

GENERAL HOSTEL RULES

(w.e.f. Academic Session 2019-20)



**RAJIV GANDHI UNIVERSITY
RONO-HILLS: DOIMUKH
ARUNACHAL PRADESH
INDIA**

1. OBJECTIVES

Rajiv Gandhi University is primarily a residential University. A large section of its boarders come from distant places and reside in the campus of the University. The objectives of Halls of residence are as follows:

- a. To provide to the boarders of the University a congenial place to live so that they can devote themselves in pursuit of higher learning;
- b. To provide enlightened guardianship to the boarders during an impressionable age when they are living away from their parents/guardians;
- c. To ensure that boarders coming from different backgrounds have an opportunity to live together, imbibe a spirit of cooperation and goodwill and acquire broader societal frame;
- d. To provide opportunities from co-curricular and extra-curricular activities for all round development of individual personality and for giving expression to their artistic and creative talent; and
- e. To develop in the boarders, the capacity to govern their own affairs

2. HOSTELS/ALLS OF RESIDENCE

- a. The University shall maintain such hostels as may be necessary to fulfill the objectives of residence;
- b. Every hostel shall have a name as the University may assign to it;
- c. A hostel may accommodate the boarders as per its intake capacity; and
- d. Each hostel shall be under the charge of a Warden and Deputy Warden appointed by the university.

3. ADMISSION TO THE HALLS OF RESIDENCE

- a. All boarders registered for full-time programmes for Post Graduate and Undergraduate studies except Diploma and Certificate Courses and students admitted under paid seat quota and who are not employed anywhere, are eligible for accommodation in the hostels of the University. Students who pursue full-time M. Phil and Ph. D. programme shall also be eligible for allotment of accommodation in the hostels as a research scholar.
- b. The teachers registered for two years full-time B. Ed. Course under the state government quota shall be eligible for hostel accommodation.

- c. If a student fails to satisfy any one of the conditions in (a) & (b) above, he/she will not be eligible for hostel accommodation.
- d. Admission to the hostel/halls of residence is to be made as per the reservations policy and quota of each department/institute on the basis of their average annual intake capacity in different UP/PG courses (Guidelines to be followed). **Seat allotment to research scholars will be on the basis of seniority and merit. However, special provisions for scholar of Sciences may additionally be kept.**
- e. Boarders seeking admission in the University hostel shall have to apply and submit the prescribed form to the respective Head of the Departments.
- f. (Guidelines to be followed)
- g. Hostel accommodation will be allotted for the duration of the course. Every boarder who has been promoted to next semester shall have to submit a fresh application for continuation of the hostel facility every year. The applications should reach to the DSW at least 15 days before the commencement of the academic session. Continuation of the hostel facility will be permitted only after being promoted to the next semester of his/her programme of study and after furnishing proof of having paid all tuition/hostel fees and the pending dues, if any.
- h. Any residents, if failed in any semester have to vacate the hostel seat. Those vacated seats will be re-allotted to the students of the concerned department and shall be allotted to another student on merit basis on the recommendation of respective Head of Departments.
- i. During the summer vacation and winter recess, boarders shall have to vacate the halls of residence for routine maintenance and repairing. However, M. Phil and Ph. D research scholars may be allowed to stay.
- j. Allotment of the hostel seats to the M. Phil Scholars is to be made as per aforesaid guidelines. They have to vacate the seats just after the submission of dissertations.
- k. The concern Head of the department will have to verify and recommend the names of the scholars to the DSW.

- l. The hostels seat will be allotted to the PhD scholars for a maximum of four years (residency period) from the date of registration. However, the scholar will also have to vacate the hostel on the day of submission if submitted the thesis before the residency period of four years.
- m. The boarders are to pay the hostel rent as fixed by the university and receipt from finance branch is to be submitted to the respective Wardens. Failing to do so, the student cannot claim for allotment of the seat and the seat shall be forfeited.

4. SUPERVISION AND CONTROL

- a. The supervision and control of the residence of all boarders are vested to the Vice-Chancellor. The DSW and the Chief Warden will assist the Vice-Chancellor in performing his function with the help of a **Central Committee on Halls of Residence**.
- b. The **Central Committee** shall be constituted by the Vice-Chancellor or by such person he may specify on his behalf and shall comprise the following:
 - (i) DSW as Chairman
 - (ii) Chief Warden as Member Secretary.
 - (iii) All Wardens and deputy wardens of various Halls of Residence as members.
 - (iv) Two Senior Faculty Members.
- c. The term of office of the Central Committee shall be of two years.
- d. The functions of the Central Committee shall be as follows:
 - (i) Management of boarders in various Halls of Residence of the University;
 - (ii) Supervision of the halls of Residence and giving advice the University on policy matters, etc. relating to management of hostels;
 - (iii) Framing the Rules and Maintenance of discipline amongst the boarders;
 - (iv) Transfer of a boarder from one hostel to another; and
 - (v) Such other duties as may be assigned by the Vice-Chancellor.
- e. The Committee may admonish a boarder for misconduct, impose a fine up to Rs. 2000/- on a boarder at a time, remove a boarder residing in a hall of residence, and declare halls of residence out of bounds for boarders during the period of suspension. Further, boarders may also be prohibited from attending the regular classes at least for one month in case of serious charges of misconduct against him/her.

- f. The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the Dean of Students' Welfare and 1/3 of its members shall form the quorum.
 - g. The Chief Warden through the Dean, Students' Welfare shall submit the conclusions of the meeting to the Vice-Chancellor who will place it before the Executive Council for its information.
5. There shall be ORIENTATION PROGRAMMES on subjects like sexual abuse, academic matters, awareness on anti-ragging, etc. which will be conducted in each residence immediately after the residents occupy their seat in consultation with Wardens, Deputy Wardens, Chief Warden and DSW.

6. APPOINTMENTS, POWERS AND FUNCTIONS OF CHIEF WARDENS

- I.** A Chief Warden for all the residence shall be appointed from amongst the Professors of any disciplines for a period of two years.
- II.** The Chief Warden shall supervise and monitor the managements of the residences and appraise it to the administration monthly through the DSW.
- III.** The Chief Warden shall conduct warden's meeting once in every month. He/she shall visit/inspect the residences from time to time along with DSW.
- IV.** The Chief Warden shall function from his office for effective dissemination of the duties. He/she shall be provided a Personal Assistant for office work.

7. APPOINTMENTS, POWERS AND FUNCTIONS OF WARDENS AND DEPUTY WARDEN

I. Appointment

Wardens of various Halls of Residence in the Campus shall be appointed by the Vice-Chancellor on the recommendation of the DSW for a period of three years and they shall be eligible for extension and reappointment. Deputy Wardens may be appointed by the Vice-Chancellor on the recommendation of DSW to support the Warden. In the absence of Warden, Deputy Warden will look after the routine matters of the warden or the charge may be handed over to another warden.

II. Power and Functions of Wardens and Deputy Wardens

- a. The Wardens and Deputy wardens shall perform such duties as assigned to them by the University authority from time to time and they shall function in consultation with the Chief Warden and the DSW.
- b. Subject to the guidelines of the Central Committee, the Warden along with the Deputy Warden shall allot rooms to the boarders assigned to him/her; maintain a list of boarders along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- c. In addition to the specific duties assigned by the University authority, they may be assigned additional duties related to management of hostel. The Wardens and Deputy Wardens shall perform the following duties;
 - (i) Welfare and discipline amongst the boarder in the hall of residence.
 - (ii) Oversee health, hygiene and general life of the boarders in the Hostels and to ensure that the boarders observe the Regulations and discipline in accordance with the rules framed thereof;
 - (iii) Report to the DSW and Chief Warden all cases of misbehavior, indiscipline and illness of boarders residing in the hostel;
 - (iv) Safe custody and maintenance of such properties of the concerned hostel as entrusted to him/her and for their repairs within the funds allotted following the norms laid down by the University authority for the same.
- d. The Warden and Deputy warden shall have the right to inspect hostel rooms at any point of time to ensure the safety and security of the boarders.
- e. The Warden and Deputy warden shall have administrative control over the staff attached to the hostel.
- f. There shall be a combined office of the Warden and Deputy warden in each Halls of Residence with necessary facilities such as furniture, internet connections, computer with printer, telephone, etc.
- g. Warden and Deputy Warden may constitute committees in the hostel in consultation with the boarders to maintain discipline and to promote sport, cultural and literary activities. A copy of such committee shall be forwarded to the DSW and the Chief Warden.

III. Remuneration

The Warden and Deputy Warden shall be entitled to such reasonable remuneration/honorarium as fixed by the University from time to time

8. FUNCTIONS OF SAFAIWALAS/SANITARY STAFF:

- a. To keep building rooms, roads, lavatories, etc. neat and clean with economical use of cleaning material.
- b. To bring to the notice of sanitary guide/Inspector/hostel authorities of the place (not allotted to him/her) where insanitary conditions are noticed by him/her.
- c. To deposit garbage, etc. at the appropriate place.
- d. To supervise the work of other safaiwalas whenever required.
- e. To perform other duties as assigned by the caretaker/hostel authorities/sanitary guide/Inspector.

9. DUTIES OF KITCHEN STAFF:

- a. To help the Mess Committee in preparing menu of the mess and purchasing materials for the mess as per a defined policy.
- b. To keep the proper record of the stock books of: Permanent articles, Furniture, Utensils etc.
- c. Maintain attendance registers of mess members.
- d. Keeping attendance records of mess workers duly verified by the mess committees.
- e. To prepare daily record sheet of consumable items with cost.
- f. To prepare monthly bill and diet account of mess members latest by 10th day of every month.
- g. To keep the kitchen premises clean and maintain hygiene.

10. HOSTEL COMMITTEE

There shall be a hostel committee to assist the Warden and Deputy Warden in looking after the hostel affairs in areas such as health and hygiene, mess, beautification, discipline, etc.

- a. The committee shall consist of seven members only.

- b. The appointment of the student as committee members shall be purely on merit across faculties based on their last examination appeared.
- c. No student with back papers shall be eligible to apply as committee member.
- d. Following documents shall be produced by the student for appointment as a hostel committee member.
 - i. A Letter of Interest addressed by the student to the Warden.
 - ii. Mark sheet of the last semester appeared certifying student's merit.
 - iii. Mess fee deposit money receipt.
 - iv. Hostel Rent Fee and Re-admission fee money receipts.
 - v. Character certificate/NOC from the concerned HoD.

11. MESS COMMITTEE

a. The management of mess in each hostel shall be vested with the mess committee constituted by the warden. The committee may consist of seven members headed by the warden.

i. Warden- Chairman

ii. Deputy Warden-Member Secretary

iii. Hostel staffs

iv. Three students' representatives appointed by the Warden and Deputy Warden.

d. There will be an audit committee constituted by the warden in consultation with Deputy Warden to audit the expenditure of mess every month.

e. All the boarders are to deposit the mess fees as fixed by the Warden, Deputy Warden and the mess committee after taking admission in the hostels failing which the admission to the hostel shall be cancelled.

f. The Warden, Deputy Warden and mess committee members may also look into outsourcing the mess items as per convenience.

g. The mess committee shall maintain all account of the mess. For maintenance of account and running of the mess, the Warden and Deputy Wardens may take, on his/her own accord, whatever steps deemed necessary.

h. All boarders should be ready to accept the responsibility of mess management whenever necessary.

i. Food is to be served in halls as per the following timings:

Term All Days			
Breakfast	08:00 am	To	09:00 am
Lunch	12-30 pm	To	01:30 pm
Dinner	08:00 pm	To	09:00 pm

12. DISCIPLINE

a. Every resident shall maintain a high standard of discipline, have respect for the tradition of the university and conduct himself/herself in a dignified manner within and outside the university and maintain proper decorum. Visitors to the hostels should be shown due attention and courtesy.

b. Every resident must restrain from **any kind of violence** in the form of physical assault, brawl or maltreating, abusing and/or using foul language to any individual in the hostel or within the university premise. If a boarder violating this rule shall be reported by the Warden and Deputy Warden to the Chief Warden at the earliest for necessary disciplinary action.

c. Consumption of any kind of **drugs, alcohol**, intoxicating substances and narcotics is strictly prohibited and shall be considered as a serious offence. Smoking in the hostel premise and university campus is prohibited. Fire-arms and lethal weapons should not be brought to the hostel in any case. Such acts will warrant immediate expulsion of the resident from the hostel.

d. No male boarders will be allowed to enter inside the **female halls of residence** and vice-versa.

e. Furniture and fittings in the rooms should not be moved out of the room for any purpose without the permission of the Warden/Deputy Warden.

f. The premise is not to be littered, nor the walls and doors defaced. The environment should be to kept clean and pollution free.

g. The water outlets/WC pipes/sinks should not be blocked with wastes. Shampoo pouches, plastic bags or bottles, hair bunch, food waste and all the thrash have to be thrown only in the garbage bin placed for that purpose.

h. Lights and fans should be switched off when not required. The uses of electrical gadgets like water heaters, stove, oven, etc. are strictly prohibited. Cooking in the room is strictly prohibited. Those residents who want to use PCs, etc., in their rooms should seek prior permission from the warden.

i. Residents are expected not to create a nuisance or disturb others by singing loudly or by playing musical instruments or radio/tape recorder, and common room TV at a high volume. No noisy parties are to be held. **Silence is to be observed after 9.00 p.m.**

j. The residents are to return to their rooms by 10.00 pm. If, for any genuine reason, the inmate is delayed, he/she has to inform the respective Warden, and will be permitted to enter the hostel only after obtaining permission from the warden.

k. If the inmate is leaving station, or for any genuine reason, he/she will be arriving in the hostel after 10.00 pm or if he/she has to be away for the night, he/she has to inform the warden about his/her absence and prior permission in writing has to be obtained.

l. Stringent action will be taken against the defaulters who return late or go out of the station at night without the knowledge of the concern authority.

m. The hostellers are to abide by the hostel timing and respect the decorum. In case of regular late coming, **the parents and concerned HoD** will be informed, and strict measures will be taken against the late comers/defaulters

n. The boarders who have to work at night in the lab have to get a relevant letter of permission from **respective Supervisor and HoD and to be submitted to the warden in advance.**

o. Boarders desirous of staying outside during nights for any justifiable reason should get prior permission from the **warden**.

p. Any boarders who intend to stay beyond **one day outside** the hostel should submit a letter of permission from the local guardian or parents.

q. All hostellers are required to carry their **identity card and show it** wherever and whenever asked for.

r. No gathering, parties, group dinners etc. would be allowed in the hostel premises without the prior permission of the concern warden.

s. No visitors will be allowed near/in the hostel after 8.00 pm.

t. When residents go for vacation, they should vacate their rooms to enable the university to carry out repairs, white washing etc. However, this rule may not apply for the research scholars unless asked to do so. Residents, who go on tours/excursions/field trips etc., should submit official information to the warden with all details of the trip endorsed by the **Supervisor/HoD**.

u. Boarders will not be permitted to stay in the hostel after the prescribed duration of their course. However, the PhD. scholars will be allowed to stay in hostel only till they submit the doctoral thesis or up to four years or whichever is earlier. During this time, they must remain *bonafide* boarders of the university.

v. The residents should strictly observe mess rules and the timings prescribed for breakfast, lunch and dinner in a proper dress.

w. Vehicles should be parked in the earmarked places only.

x. Misconduct, disobedience to the authorities or breach of any kind of the above rules shall be punitive.

y. The Central committee may from time to time, delete or amend any of the aforesaid rules with due approval of the competent authority of the university.

z. No any invitees of any organization/association/NGOs/ govt. employees other than RGU employees/social worker/activist/pressure groups shall be invited from outside of the university

campus in the residences for any kind of programmes in the form of Chief Guest, Guest of Honour, Special guest or in any other form. However, the boarders may invite employees of the university with prior approval from the Warden and Deputy Warden.

13. GUESTS

a. Inmates of the hostels will not be allowed to entertain guests in their rooms under any circumstances. However, in exceptional cases, with the prior approval of Warden only, one guests will be permitted in the room of a resident for not more than two days by paying Rs. 500/- (Rupees five hundred only) per day. Except under special circumstances, guests will not be permitted to stay in the hostels for more than three days.

b. The fooding/lodging charge of Rs. 500/- per day will have to be paid separately by the resident to the Warden before the guest arrives. In case of non-payment, the resident will be held responsible and will be charged a penalty of Rs. 2000/-

c. If an undeclared guest is found to be in the room of a resident, a fine of Rs. 2000/- will be levied on the host boarder per guest apart from the fooding/lodging charge of Rs. 500/- per day per guest. Boys' hostel cannot have female members as guest and similarly girls' hostel cannot have male members as guest. Anybody found doing so shall be barred from the hostel permanently.

d. Guest staying in the hostels are required to follow the rules of the hostels scrupulously.

14. **PROHIBITION OF RAGGING AND COMMUNAL ACTIVITIES**

Ragging and communal activities in any form by the boarders is strictly prohibited. Any boarder found indulging in such activities will be dealt strictly as per the rules. The Wardens and Deputy Wardens shall report the matter to the administration at the earliest through the Chief Warden and the DSW.

15. **COMBATING SEXUAL HARASSMENT AND VIOLENCE**

The University will take strict disciplinary action including expulsion from the course of the study and dismissal from the University if any boarder is involved in sexual harassment and violence. The affected boarders, if any, should contact Warden/ **Deputy Warden/DSW/ Chairperson Sexual Harassment Cell** of the University at the earliest to report the incident of harassment and violence.

16. **MISCELLANEOUS**

a. All students of the University, residing off campus, shall be under the disciplinary control of the university authority.

b. Students living in approved hostels shall be under the disciplinary control of the management of the hostel concerned.

17. **SPECIAL POWER OF THE VICE-CHANCELLOR**

Notwithstanding anything contained in these Rules, the Vice-Chancellor shall have the authority to institute an enquiry against any boarder (s) regarding his/her misconduct and shall execute appropriate disciplinary actions. Notwithstanding anything contained in the disciplinary rules, the provision under relevant ordinance of the Rajiv Gandhi University will be made applicable as and when deemed fit by the University authorities.