the miss-use of internet such as other personal video/picture, uploading hacking other personal data/account, immoral/unethical SMS/MMS. College administration will not be responsible for any loss or damage to valuables and cash money.

The following timings shall be observed for hostel gates

Month (Duration)	Opening Time	Closing Time
1 st April to 30 SEP	6AM	11PM
1 st OCT to 31 st March	7AM	9pm

- v. No resident/student should sublet hostel room to an unauthorized person/student otherwise his seat will be cancelled without any refund.
- vi. Students leaving in hostel temporarily shall apply to the Warden in writing, intimating the number of days they are likely to be away.
- vii. During study hours, which begin with the closing of the hostel gates, every student must maintain silence and avoid any type of disturbance particularly playing loud music.
- viii. No outsider shall be allowed to stay in the college hostels as guest without proper permission from the Warden. A guest can normally stay for one night only, unless specifically permitted by the Warden in special circumstances.
- ix. No resident shall be allowed to place any notice, placard, posters, and wall chalking or other material of any nature anywhere in the hostel premises.
- x. Society, committee or club can be formed in the hostel with the permission of the college as and when required subject to fulfilling the condition and rules framed by the college from time to time.
- xi. No magazine, journal or other printed material shall be placed in the common room and masjid without the prior permission of the Warden.
- xii. Meetings and other functions in the hostel can only be held with the prior written permission of the Warden/college authority.
- xiii. Residents damaging or destroying any hostel property shall be required to pay for the damages and shall also be liable to fine.
- xiv. Keeping of private servants are not allowed in the hostels.
- xv. Entry of ladies to male hostel is not allowed.
- xvi. Hostel furniture and dining room utensils shall not be removed by the residents from their designated places.
- xvii. Each hostel shall have a team of Monitors, appointed by the Provost, on the recommendation of the Warden. Each Monitor will be in-charge of a wing in the hostel, which shall assist the hostel management in the maintenance of discipline, and ensuring cleanliness in his wing. Monitors should be responsible, impartial and senior students.
- xviii. The Warden in consultation with the Provost/Senior Warden shall deal with all cases of indiscipline or breach of regulations and orders relating to hostel affairs.
- xix. The Warden may impose a fine amounting to Rs.2000/-
- xx. Hostel fines shall be registered in the Provost Office and realized through the University accounts offices. This amount shall be credited under the head "hostel establishment fund".
- xxi. Residents shall keep their rooms neat and tidy. The Provost may request senior University teachers to inspect the rooms periodically. On the basis of these inspections certificates shall be awarded every year to students whose rooms remain cleanest throughout the year.
- xxii. All cases of indiscipline in the hostels will be dealt by the Hostel discipline Committee (H.D.C) to be constituted by the Provost and approved by the Chairman.
- xxiii. Residents shall park their cars, motorcycles and bicycles at specified locations on their own risk and responsibility.
- xxiv. Each resident shall be provided with a bed/cot, a table and a chair and he/she shall be responsible for their loss or breakage.

- xxv. The employees are under no obligation to attend/to work other than that assigned to them by the Warden for the service and comfort of the students.
- xxvi. Residents shall bring complaints against the hostel employees to the notice of the Assistant Warden or Warden and shall not deal with them directly on their own.

Hostel Mess

- i. Hostel mess is managed by students themselves under the supervision of Warden.
- ii. Each hostel shall have a Mess Committee consisting of the Warden as Chairman, and three representatives of the resident students, recommended by the Warden and appointed by Provost, for two semesters in the beginning of each academic year. The mess committee shall select a student as its secretary, who shall be responsible for managing the mess, under the direction of the Warden and the mess committee. The mess committee shall prepare a weekly menu; prescribe quantity of food items required, depending upon the number of the students.
- i. The contract of supply of food will be awarded to private contractors by the food committee, as per rules of the College. However the Provost has the right to cancel any contract as and when he is dissatisfied with the performance of the contractor. In case of complaint by the students and concerned warden, the Provost can cancel the contract at any time and award the contract to a person of good reputation.
- ii. Meals shall be taken in the dining hall between the hours fixed for each meal. No meal will be served in a room of a resident unless he/she is sick.
- iii. Residents are required to come to the dining hall in proper dress.
- iv. Each resident will be a member of the hostel mess. Meals cannot be stopped for less than seven days provided the resident leave from the hostel with the permission of the Warden and hostel clerk in writing, to stop his meals for the period stated.
- v. The hostel mess system records and accounts will be maintained by the hostel clerk who will be responsible to maintain a list of the members of the mess, work out monthly expenditures incurred per person, enter it into proper register and notify it on the notice board clearly giving the deadline for payment. A student who fails to clear mess dues of the previous month till first week of current month shall not be allowed to avail the facility.
- vi. The payment to the contractor shall be made by the warden after thorough scrutiny of the bills of the contractors by the food committee. The hostel mess system account shall be maintained by the warden and assistant warden. Collection of food charges from the students and depositing it in the respective bank account shall be the responsibility of the hostel clerk who shall serve as cashier and shall be accountable to the food committee and warden. It will be the responsibility of the warden and assistant warden to check ensure that the amount received from the students, its record shall be properly maintained and deposited in the bank. To ensure Transparency, the Provost office can periodically check the mess system, particularly food quality and maintenance of the record.
- vii. All interested resident students shall deposit a sum of Rs.5500/- against the 1st month of the food expenditure.
- viii. No students shall be allowed to appear in the exam without obtaining clearance of food charges from the hostel clerk duly counter signed by the Warden concerned.