

Rani Durgawati University, Jabalpur

Hostel Rules

I. Hostel Management

- A. The following constitute the Hostel Management System:
 - 1. Vice- Chancellor
 - 2. Registrar
 - 3. Dean Students Welfare
 - 4. Warden Boys Hostel, and/or Warden Girls Hostel
 - 5. Superintendent Boys Hostel, and/or Superintendent Girls Hostel
- B. Each hostel will be managed and controlled by their respective Superintendent and Wardens, to be appointed by the Vice Chancellor.
- C. Day to day functioning and management of the hostels will be done by their respective Superintendents, to be appointed by the Vice Chancellor
- D. The students can approach any of the above for help, guidance and grievance redressal. Representation to University authorities must be forwarded through proper channel.

II. Eligibility and Conditions for Room Allotment

- 1. There are separate hostels for boys and girls.
- 2. The availability of the seats in the respective hostels will be decided by the Warden.
- 3. The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled.
- 4. Student once expelled from the hostel will not be re-admitted.
- 5. Students having any pending criminal cases will not be admitted to the hostel.
- 6. Only those students who do not have their immediate family members residing within the Municipal area of Jabalpur, are eligible for admission.

7. Hostel accommodation is available to Graduate/ Post-Graduate/ Ph.D. Degree students for maximum length of stay equating to the duration of respective course + 1 year. In case of Ph.D. students, the tenure may exceed maximum up to Five years, with the permission of the Vice-Chancellor.
8. No student must be admitted to PG course twice and shall not be admitted to the hostel in such scenario.
9. Students pursuing Law degree and subsequently going for PhD can be permitted for a maximum of ten years of stay in the Hostel, after reviewing the status of availability and priority after completing the duration of each Programme. Other students will be entitled for a maximum of six years of stay in the Hostel.
10. At the time of admission to the hostel, each student is required to submit the prescribed application form in the office/ online.
11. The Superintendent will issue a fee demand letter indicating the last date by which the student must deposit the caution money, Hostel Fees and Mess Advance.
12. Caution money is entitled to be refundable (without any interest) at the time of finally vacating the hostel. In case a student fails to deposit the fees within the specified time, he/she will not be entitled for admission in the University Hostel.
13. After the admission to the Hostel, recurring hostel and mess fees has to be deposited within the allotted time. If any fees is outstanding the result/ degree of the student may be withheld
14. Rooms once allotted to the students for an academic year will not be changed except for special situations. If any student is found changing his/her room without the permission of the warden, disciplinary action will be taken against him/her.
15. The warden has the right to refuse admission in the hostel to any student, and also can transfer the student to any other room as per the suitability.
16. For maintenance and sanitization purposes the hostels will be completely vacated after the final examinations of each year. For this every student will vacate the hostel.

Before vacating the rooms, the electrical installations including the fan, lights etc should be handed over intact, in addition to the provided furniture. In case of damage or loss of property, fine will be imposed and the student/s may not be re-admitted to the hostel.

17. The personal lock has to be removed while vacating the room.
18. Re-admissions and allotment of rooms will be made every academic year.

III. Code of Conduct

1. All residents are required to maintain standards of behavior expected from students. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
2. All residents are required to carry their valid Identity Cards issued to them by the University/Hostel.
3. All students must produce an affidavit as required by the university and UGC.
4. **All statutory norms of ragging as per UGC guidelines, issued from time to time, are to be strictly followed by all the residents of the hostel.**
5. No students shall allow any unauthorized guest in his room without prior permission of Superintendent.
6. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
7. All the students are expected to be in the hostel before 9:00 p.m. If any student wishes to be away from the hostel during the weekend holidays or any other time, he/she has to take prior written permission from their respective Superintendent.
8. Room allotted to each student is his/her personal responsibility. He/She should see to the upkeep of his/her room, hostel and its environment.
9. All applications regarding any favor or complaints of any kind must be made to the warden through the Hostel Superintendent.
10. No resident should lodge any complaint with any university authority or the police without the prior permission of the warden.

11. Residents should show due courtesy and consideration to all the employees of the Hostel.
12. The resident of a room is responsible for any damage to the property in the rooms during his/her occupancy of that room.
13. In case of any damage or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Superintendent.
14. The resident shall not remove any fittings from any other room or common areas.
15. The students should not screen pirated/ unauthorized/ unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by the authorities.
16. Ragging of students admitted to the institute is totally banned. Any violation of this by the students will be dealt with severely.
17. Smoking and consumption of alcoholic drinks or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess any such material. Severe action will be taken if any resident is found to violate this, resulting in expulsion from the hostel and rustication from the institute.
18. Hostel zone is a smoke-free zone in the institute. Student should not smoke inside the hostel/room/common room/dining hall/ toilets/ corridors/ terrace etc. Depending on the case, the university reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
19. Employing unauthorized persons for personal work such as washing clothes etc. is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account.
20. No resident shall strike, abuse or misbehave with any of the hostel staff.
21. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc. will be liable to punishment.

22. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a person of the opposite sex in the hostel is restricted.
23. Residents should not hold any meeting or activity or form any club without the prior written permission of the warden.
24. Parents/ guardians of the hosteller may be provided accommodation in the common room of the hostel for a maximum of three days after paying the rent as per University rules.
25. Visitors will sign their names in the visitor's register and shall state the purpose and duration of their visits.
26. No personal vehicles (Two or Four Wheelers) except bicycles would be permitted in the hostel premises.

IV. Prefects and their duties

1. The warden shall appoint a student Prefect for the hostel. The students must follow the instructions given to them by the Prefect.
2. The Prefect would be in-charge of the discipline and should be able to build up good traditions among the students of the hostel.
3. The Prefect will be in-charge of the hostel property and will be responsible for all cases of misconduct, indiscipline, damage to the hostel property etc. by any hosteller or servant of his hostel.
4. Any student (including the Prefect) can be removed by the warden without assigning any reason whatsoever.

V. ROLL CALL

1. Hostel Prefect will maintain a register to record the daily attendance of the students of his hostel between 9:00p.m. -10:00 p.m. for boys and 7:00p.m.- 8:00 p.m. for girls. A surprise visit can be done by Hostel Superintendent/ University Administration.
2. In case any hosteller wishes to stay out for the night or leaves the hostel for more days, he/she must inform the Superintendent through Prefect and submit a written request regarding the same.

3. Hostellers going out on educational/sports/NCC camps etc. must obtain written permission from the Superintendent before leaving the hostel.
4. Sick leaves will be granted only on producing medical certificate. Students who fall ill when they are out of hostel shall apply for leave through their parents or guardians and forward a medical certificate with such application.
5. If the hosteller takes a leave for more than the permitted period without any notice, he shall lose his seat in the hostel and disciplinary action will be taken against him by the university authorities.

VI. MESS RULES

1. All students must dine in the dining room of the mess. In case of illness, meals may be served in the rooms with the permission of the warden. The mess hours will normally be 10:00 a.m. to 12:00 p.m. (Morning) and 7:30 p.m. to 9:30 p.m. (Evening).
2. Every resident has to pay mess charges which will be non-refundable. The amount will be deposited in the hostel account of the university.
3. University will not be responsible for any adversity in case someone falls ill.
4. Charges for special diet supplied to the sick student shall be added to the monthly mess bill.
5. Mess charges should be paid before the 15th of every month. If the mess bill is not cleared by the student, he/she may be asked to quit the hostel and respective parents/guardians shall be informed accordingly.
6. There shall be a Mess Committee including student members which will ensure the smooth functioning of the mess. The student members of the Mess Committee may be changed after every three months.
7. The Mess Committee shall perform the following functions:
 - a. To decide the weekly menu for the mess.
 - b. To decide the problems relating to the improvement in mess.
 - c. To review the mess account of the previous month.

d. To perform such other functions as may be necessary for the smooth functioning of the mess.

8. Purchases for the mess shall be made at the time and from a source most advantageous and economical to the mess.

9. The mess committee will ensure that mess accounts are kept in proper form and the account books are kept up-to-date.

VII. Hostel Fees and Dues

1. Total admission fees is Rs. 5,000/- which includes caution money i.e. Rs. 500/- .

Fee Structure-

a. Hostel Admission-	Rs. 500/-
b. Room Rent (for 12 Months)-	Rs. 3500/-
c. Caution Money-	Rs. 1000/-
Total amount=	Rs. 5000/-

2. The fees will be enhanced at the rate of 10% of total fees per year.

3. Hostel caution money is refundable after due deductions, which will be achievable by the student when he/she has left the hostel permanently.

4. The warden may withdraw some amount from the caution money of the inmate/inmates for payment of outstanding dues against the students.

5. Accommodations/ Availability of Rooms-

i. Total number of rooms in Boys Hostel= 125

ii. Total number of rooms in Girls Hostel= 120

VIII. Appointment of Hostel Managing Staff

1. Hostel wardens shall be appointed by the Vice-Chancellor from among the campus resident teachers/ equivalent officers of the University Teaching Departments, not below the rank of a reader can be appointed if Teachers/ equivalent of higher marks are not available.

2. Each Hostel shall have a Hostel Superintendent appointed by the Vice-Chancellor from among the teachers/equivalent officers of the University Teaching Department.

3. The Hostel Warden will have a rent-free accommodation in the campus and an honorarium to be decided by the Vice-Chancellor from time to time. Same ways the Hostel Superintendent will be given an honorarium decided by the Vice- chancellor.

4. The Hostel Superintendent will help in the supervisions of the hostel in consultation with the warden. Normally the superintendent shall visit the hostel at a stipulated time in consultation with the warden every day. In the absence of warden, he/she should look after the duties of warden.

IX. Tenure of Hostel Managing Staff

1. The tenure of the hostel warden and the hostel superintendent shall be of two years.

2. It may get extended at the discretion of the Vice-Chancellor.

3. If performance of the hostel warden or the hostel superintendent is not found satisfactory, the appointment can be terminated by the Vice-Chancellor.
