

**PREPARED, DISCUSSED AND PASSED IN THE COMMITTEE MEETING HELD ON 14.06.2019
AT 3:00PM IN BOARD ROOM**

The Dean, Students' Welfare (DSW) is over-all in charge of the welfare activities of the hostel. He/She governs the functioning of the hostels through an Administrative Warden and Wardens. Dean, Students' Welfare is appointed by the Vice Chancellor from amongst the members of the teaching staff of the University. He implements the decision of the University in connection with hostels.

HOSTEL ADMINISTRATION

The administration of hostel is an important part of University functioning. The hostels' administrative structure comprises Dean, Students Welfare, Deputy DSW, Assistant DSW, Administrative Warden and Warden. The Dean of Students and his/her team is associated with the hostels of entire university especially in matters of general welfare and cultural activities.

ADMINISTRATIVE WARDEN

There shall be one Administrative Warden for each hostel appointed by the Vice Chancellor ordinarily on the recommendation of the Dean of Students' Welfare from amongst the members of the teaching staff of the University. The Administrative Warden will assist the Dean, Students' Welfare in all matters related to student's welfare, maintenance of discipline, mess, security of the hostels. Apart from the specific duties assigned, the Administrative Warden shall keep contact with the residents and take care of students in case of illness in the hostel.

TENURE

The Administrative Warden shall hold the office for a period of three years from the date of appointment. The Administrative Warden will be eligible for reappointment.

HONORARIUM

The Administrative Warden is entitled for honorarium as per the rate fixed by the University from time to time.

POWERS AND FUNCTIONS

Subject to the general supervision of the Dean of Students' Welfare the Administrative Warden shall:

1. allot hostel room,
2. take measure to prevent incidence of ragging,
3. maintain discipline and supervise the cultural activities of students residing in the concerned hostel,
4. grant permission, when it is expedient to do so, for stay of bonafide guest of hostel inmate upto seven days as per hostel norms,

Explanation: An expelled student or a student of this University against whom there is some disciplinary charge or police case shall not be considered a bonafide guest.

The Administrative Warden shall reserve the right to deny entry to any visitor or student guest who, in his opinion is likely to disturb the peace of the hostel.

5. attend the case of misbehaviour and indiscipline of students-residing in the hostel,

6. attend the case of illness of students residing in the hostel,
7. in consultation with Warden, shall plan and supervise the extracurricular activities including social service,
8. be Chief Executive Officer to implement the decision taken at University level either personally or through Committee as the case may be. He/She shall be the overall incharge of all the establishments of the concerned hostel,
9. expeditiously decide the matter of grievance of students. He/She may impose or waive fines and transfer a resident from one wing of the hostel to another,
10. shall supervise the functioning of the mess and engagement and working of the mess manager, cook, helpers etc.,
11. take overall charge of the mess and ensure that the payment of mess dues is made by 10th of every month,
12. stop meal/mess facility to a resident due to default in payment of bills and recommend for the appropriate action to DSW,
13. be responsible for sending the confidential report on any matter pertaining to the hostel as and when required to do so,
14. shall make himself/herself available in the hostel office everyday at specific hours (to be notified in the hostel office) to attend the office business and the residents' problems.
15. in the absence of Administrative Warden, the senior most warden of the hostel will work as Administrative Warden.

WARDEN

All the Wardens in a hostel will work in the supervision of Administrative Warden. There will be one Warden for each 100 students to assist the Administrative Warden in a hostel, and will be appointed by the Vice Chancellor ordinarily on the recommendation of DSW from amongst the members of the teaching staff of the University. It will be responsibility of the Warden to have proper upkeep and maintenance of properties of the concerned hostel under his/her charge.

TENURE

The Warden shall normally hold the office for a period of three years from the date of appointment. The Warden will be eligible for reappointment.

HONORARIUM

The Warden is entitled for honorarium as per the rate fixed by the University from time to time.

POWERS AND FUNCTIONS

Subject to the general supervision of the Dean of Students' Welfare and the Administrative Warden, the Warden shall:

1. assist the Administrative Warden in allotment of rooms to students,
2. make himself/herself available in the hostel office everyday at specific hours (to be notified in the hostel office) to attend the office business and the residents' problems,
3. report to Administrative Warden, all cases of misbehaviour, indiscipline and illness of students
4. attend all the matter of health, sickness, sanitation and cleanliness of the premises of the concerned hostel,
5. perform all other duties and work assigned to him/her by the Administrative Warden,

6. conduct regular inspection of the dining hall, kitchen room and food preparation so as to monitor cleanliness, discipline and food quality.

OFFICE OF THE HOSTEL

There shall be one office in each hostel having one Assistant and one Attendant. The office shall ordinarily function from 9:30am to 6:00pm. However, the working hours may be decided by the Hostel Administration.

HOSTEL RULES

Ashoka hostel and Ashoka extension hostel shall be treated as one hostel, likewise Sanghmitra and Sanghmitra Extension hostels shall be treated as one hostel.

1. OBJECTIVES OF HOSTEL LIFE

- 1.1 To ensure that students coming from different parts of the country live together and strengthen their relations with mutual co-operation and goodwill.
- 1.2 To ensure that the students are able to devote adequate time to their studies and research.
- 1.3 To develop a climate congenial for co-curricular and extra-curricular activities of students.
- 1.4 To develop an environment of community living and sense of social responsibility amongst the students irrespective of their caste, religion, place of living and gender.

2. ELIGIBILITY FOR HOSTEL ALLOTMENT

- 2.1 ~~Students admitted to any regular full-time programme of study shall be eligible to apply for~~ hostel accommodation except those who have already availed hostel facility in this University.
- 2.2 Preference will be given to the following category of students in the allotment of hostel
 - Students from out of India,
 - Students from outside of Uttar Pradesh,
 - Differently abled (Divyang) students
- 2.3 Allotment shall be given to eligible claimants who have applied on prescribed format before the prescribed date and shall be done on the basis of merit list provided by the Departments.
- 2.4 Allotment of seats in the hostels, constructed out of the fund provided under Babu Jagjivan Ram Chhatrawas Yojana by the Ministry of Social Justice and Empowerment, will be made on the basis of 50% seats to each SC/ST and Open category students. However, the remaining 50% seats of SC/ST students in these hostels may be adjusted in other hostels

Note: If two students of a department get same marks in the merit, the marks in qualifying examination will be taken into account for allotment. In case, more than one student gets similar marks in the qualifying examination, distance of his/her place of residence shall be the final criteria for allotment of hostel.

- 2.5 Students belonging to SC/ST categories shall be given reservation in hostel seats as per quota fixed from time to time by the University. Presently it is 50% for SC/ST in the ratio of 2:1, seats are interchangeable.
- 2.6 No student shall be eligible for admission to the hostel unless he/she deposits the currently applicable hostel dues/fees in every semester in the Hostel Account. (See list of Rates)
- 2.7 Receipts in respect of payment of hostel dues must be preserved till the end of the course and produced by the student when required.
- 2.8 Students who accept employment or join any course outside Babasaheb Bhimrao Ambedkar University in the course of their study will lose their entitlement to hostel accommodation. The concerned inmate shall be responsible to inform the hostel administration in this regard failing which disciplinary procedures may be adopted against the inmate.
- 2.9 Allotment of hostels shall be done by a Hostel allotment Committee which shall be headed by DSW or his nominee.
- 2.10 Hostel allotment for second year onwards shall be done based on the performance of students in order of merit in the first year (Semesters I & II) examination. If the result of second semester is not declared due to some reasons, then merit of the first semester will be considered for hostel allotment.

3. PROCEDURE FOR ADMISSION TO THE HOSTEL

- 3.1 A student seeking admission to the hostel may download from University website submit the same, duly filled along with documentary evidence of registration for a regular program of study of the University and Aadhar Card as residential proof in the Office of the DSW within the prescribed date.
- 3.2 For the admission and continuation of accommodation in the hostel, the student shall deposit the hostel fee receipt in the hostel office by the last date as declared by the DSW office. If he/she fails to do so, the allotment shall be considered as cancelled.
- 3.3 Allotment of hostel shall be made by the Dean, Students' Welfare or any officer authorized by him. No student shall be entitled for any particular hostel or room as a matter of right.
- 3.4 The students are expected to take possession of the allotted room immediately after allotment of hostels by the Dean, Students' Welfare office, after paying the prescribed hostel fee, but not later than seven days of such allotments failing which the allotment shall automatically pass to the next candidate in the waiting list.
- 3.5 The allotment of rooms to the students in a hostel shall be made by the concerned Warden (s).
- 3.6 The allotment of hostel shall not be claimed as matter of right and will depend on the availability of seat.

4. NORMS AND RULES FOR GOVERNING HOSTEL LIFE

- 4.1 Allotment of a hostel room/seat shall not confer on the hostel inmate (student) any right to tenancy or subletting and the University shall have right to have the accommodation vacated in the event of breach of rules by the inmate.
- 4.2 The hostel residents should be back in the respective hostels latest by 10:00p.m.. Hostel inmates who are found outside their respective hostel premises after the stipulated time and involving in any indisciplinary activity or otherwise disturbing the peace on campus and privacy of BBAU community shall be evicted from hostel forthwith apart from any other disciplinary action by the University administration.

Note: In case of Girls Hostel the timings for returning in the hostel is 8:00 p.m. and the morning exit timing will be 5:00am.

- 4.3 A resident who wishes to remain absent overnight shall take prior permission of the Warden concerned in the prescribed form available in warden office and shall make the requisite entry in the register available with the security guard.
- 4.4 No visitor shall be permitted to stay in the room of the resident after 10:00 p.m.
- 4.5 In case a hostel inmate leaves or returns to the hostel after/before the prescribed time, he/she shall enter his/her names in the register kept with the security guard. In case of refusing to do so he/she shall be liable for disciplinary action.
- 4.6 Residents shall keep their rooms and hostel premises neat and tidy. No sticker / painting is allowed on the walls of the rooms.
- 4.7 Rooms shall be subject to inspection and checking by the University authority at any time.
- 4.8 Hostel inmates shall not misbehave or manhandle hostel staff on duty in the hostel premises. Any such indiscipline shall attract severe punishment as per university rules.
- 4.9 Hostel inmates are expected to come to dining hall, common room and the office properly dressed, failing which they shall be liable to disciplinary action as per University rules.
- 4.10 No hostel inmate shall carry on any activity in his/her room which may cause disturbance or annoyance to his/her neighbour or to the hostel or to the University authorities. Appropriate disciplinary action may be taken against such students as per University rules.
- 4.11 Male visitors including male students or guests shall not be allowed in ladies hostels except bona-fide male guests who may be permitted by Warden in the visitors' room of girls' hostels.
- 4.12 Only men can stay as guests in a men's hostel and only women can stay as guests in girl's hostel on payment of guest charges (Rs. 150/-per day for NON-AC and Rs. 400/- for AC room) for a maximum duration of seven days with prior permission of warden.
- ~~4.13 The hostel inmates shall make payment of all hostel dues at prescribed intervals as per university rules.~~
- 4.14 Visitor's stay in a hostel room in the absence of the hostel inmates is strictly prohibited and such visitors shall be treated as trespassers and shall be liable to be dealt with as per university rules.
- 4.15 Any hostel inmate lodging an unauthorized person shall be liable to fine and such other disciplinary action as per university rules.
"The hostel inmate(s) on account of harbouring unauthorized person(s) in his/her room would be fined in the first instance Rs. 1500/-. If found guilty second time, the fine will be Rs. 3000/- and if found guilty for the 3rd time, he/she will be evicted from the hostel."
- 4.16 Notwithstanding the above, the disciplinary committee may take *suomoto* cognizance of any violation rules or indiscipline by any student and may impose fine/punishment as it deems fit.
- 4.17 The hostel administration reserves the right to deny entry into the hostel to any visitor including any student if, in their opinion, the visit is likely to disturb peace and discipline in the hostel.
- 4.18 The hostel inmate shall be given essential furniture (one cot, one table and one chair) in their allotted rooms.
- 4.19 Every hostel inmate shall be responsible for the care of the hostel property he/she uses. Any damage or loss of the hostel property will be charged individually, as the case may be, and shall be deducted from the caution money deposited by the inmate at the time of admission and they will also be liable to disciplinary action.
- 4.20 Hostel inmates shall switch off the lights, table lamps, fans and other electrical gadgets of his/her room while going out.

- 4.21 The hostel inmates shall not remove any property from the dining hall, common rooms or visitor's rooms or any other rooms of the hostels. In case they are found indulging in such activities, they shall be liable for disciplinary action.
- 4.22 The hostel inmates shall not tamper with the electrical fixtures in their rooms or in the hostel premises or use any unauthorized electrical gadgets. Any violation will amount to breach of hostel rules and shall be fined Rs. 1000/- in the first instance, Rs. 2000/- in the second instance and shall be evicted from the hostel if found guilty third time.
- 4.23 Cooking of food in the rooms including the pantry is strictly prohibited.
- 4.24 The hostel inmates shall take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of their personal belongings.
- 4.25 No hostel inmate is permitted to take away his/her belongings from the hostel premises without a proper gate pass issued by the Warden.
- 4.26 Use of narcotics, consumption of alcoholic beverages and gambling in the hostel premises is prohibited and any inmate found guilty is liable for disciplinary action.
- 4.27 Pets shall not be allowed within the hostel premises.
- 4.28 The hostel inmates shall not hold any religious or political meeting (other than related to student's activities) within the premises of the hostel, except with the prior written permission of the Vice-Chancellor.
- 4.29 The hostel administration reserves the right to take disciplinary action including eviction from the hostel, for violation of any of the above rules.
- 4.30 The University reserves the right to close any or all hostels *suomoto*.

5. DURATION OF STAY IN THE HOSTEL

- 5.1 Accommodation in the hostel may be allowed initially for the current semester and will be subsequently allowed to the continuing registration and fulfilling academic requirements from time to time by the allottee. All occupants should subject themselves to the proof of registration and payment of all hostel dues every semester, including depositing of registration folios with the hostel office/Dean Students' Welfare office, failing which, he/she will be liable to be vacated/evicted as if he/she was not a registered student.
- 5.2 An M.Phil./Ph.D. hostel inmate may stay in the hostel not exceeding the total period of registration as prescribed in M.Phil./Ph.D. ordinance.

Note: (i) M.Phil./Ph.D. hostel inmates may stay in the hostel maximum for 7 days after the date of submission of their M.Phil. dissertation/Ph.D. thesis.

(ii) P.G., M.Phil. and Ph.D. hostel inmates of the University who have vacated the hostel and are required to visit the University again for their Dissertation/Project or viva-voce tests may be allotted accommodation in the hostel, subject to availability for a period not exceeding 7 days on payment of guest charges.

- 5.3 The maximum duration of stay in the hostel is the normal prescribed duration of the program of studies to which the student is admitted.
- 5.4 Foreign nationals may be allowed to stay beyond the normal period prescribed for the M.Phil./Ph.D., provided their M.Phil./Ph.D. viva is likely to be conducted shortly but not later than two months after submission of thesis keeping in view the merit of each case. Stay beyond two months will be on guest charge basis, subject to the prior permission of the Dean Students' Welfare on the recommendation of the Supervisor and Head of the Department.

6. VACATION OF HOSTEL ROOMS - PROCEDURE

- 6.1 The University hostels, in general, will remain closed in summer vacation.
- 6.2 It shall be mandatory for students to vacate Hostel rooms for the summer vacation for general maintenance works of the hostel.
- 6.3 Subject to the provision contained in para 5.4 above all terminal (Final Year) students must surrender their rooms to the concerned warden, maximum fifteen days after completion of the end-semester examination. However, the Dean Students' Welfare may grant extension to such students in very exceptional cases, upon request duly forwarded by supervisor concerned.
- 6.4 Those hostel inmates who discontinue their studies in the middle of semester shall submit an application for vacating the hostel in the prescribed form available with hostel office to the Warden concerned at least four days in advance of the date of their leaving the hostel. Permission for vacating the hostel will be accorded by the Warden concerned after the clearance of hostel and mess dues by the students concerned is submitted to the office.
- 6.5 Before vacating the hostel, each hostel inmates shall hand over to the wardens the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay the cost of article(s) found either missing or damaged, allotted in his/her name, keeping in view the original price of the article(s) as decided by the Warden, which shall be deducted from the caution money deposited at the time of admission.
- 6.6 Failure to vacate the hostel room by the due date will render the hostel inmates liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.

7. PROCEDURE FOR EVICTION

- 7.1 A hostel inmate may be evicted from the hostel for any breach of disciplinary rules/norms of hostel or mess rules, or not conforming to academic requirements as stipulated in the Academic Ordinance of the University or otherwise notified by the University.
- 7.2 The eviction process will be effected by the Warden in consultation with the Dean, Students' Welfare.
- 7.3 Before eviction, the hostel inmate concerned will be served a five days eviction notice by the warden so that the resident is informed of the proposed action and could take care of his/her personal belongings lying in the room, and vacates the room on or before the date fixed for eviction.
- 7.4 If the hostel inmate does not vacate by the date specified in the notice for eviction, the lock of the room shall be broken in the presence of committee consisting of:
 - a. The Proctor
 - b. The Warden
 - c. The Security Officer or his representative
 - d. The Caretaker/Matron, and
 - e. A nominee of the Vice-Chancellor
- 7.5 For this purpose, the Warden shall inform the concerned officers in advance.
- 7.6 Where the second room-mate is affected by eviction of the defaulting resident, the second room-mate shall be accommodated by the Warden in another room as may be possible.
- 7.7 If, on breaking open the lock, any personal belonging of the defaulting hostel inmates are found in the room, an inventory shall be prepared under the signature of above committee and disposed off by the Warden as per the recommendation of the committee.
- 7.8 If any furniture articles/fixtures allotted to the student found missing or damaged, the cost of article or damage to articles shall be recovered from the student, keeping in view the original

price of the article which shall be deducted from the caution money or as may be decided by the committee.

8. OBJECTIVES OF HOSTEL MESS

- 8.1 To ensure that hostel inmates get a balanced diet at a reasonable cost.
- 8.2 To foster a climate where the student from different creeds, languages and food habits sit and eat together harmoniously in a common mess;
- 8.3 To cultivate amongst the student co-operation and tolerance; and
- 8.4 To develop in the students capacity to manage the day to day affairs of the mess democratically.

9. ORGANISATION OF THE MESS

- 9.1 Each hostel shall have a mess/cooperative mess of its own.
- 9.2 The mess shall be managed by the private contractor authorized by the university authorities.
- 9.3 The warden will be responsible for proper administration and maintenance of discipline in the hostel mess.

10. ELIGIBILITY FOR JOINING THE MESS

- 10.1 All bonafide students of the University who have been allotted seats in the university hostel shall have to join their respective hostel mess.
- 10.2 A guest of a bonafide hostel inmate shall be permitted to take meals in the hostel mess on payment of guest mess charge.
- 10.3 The mess facility arranged by the Hostel Administration through the University has to be compulsorily adopted by all inmates. Meals shall be provided to the inmates against coupons which the inmate shall purchase one day in advance from the mess contractor.

11. DINING HALL

- 11.1 Each hostel inmate, his/her guest, if any, shall have to take meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Warden, if the student is not able to eat in dining hall. In no other case shall students be allowed to take the mess food outside the dining hall.
- 11.2 All hostel inmates and guests shall go to the dining hall properly dressed.
- 11.3 Self service system shall be followed in the mess.
- 11.4 Impersonation i.e. eating against another bonafide student is prohibited and defaulter shall be dealt with as per university rules including an FIR for the offence.
- 11.5 One resident may eat only one plate or thali. For more than one person to eat from one plate or thali is prohibited.
- 11.6 The Hostel inmates are expected to behave with the Mess contractor and the mess staff with proper decorum and not enter into any altercation with them. If they have any grievance, they may record the matter in the suggestion book or may bring to the notice of the warden.
- 11.7 The Warden will check the suggestion book often and sign it with remark.
- 11.8 Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.
- 11.9 Student shall not take mess utensils out of the dining hall.
- 11.10 Students shall not waste food.
- 11.11 Student shall observe cleanliness in the dining hall.
- 11.12 Students shall not ask mess employees to prepare special dishes for them.
- 11.13 Students and other hostel staff not on mess duty shall not enter in the kitchen.
- 11.14 Students, including their guests, if any shall adhere to the set timings scrupulously. No complaint shall be entertained if a student fails to report within the fixed hours.

- 11.15 To use dining hall of men's/women's hostel for purposes unrelated to the mess shall require prior permission of the Warden.
- 11.16 Any breach of the above rules shall render the student liable to fine and/or disciplinary action including expulsion from the hostel and removal from the University, etc.

12. GRIEVANCE REDRESSAL MECHANISM IN HOSTEL

- 12.1 Hostel in the University exists to provide the conditions of congenial living to the inmates, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities.
- 12.2 Any grievance from an inmate in the first instance shall be referred to the concerned warden who shall, depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and in no case later than a week from the date of receipt.
- 12.3 In case the inmate or inmates are not satisfied with action taken by the Warden, the inmates, as the case may be, are free to bring the grievance in writing to the notice of the Dean Students' Welfare concerned as soon as the decision of the Warden has been notified and in no case later than one week from the date of decision of the Warden.
- 12.4 The complaint will be made to the Dean, Students' Welfare along with the copy of the decision of the Warden.
- 12.5 Students may appeal against the decision of the Dean, Students' Welfare in writing to the Grievance Redressal Committee of the university with a copy of the decision of the DSW and the Warden.

13. LIST OF RATES (SUBJECT TO REVISION FROM TIME TO TIME)

Hostel Fee Structure:

S. No.	Items	Rates
1	Admission fee (per year)	Rs. 1000/-
2	Hostel Caution Deposit (One time payment & Refundable)	Rs. 2000/-
3	Electrical Charges (per semester)	Rs. 500/-
4	Room Rental (per semester)*	Rs. 500/-
5	Services & Maintenance (per semester)	Rs. 500/-
6	Miscellaneous Fee	Rs. 100/-
Total		Rs. 4600/-

Note: (a) Hostel Caution Money shall be collected only once during one programme at the time of admission.

*a) The SC/ST students are exempted from the Room Rental Charges.

14 VARIOUS COMMITTEE AT HOSTEL LEVEL

14.1 COMMITTEE AGAINST SEXUAL HARASSMENT (COMPLAINTS COMMITTEE)

As per the guidelines of the Government of India and the Supreme Court of India, the Babasaheb Bhimrao Ambedkar University maintains that no member of the University community may sexually harass another. Any employee or student may be subjected to disciplinary action for violation of this policy. The university has a complaints committee, duly existing for any such redressal.

14.2 MESS COMMITTEE

Each hostel must be having a Mess Committee comprising of the hostel inmates, Maintenance Warden, and headed by the Administrative Warden as an *ex-officio* chairperson.

In addition, the hostels shall also have the following Committees:

- Discipline Committee,
- Anti-ragging Committee,
- Sanitation Committee,
- Gardening & Beautification Committee,
- Cultural Committee,
- Community outreach Committee, etc.

The Administrative Warden shall be the *ex-officio* chairperson and maintenance Warden shall be one of the members of the above committees.

Further, each hostel shall have hostel representative in various Committees at the University level.

SUBLY
08.7.19