

Hostel Regulations

A Policy Guideline



Narendra Deva University of Agriculture & Technology

Kumarganj, Faizbad (U.P.) 224 229, India

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BEHAVIOUR OF GOOD CONDUCT:

Every student of the University shall assume a sense of responsibility to be regular and punctual at their classes of all courses offered to him/her and to make most effective use of his/her time in securing education at the University. Also, it is expected from every student that he/she will follow the rules of the University and respect all the orders passed by competent authority of the University.

GENERAL REGULATIONS ON ACCOMMODATION, OTHER FACILITIES AND MANAGEMENT :

1. RESERVATION OF THE RIGHT OF ADMISSION:

Hostel shall be treated as a facility provided by the University for the convenience of the students registered in the University in accordance with the Statutes and Regulations, and the students right of admission and continuance is reserved by the University. Any student may be refused accommodation or deprived of accommodation already provided at any time by the Dean Student Welfare (DSW), after approval of the competent authority of NDUAT, without assigning any reason.

2. Admission and Occupation:

- I. All the bonafide students of the university are eligible to apply for hostel accommodation. However, priority will be given to the senior students and outstation students based on latest available merit.
- II. First of all, hostel accommodation will be allotted to the students who are admitted in UG/PG programmes against free / open merit seats.
- III. Thereafter, if hostel accommodation is available, then the students who are admitted in UG/PG programmes against paid seat or in self financing programmes will be allotted.
- IV. The students whose parents/guardians are residing in Kumarganj and surrounding area within 8 kms, shall not ordinarily be eligible for hostel accommodation. However, if accommodation is available, they may be considered for allotment on merit.
- V. In-service postgraduate students shall not be eligible for hostel accommodation. However, if accommodation is available then they may be considered. The foreign students who have been admitted under NRI quota will be provided accommodation in the hostel.
- VI. During allotment of hostel accommodation as per merit a student opting for double / triple occupancy room shall be given option to choose his / her room-mates belonging to same class.
- VII. Students of different classes shall not ordinarily be permitted to stay as room-mates in double and triple occupancy rooms. However this rule shall not be applicable in case of real brothers or real sisters.
- VIII. The students shall not be entitled to retain hostel accommodation beyond the normal duration of their degree programmes. However, on the recommendation of major advisor and approval of the competent authority, maximum one semester in master degree and two semesters for doctoral degree may be extended if available.
- IX. The students who are unable to get hostel accommodation may make their own arrangements.
- X. University has right to allot single, double or triple seated hostel to the students as per the availability.
- XI. Hostel Warden and Assistant Hostel Warden have the power to allot the respective hostel rooms strictly by merit or strictly on lottery basis.

- XII. If any single room is available in the hostel that will be given to senior students on merit basis.
- XIII. Room once allotted will not be changed under normal circumstances.
- XIV. No inmate of the hostel shall be allowed to shift from one room to another except with the written permission from the Assistant Hostel Warden / Hostel Warden. Shifting of a student from one hostel to another hostel will be allowed only by the DSW.
- XV. The inmate of the hostel shall be responsible for maintenance of the ambiance of the hostel and maintain its cleanliness.

3. EVICTION FROM THE HOSTEL:

If the registration of student is suspended or cancelled he shall vacate the hostel within 24 hours of such intimation. The students may also be asked to vacate during such other periods as university may need the hostel rooms for use by visiting farmers, participants in seminar, conferences or other university functions. The University may also ask students to vacate the hostel in the event of students not attending the classes or for some other reasons when in the opinion of the Vice-Chancellor the continuance of the student/s in the hostel may not be desirable. In the event of non-compliance with these instructions, the Assistant Hostel Warden of the hostel or warden/ Dean Student Welfare may evict student from the hostel. Any student or group of students may also be asked to vacate the hostel if university seems it desirable due to disciplinary reasons.

4. SUSPENSION OR EXPULSION:

Any student can be suspended from the hostel or deprived of the hostel facilities for specific period by the Dean Students' Welfare / Vice-Chancellor, without assigning any reason, on the recommendation of the Hostel Warden or University Discipline Committee. The Vice-Chancellor may expel any student if he / she deem so, without assigning any reason of expulsion.

5. NO OUTSIDER TO BE ALLOWED IN THE HOSTEL:

No person other than the bonafide student of the university duly admitted to the hostel, or temporarily accommodated or otherwise permitted by the DSW with recommendation of Assistant Hostel Warden / Hostel Warden, shall occupy the hostel.

6. PENALTY FOR KEEPING UNAUTHORISED PERSONS:

Any inmate in the hostel allowing any person to live in his room shall himself / herself be liable, besides other penalty to be deprived of the hostel facilities for a specific period or permanently. All guest, relatives and friends of the student shall approach the reception officer of the University for Accommodation in guest house of the university, through the Hostel Warden/ Assistant Hostel Warden of the hostel concerned. **In a special case Assistant Hostel Warden / Hostel Warden can permit the guest in student's room for the period not more than 03 days.**

7. RECORDS TO BE MAINTAINED IN THE HOSTEL:

1. **Visitors Register-** The Assistant Hostel Warden shall ensure that a page numbered register of visitors duly certified by Assistant Hostel Warden is maintained by the Chaukidar in each hostel in which all the visitors shall enter their names, full address, purpose of visit along with date and time of entry and departure. The register shall be checked and signed by the Assistant Hostel Warden daily to ensure that only bonafide person visit the hostel.
2. **Late Comers Register** - The inmates coming late in night i.e., after the attendance time shall be required to enter names along with the reason of returning late before allowing their entry to the hostel. This register shall be seen by the Assistant Hostel Warden in the next morning for taking necessary action as per rules.



3. **Monthly Meeting Register** – It will be responsibility of Assistant Hostel Warden / Hostel Warden of the hostel to conduct a monthly meeting with the inmates of the hostel to review the routine work of the hostel and to constitute food committee for the next month. All the proceedings of the meeting shall be recorded in the monthly meeting register and verified by the wardens. The date of monthly meeting must be communicated to the DSW in advance.
4. **Dak Dispatch and Receiving Register-** Separate registers for receiving and dispatch of daily dak in the form of notices, orders etc shall be maintained in each hostel.
5. **Student Attendance Register** – Separate students' attendance register shall be maintained by each hostel to take attendance of the students in each wing regularly.
6. **Official Attendance Register** – A register for daily attendance of the employees / laborers must be maintained in the office of every hostel and shall be countersigned by Assistant Hostel Warden / Hostel Warden.
7. **Inventory Register** – The registers D-42 and D-52 must be maintained in each hostel office and must be verified by Assistant Hostel Warden / Hostel Warden.
8. **Maintenance Register-** The Director, Works and Plant and his staff shall be responsible for the maintenance of physical facilities in the hostel. Four Registers shall be maintained in each hostel with the Warden's office for recording defects pertaining to civil works, electrical fittings, furniture repair and water supply separately. The inmates shall record the defects noticed by them in these registers. The staff of the Director, Works and plant will attend these maintenance problems regularly and ensure that repairs/ replacement are done within three days and also record the actions taken by them against each complaint recorded in the register.
9. **Inspection Register** An inspection register shall be maintained in each Hostel in which the Deans/ Directors and other officers of the University visiting the hostel shall record their comments in regard to working of the hostel.
10. **Register of Inmates-** The Assistant Hostel Warden of the hostel shall maintain up-to-date page numbered register duly certified by Warden. In the register he shall enter name, Id. No., College, Room No. and permanent address with telephone No. FAX No., email, Blood Group, nearest police station and local guardian / contact address of each inmate of the hostel. A recent passport size photograph of each student should also to be pasted on the respective student page.

8. **APPOINTMENT OF HOSTEL WARDEN, ASSISTANT HOSTEL WARDEN AND THEIR DUTIES:**

a. **APPOINTMENT:**

1. The Vice-Chancellor shall appoint an any faculty as Hostel Warden or Assistant Hostel Warden for a period of three years. He may consult to DSW or concerned Dean of the college of the faculty. Hostel Warden / Assistant Hostel Warden for each hostel shall be responsible for the administration of all affairs of the hostel.
2. Any senior Associate Professor / Professor are eligible for appointment of Hostel Warden and any Assistant Professor / Associate Professor for Assistant Hostel Warden.
3. Each hostel should have a Assistant Hostel Warden and a group of hostels have a Hoste Warden.
4. The Hostel Warden shall be responsible for the maintenance of utility services, like wate supply, electricity, sanitary fittings, furniture and other dead stock etc with help of DSW DWP Section.

5. The Hostel Warden / Assistant Hostel Warden shall be available in the hostel office for at least one fixed hour everyday to be notified in advance.
6. Hostel Warden and Assistant Hostel Warden will be provided a rent free accommodation and an amount of Rs. 500/- and Rs. 400/- per month by the university respectively for his / her official use of mobile phone.
7. The Assistant Hostel Warden of the each hostel shall be responsible for the administration of all affairs of the hostel under the guidance of Hostel Warden / D.S.W. in the regard to discipline, medical aid, advisory service, physical education, recreation and other cultural or extracurricular activities etc.

b. DUTIES OF HOSTEL WARDEN / ASSISTANT HOSTEL WARDEN:

1. DUTIES OF ASSISTANT HOSTEL WARDEN:

Subject to overall control of the warden, the duties of Assistant Hostel Warden shall be as follows:-

- a) To give personal attention to the inmates problems and render all necessary and possible help with a view to maintain discipline and order amongst the inmates.
- b) To organize games and sports/co-curricular/ extra-curricular and general activities.
- c) To attend all matches/functions along with the inmates and maintain discipline in the university.
- d) To look after the hostel maintenance, it's surrounding and get the needful done from the various university service agencies and hostel staff.
- e) To look after the hostel furniture and accommodation and its allotment and take necessary action in maintaining a complete inventory and update the same.
- f) To maintain records of hostel activities and its inmates.
- g) To help the warden in maintaining the hostel accounts/ stores.
- h) To act as warden in absence of the warden from time to time.
- i) To look after the management of hostel mess with the help of food committee suggested by inmates in monthly /general body meeting. The food committee will decide the monthly / weekly menu, selection of suppliers for mess and display of mess bill at the end of the month.
- j) Any other work which may be assigned by Dean Student Welfare/Vice-Chancellor as per the need/ contingency from time to time.

2. DUTIES OF HOSTEL WARDEN:

1. Hostel Warden shall be the main University Official to look after the allotment of furniture and accommodation to deserving/eligible students and take necessary actions in maintaining a complete inventory and will update the same.
2. Hostel Warden shall be responsible for controlling the overall activities of the students with regards to maintain discipline in the Hostels. He/she will give personal attention to the inmates' problems and render all necessary and possible help with a view to maintain discipline and order amongst the inmates.
3. He/she shall be responsible for the administration of all affairs of the hostel service including food management, recreation and other cultural or extracurricular activities, the hostel/mess maintenance, its surrounding and get the needful done from the various university services agencies and hostel/mess staff.
4. He/she shall supervise the maintenance of proper accounts of the hostel Mess by the Mess

Contractor, and record of hostel activities and its inmates.

5. He/she should have overall control on hostel staff, servants and students.
6. Any other work which may be assigned by Dean Student Welfare/Vice-Chancellor as per the need/ contingency from time to time.

9. UTILITY SERVICE COMMITTEE:

There shall be a committee consisting of all counsellors and hostel office bearers with Assistant Hostel Warden as chairman and one of the counsellors as secretary to review, from time to time but at least once in a month. Measures to be taken to ensure proper working of the utility services, other facilities provided in the hostel as well as the physical education and recreational activities. The committee shall meet regularly and copy of the minutes shall be sent to the Dean Students' Welfare.

10. COMMITTEE FOR HOSTEL MANAGEMENT, RECREATION AND OTHER CULTURAL ACTIVITIES:

A committee consisting of the DSW / Hostel Warden and Assistant Hostel Warden of the hostel shall review from time to time measures to be taken to ensure proper working of the physical education and recreational activities.

11. MONITORING COMMITTEE:

A committee shall be constituted by DSW / Vice-Chancellor for surprise inspection of routine activities of the hostels in the university. The committee shall inspect at least one hostel in a week. The committee will enter all its observations in the inspection register of the hostel and a report will be submitted to DSW. The committee can visit any hostel at any time without any prior information to wardens. The security officer of the University will be responsible to provide security to the committee during surprise inspection of the hostels.

12. IDENTITY CARDS:

All the students of the University shall have their identity Cards duly filled in with their passport size photograph attested by the DSW, affixed thereon. These identity cards shall be got renewed in every academic year from the DSW. Students shall always carry their identity card with them and shall produce it when so demanded by any officer of the University or a member of the academic staff or any faculty member of the University.

13. APPOINTMENT OF COUNSELLORS:

There shall be a student counsellor for each wing. The student counsellor shall be appointed by the Assistant Hostel Warden / Hostel Warden in consultation with the Dean Student Welfare from amongst the post-graduate students with a grade point average of 7.50 or the under graduate students with grade point average of 7.00 or more with the year of admission at least one year earlier than the students accommodated in the wing, with regard to quality of leadership, clean record of conduct in the university and interest in extra-curricular activities.

14. DUTIES OF STUDENT COUNSELLOR:

The duties of student counsellors will be as follows:

- a. To guide the academically poor inmates in their studies.
- b. To report serious cases of illness in his wing to the Assistant Hostel Warden/ Hostel Warden/DSW.
- c. To help in taking attendance of the inmates in the night.
- d. To encourage the participation of the inmates of the hostel in extra-curricular activities.
- e. To help the Assistant Hostel Warden / Hostel Warden in the administration of the hostel, and

maintenance of a healthy atmosphere in the hostel and harmony among inmates.

15. INSPECTION OF ROOMS:

The rooms shall be open for inspection by the Assistant Hostel Warden / Hostel Warden and other Officer/Teacher authorized by the Vice-Chancellor of the University at any time, and any student obstructing such inspection and refusing the same shall be liable to disciplinary action and punishment, which may involve his permanent eviction from the hostel besides such other punishment as may be awarded to him by the Assistant Hostel Warden / Hostel Warden / DSW or the Vice-Chancellor on the recommendation of the University Discipline Committee.

16. DUTIES OF INMATES REGARDING THEIR ROOM:

The inmates shall keep their room in a neat and tidy condition and shall be jointly and individually responsible for the furniture issued to them and fittings present in the room. The rooms shall not be disfigured by writing, drawing, fixing of nails etc.

17. PROPER USE OF FACILITIES:

The inmates of hostel shall use the common room, wash / bath rooms, wash basins, urinals etc properly and cause no damage to the various fixtures.

18. PROPER USE OF COMMON ROOM / DINING HALL:

Inmates shall make proper use of the common room/ dining hall and not remove, misuse or damage any furniture, newspaper(s), TV or any other material/equipments/gadgets placed in the hostel premises.

19. VISIT IN PROPER DRESS:

Inmates are expected to visit places like warden room, hostel office, common room, dining hall and other places outside in proper dress.

20. AVOIDING OF WASTE:

The inmates of the hostel shall avoid any wastage of electricity, water, food etc. and shall in no circumstances, leave their rooms with light or fans on.

21. REGULAR PAYMENT OF DUES:

All charges of hostel, such as hostel fees, electricity charges, water charges, food mess bill and other kind of fees or charges shall be regularly paid by each inmate.

22. SUPPLY OF ELECTRIC BULBS / TUBE-LIGHTS:

The University shall not supply any electric bulb, tube light to the inmates of the hostel. The inmates shall bring their own bulb for lighting in their rooms, as and when necessary. The inmates shall use LED / CFL bulbs for saving of electricity. Light arrangements for common places shall be maintained by the Hostel Warden / DWP or as decided by the university administration.

23. COOKING NOT PERMISSIBLE:

No cooking of any kind shall be allowed in the hostel rooms.

24. RETURN OF HOSTEL PROPERTY:

All hostel properties issued to the inmates of the hostel shall be returned to the Assistant Hostel Warden / Hostel Warden, while leaving the hostel, otherwise they shall be liable for charges equal to the current cost of the property issued to them.

25. USE OF HOSTEL EMPLOYEES:

The hostel employees shall not be utilized for any unauthorized work, other than their official duty.

26. USE OF HEATERS, COOLERS etc:

Use of heaters, coolers, air conditioners, electric iron and other electrical appliances shall be prohibited in the hostel.

27. USE OF AUTOMOBILE VEHICLES, RADIOS, TRANSISTOTRS etc:

No inmate shall keep any type of motorized two / four wheelers vehicles except with the specific permission of the D.S.W., under special circumstances. No inmate shall use high power music system and play such gadgets in a manner may be prejudicial to the studies and comfort of any inmate of the hostel including the owner of these gadgets himself. Post graduate students of the University may be allowed to keep two wheeler vehicles for a specific period in the hostel after taking special permission by DSW with recommendation of his or her advisors, Assistant Hostel Warden / Hostel Warden if it is necessary in conducting the research work. In case of physical disability of the student this rule may be relaxed by DSW.

28. RESTRICTION OF LEAVING THE HOSTEL:

No inmate of the hostel shall leave the campus during any hour of the day or night without prior permission in writing of the Assistant Hostel Warden / Hostel Warden. The Assistant Hostel Warden/ Hostel Warden can give permission on Sunday and University holidays. No inmate of the hostel shall leave the hostel during the night after 10.00 P.M., except with the permission in writing of the Assistant Hostel Warden / Hostel Warden in an emergency.

29. PENALTY FOR ABSENCE:

The Assistant Hostel Warden / Hostel Warden may take attendance of the inmate of hostel at any time at night after 10.00 P.M. and any inmate found absent without permission of the Assistant Hostel Warden / Hostel Warden, shall be fined Rs. 5/- to 10/- per absence not exceeding three per semester. Any inmate found absent from the hostel without permission more than thrice shall be liable to be expelled from the hostel. A statement of 'absentees' shall be send to the DSW concerned by the Assistant Hostel Warden / Hostel Warden every month for necessary action.

30. LEAVE OF ABSENCE:

All leave of absence for more than 8 hours during the day or any time at night from the hostel shall be sanctioned by the warden on the recommendation of the Assistant Hostel Warden. The warden shall inform with the order passed on such applications of any inmate of the hostel to the Assistant Hostel Warden.

31. ARRANGEMENT FOR GAMES, SPORTS AND CULTURAL ACTIVITIES:

Arrangements shall be made for games and sports and other cultural activities in each hostel by the Assistant Hostel Warden / Hostel Warden in the collaboration with the sport in-charge/ DSW and the inmates of the hostel. Each hostel shall be treated as a unit for this purpose besides treating the university a bigger unit. Major arrangements of games / sports / cultural activities will be done at central sports ground of the university.

32. ORGANITION OF CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES:

- (i) Wherever feasible, separate clubs shall be organized for various games in each hostel, e.g. Volley ball, Foot ball, Hockey, Badminton, Basket ball etc. The Assistant Hostel Warden shall nominate captains for different games/ sports with due consideration of the performance / achievement of the inmates and their qualities of leadership and organizing skill, to be determined on the basis of the bio-data submitted by each inmate at the beginning of the first semester each year. The captains shall help the warden in organizing games and sports in collaboration with DSW.
- (ii) The games materials shall be issued by the physical education section on the indents duly

signed by the Assistant Hostel Warden who shall be responsible for the safe custody and return of all serviceable and unserviceable materials to the physical education section at the end of the session.

- (iii) The Assistant Hostel Warden/ Hostel Warden shall nominate secretaries for cultural and literary activities for each hostel who shall be responsible for organizing such activities in the hostel and forming societies, if necessary.
- (iv) No student on 'Conduct Probation' shall hold any office at any level i.e. hostel, college or university. None of the student on 'Conduct Probation,' shall be elected/ selected for any purpose.

33. MEDICAL CARE:

- i. The bonafide registered University Students shall be extended all the medical facilities to the extent available at the University Hospital. In case a student is referred outside (District Hospital, Faizabad) for treatment in the event of an emergency/serious illness, University shall bear the transportation charges only. The parents/guardians of the students shall be informed by the D.S.W. / Hostel Warden/ Assistant Hostel Warden concerned. It would be the responsibility of the parents to arrange for further treatment of their ward and bear the expenses of treatment on this account.
- ii. In case a student has fallen sick and would need prolonged treatment, the D.S.W./ Hostel Warden/ Assistant Hostel Warden concerned shall be informed accordingly by the university medical officer to intimate the parents/guardians for taking the student to home for further treatment and care.
- iii. Normally any students falling ill will report to the University Medical Officer (MO) after informing the Assistant Hostel Warden/ Hostel Warden and the responsibility for this will rest with the student themselves or wing counsellor. Medical officer will take care of ill students with consultation of Assistant Hostel Warden / Hostel Warden. If medical officer feels to refer the patient to outside for treatment, MO should inform regarding this to concerned Assistant Hostel Warden / Hostel Warden.

34. SPECIAL (ADDITIONAL) REGULATIONS FOR MANAGEMENT OF THE GIRLS' HOSTEL:

The girls' hostel (s) shall be managed by DSW with the help of Hostel Warden and Assistant Hostel Warden.

I. ADMISSION AND WITHDRAWAL:

- (i) Girl students of the University shall be qualified for admission to the hostel and any such student who does not reside with her parents or approved guardians may be permitted by the DSW/ Hostel Warden/ Assistant Hostel Warden, concerned to become a member of the Girls Hostel.
- (ii) All applications for admission to the Hostel shall be made to the Assistant Hostel Warden within a week of the date of registration.

II. GUESTS AND VISITORS:

- (i) The parents/guardian shall give a list of relatives not exceeding three who can visit their ward in the Hostel. No person shall be included in the list that is not related within degree by blood on either side. No male person, not included in this list, shall be permitted to visit any student in the girls' hostel. Any such person who wants to meet the inmate in the girls' hostel will have to bring a letter of permission from the parents/guardian and can visit only after obtaining prior permission from the Assistant Hostel Warden / Hostel warden.

- (ii) No male visitor including those mentioned in the above para shall be allowed beyond visitor's room of the hostel.
- (iii) Un-authorized persons shall not accompany the visitors.
- (iv) Approved visitors, coming from out of station may have meals in the girls' hostel with prior permission of Assistant Hostel Warden / Hostel Warden.
- (v) Visitors may call on the inmates of the hostel between 4.30 PM to 6.00 PM during winter and 5.00 PM to 7.00 PM during summer on Sundays and holidays in the visitor room of the hostel.
- (vi) The names of all such visitors shall be entered by the resident concerned in the register kept for the purpose, every time a visitor visits the students.
- (vii) The parents/guardian of every inmate may assign a family on the campus whom the student may visit not more than twice a month on holidays and shall be back to hostel by 6.00 PM. during winter and 7:00 P.M. during summer. Permission may be granted up to 10:00 P.M. for special occasions such as marriage, festival etc. provided her local guardian escorts the student to the hostel. However, the special permission may be granted on receipt of a written request from the local guardian.
- (viii) No student shall be qualified to be a local guardian of any girl student.

III. RESTRICTION OF ABSENCE FROM THE HOSTEL:

- (i) All inmates shall return to the hostel not later than 6.30P.M. in the evening during summer and 6.00 PM in the evening during winter and no one shall over stay beyond 6.00 P.M. or 6.30 P.M. as the case may be outside the hostel, except in the company of the parents/guardians with the prior permission in written from the Warden. P.G. girl students / Veterinary clinic students should get specific recommendation from advisor for doing research work / duty after 7.00 P.M or in holidays.
- (ii) In no case a girl student shall be permitted to stay outside the hostel during night.
- (iii) The roll-call of the girl students shall be taken at 7.15 P.M. during summer and 6.15P.M. During winter by the Hostel Warden/ Assistant Hostel Warden / Staff in the Hostel.
- (iv) All students shall enter their name in the register to be maintained in the hostel available with the staff on duty at the time of going out and returning to the hostel, expect college hours.
- (v) No girl student shall be permitted to visit boys hostels.

IV. MOVEMENT FROM AND TO THE HOSTEL:

- (i) The girl students shall be allowed to go home once a month when at least two holidays fall within the week, and for the semester break with prior permission of their parents/ guardians and Assistant Hostel Warden / Hostel Warden.
- (ii) Games and sports within the hostel shall be organized for all girl students with the help of Assistant Hostel Warden/ Hostel Warden and students shall be encouraged to participate in University level sports and functions. The students shall be escorted by the Assistant Hostel Warden/ Hostel Warden for the purpose.
- (iii) The gates of the girls hostels shall be closed at 06.00 P.M. during winter (November to February) and at 6.30 P.M. during summer (March to October). The names of inmates returning after these hours shall be entered in a register maintained for the purpose in the hostel giving reasons for coming late and the concern employee of the hostel shall report to the Assistant Hostel Warden.

V. VISIT IN PROPER DRESS:

Inmates are expected to visit common room, dining hall and places outside the hostel in proper dress. Students dressed in night cloths shall not be permitted in the dining hall and visitors' room.

All regulations applicable to the other hostels shall also apply to the girl's hostel unless they are barred or modified by the above special regulations framed specially for the girl's hostel.

35. ACT OF INDISCIPLINE:

Students are expected to maintain a high standard of discipline in the university campus. The following are the detailed outlines which constitute act of indiscipline: (These rules have already passed by the Academic Council in its 136:684 Meeting held on dated 03.11.1999 under item no.)

- (a) Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than four inches length in the room or outside.
- (b) Keeping, using or supplying intoxicants in any form.
- (c) Gambling in any form.
- (d) Ragging, bullying or harassing of students.
- (e) Demonstration in any form including procession of meeting.
- (f) Strike or hunger strike.
- (g) Boycotting of a university function, programme or activity or preventing any student for attending the classes, functions, programmes or any other activity of the university.
- (h) Abusing.
- (i) Recourse of violence, assault, intimidation and rioting.
- (j) Showing or causing to show any disrespect to a teacher, officer or any misbehavior or intimidation of an employee of the university, inside or outside the campus.
- (k) Incitement to commit any act of indiscipline.
- (l) Any breach of law of the country or the state or the statues, regulations, rules of the university or orders of a competent authority.
- (m) Disturbing other students in their studies.
- (n) Damaging any university property.
- (o) Disorderly behaviour in any form.
- (p) Attending or organizing unauthorized meetings and participation in such meetings.
- (q) Displaying notices, leaflets or posters not signed or countersigned by the Assistant Hostel Warden/ Hostel Warden or other university officers authorized by the vice chancellor at the hostel and university notice boards or other places or distribute such notices or leaflets or disfiguring or defacing or writing slogans and undesirable things on the buildings, property etc.
- (r) Indulging in any political activities, flagging of the symbol of any political party.
- (s) Any act specifically forbidden by the Assistant Hostel Warden, Hostel Warden, Dean Student Welfare or any other officer of the university.
- (t) Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmates of the hostel, employee of the university or a resident of the campus or guest or visitor to the university.

36. REPORT OF INCIDENTS:

The reports of incidents involving an act of indiscipline will ordinarily be made in the manner given below:

Place of occurrence	Reporting officer to be submitted	Authority to whom the report is
(a) In a class-room, lecture theatre, laboratory, farm	Teacher in charge	Dean of the college/Head of the department
(b) In a written or practical examination	The invigilator / teacher conducting the examination	The Dean of the college concerned through Asstt. Exam Suptt.
(c) In class tour	Teacher in charge	Dean of the college
(d) On a play field	Games official	Dean Student Welfare
(e) At any place within or outside the campus including college and other building of the university	Any teacher, students or employees of the university	Dean Student Welfare
(f) In a hostel or its premises	Any teacher, students or employees of the university	The Warden

37. BREACH OF DISCIPLINE AND PUNISHMENTS THERE OF:

A student may be awarded a minor punishment or a major punishment.

A. MINOR PUNISHMENT MEANS ANY OF THE FOLLOWING PUNISHMENTS:

- Warning
- Monetary fine
- Reprimand of record
- No appeal will lie against a minor punishment.

B. MAJOR PUNISHMENT MEANS ANY OF THE FOLLOWING PUNISHMENTS:

- Conduct probation
 - Suspension
 - Expulsion
 - Rustication
- (i) Any inmate who violets any regulation or otherwise indulges in any act of indiscipline as defined in clause 35 may be fined up to Rs. 1,000/- by the Assistant Hostel Warden and an official warning to the student not to repeat any act of indiscipline if he/she find that the fine is adequate for the act of indiscipline. Cases of indiscipline, which in the opinion of the Assistant Hostel Warden, are so serious that a fine of Rs. 1,000/- or less would not be sufficient punishment shall be referred by the Assistant Hostel Warden to the Warden.
- (ii) The warden on the recommendation of Assistant Hostel Warden may award any of the following punishment -
- Fine up to Rs. 2000.
 - An official warning to the student not to repeat any act of indiscipline.

- Reprimand of record: this shall consist of an official warning to the student not to repeat any act of indiscipline. This will be noted on student's permanent record card but not on any outgoing transcript.
 - Cases of indiscipline, which in the opinion of the Hostel Warden, are so serious that above punishment would not be sufficient, shall be referred to the Dean, Student Welfare.
- (iii) The Dean, Student Welfare on the recommendation of the Hostel Warden may award the following punishment -
- Fine up to Rs. 5000.
 - An official warning to the student not to repeat any act of indiscipline.
 - Reprimand of record: this shall consist of an official warning to the student not to repeat any such act of indiscipline. This will be noted on student's permanent record card but not on any outgoing transcript.
 - Temporary dismissal of the student from the hostel up to one semester.
- (iv) Cases of more serious indiscipline in respect of which the Assistant Hostel Warden / Hostel Warden / DSW / Dean of College is satisfied that the forgoing punishment in clause 37 B (i), (ii) and (iii) above would not be adequate to meet the ends of justice and call for more severe punishment or cases involving students of more than one college / hostel shall be referred to the University Discipline Committee by the DSW, Chairman of the University Discipline Committee.
- (v) The recommendations of the University Discipline Committee shall be forwarded to the Vice-Chancellor as expeditiously as possible.
- (vi) The Vice-Chancellor after considering the recommendations of the University Discipline Committee may award any one or more of the following punishment.
- (a) Monetary fine up to reasonable extent.
- (b) Collective or group fine may be imposed on a group of students, as a whole, when the Vice-Chancellor on the recommendations of the University Discipline Committee, is of the opinion that it is not possible to fix the responsibility on individual members of the group, for any act of indiscipline.
- (c) **Reprimand of Record:** This shall consist of an official warning to the student not to repeat any act of indiscipline. This will be noted on student's permanent record card but not on any outgoing transcript.
- (d) **Conduct Probation:** This shall consist of an official warning that one more incidence of indiscipline might lead to the dismissal of the student from the University. It shall be noted on the permanent record card and shall go out on the transcript so long as the student is on Conduct Probation.
- (e) **Temporary Dismissal:** The student shall be dismissed from the University for a specific semester (s) and required to leave the University immediately. This will be entered on the permanent record card and shall also go out in transcript of the student if the same is issued during the period of temporary dismissal. It shall, however not be mentioned in the outgoing transcript, in case the transcript is issued after readmission. However, he/she shall be debarred from admission to the University for any Further Programme.
- (f) **Permanent Dismissal/ Rustication from University:** The student shall be dismissed permanently from the university and shall be required to leave the university immediately. The punishment shall be entered in the permanent record card and outgoing transcript of the student and he shall be debarred from admission to the University for any further

programme.

(g) Suspended/Dismissal:

1. If a student has been awarded the punishment of temporary dismissal for one or more semesters and he has only one semester or less to complete his degree then the punishment of temporary dismissal may be suspended on compassionate ground and he may be placed on Conduct Probation by the Vice-Chancellor to enable him to complete his degree on his moving an application duly countersigned by his parent/guardian and filling in a bond of good behavior with such conditions as may be imposed for the remaining period of his stay in the University.
2. In the case of permanent dismissal, if a student has completed at least two semesters satisfactorily in this University prior to being awarded the punishment of permanent dismissal then this punishment of permanent dismissal may be suspended on compassionate grounds and the student may be readmitted on bond with such conditions as may be imposed of good behavior under these regulations.
3. Readmission through suspension of punishment shall invariably be subject to the following conditions.
 - (i) The student concerned may be readmitted not as a matter of right but only on compassionate ground on receipt of an unconditional apology.
 - (ii) The student concerned will remain on Conduct Probation during the remaining period of his stay in the University.
 - (iii) The student concerned will fill a bond of good behavior as prescribed by the university and duly countersigned by his / her parents/guardian which would remain operative for the entire period of his stay in the University.
 - (iv) He will not apply and not will be entitled to admission to any new degree programme in the University.
 - (v) If the student concerned has been permanently dismissed he may be considered to apply for relief under this regulation only after the expiry of three semesters from the date of issue of orders of punishment but in no case will be entitled to readmission before the expiry of less than four semesters from the effective date of punishment.
 - (vi) No student shall be eligible for seeking relief under this regulation unless he has completed at least two semesters satisfactorily in this university prior to his being awarded the punishment of permanent dismissal.
 - (vii) No student shall be eligible to seek or be granted relief under this regulation if he commits any act of indiscipline in the university campus or misbehaves with any officer or teacher of the University within the campus or outside during the period laid down in clause (v) above.
4. Before granting the extraordinary concession of suspension of the permanent or temporary dismissal, the Vice-Chancellor may follow any procedure that he considers appropriate in order to ascertain as to whether the student applying for the same is likely to abide by the Rules and Regulations of the University and is not likely to himself indulge or instigate others to indulge in violation of the Rules and Regulations. During the period of suspension of Permanent/Temporary dismissal the daily attendance of the student concerned shall be taken by the Hostel Warden / Assistant Hostel Warden of the hostel and it shall be obligatory for him to present himself before either of them when called upon to do so.
5. The Vice-Chancellor may revoke an order of suspension of punishment on his own initiative or on the receipt of a report from the Assistant Hostel Warden / Hostel Warden / Dean Students' Welfare effect that the student concerned has violated conditions of the bond

which will in addition to any other specific conditions which may be enforced on Vice-Chancellor's discretion invariably require him not to.

- (i) Absent himself from the hostel for two or more days consecutively without prior permission of the Assistant Hostel Warden / Hostel Warden.
 - (ii) Boycott or absent himself from any examination without prior permission.
 - (iii) Fall below 75% in attendance in any of the course offered by him.
 - (iv) Fail to present before his Advisor / Assistant Hostel Warden / Hostel Warden, despite having been asked to do so.
 - (v) Commit any act of indiscipline as defined.
6. However, while the benefit of this regulation may be available to cases of indiscipline where the punishment of temporary or permanent dismissal has been awarded for the first time it is hereby laid down that:

- The suspension of temporary dismissal may be given to a student only once during his stay in the University.
- If the orders of suspension of punishment of permanent dismissal have been revoked, the Vice-Chancellor on his own or on receipt of a report from the Assistant Hostel Warden / Hostel Warden / Dean of the College concerned/Dean Student Welfare to the effect that the student concerned has violated the condition of the bond or other conditions imposed upon him at the time of readmission then such a student may apply for the review of revocation order only after the expiry of two semesters from the date of issue of revocation orders of suspended dismissal and may be readmitted on bond with such conditions as may be imposed of good behaviour under the regulations and this readmission through review of revocation order of permanent dismissal shall invariably be subject to the same conditions as imposed earlier. In case such a student violates any conditions of the bond or other conditions imposed by the Vice-Chancellor or involved in any act of indiscipline then the student shall be permanently dismissed with no right to appear for readmission. The regulations shall also not apply in case a student is awarded the punishment of temporary dismissal for copying or to any student who is awarded the punishment of temporary or permanent dismissal and who after having been debarred from entering the campus is reported to be seen entering the campus without specific permission of the Vice-Chancellor. If a student indulges in any act of indiscipline after completing the degree or after obtaining the Provisional Degree Certificate in such cases a F.I.R. will invariably be lodged by the university with the Police and his Character certificate will be issued after quoting the FIR details and pendency of court case if any.

38. (i) The advisor of the student concerned and the Hostel Warden concerned may also be invited by University Discipline Committee while enquiring into a disciplinary case.

(ii) A student punished with temporary / permanent dismissal may file a request for review of the decision within one month from the date of issue of the orders after which no review application shall be considered and only one review application can be filed for a particular case.

39. CONDUCT PROBATION:

A student found guilty of the violation of the rules and regulations of the Hostel/College/University or found guilty of an act of in-discipline or misbehavior may be placed on conduct probation for a specified period, which shall not be less than one month.

1. A student placed on conduct probation for the first time shall not be eligible to receive any scholarship, fellowship or stipend. When a student is deprived of a scholarship or fellowship

or stipend on account of his placement on conduct probation, the loss entailed will be permanent and no arrears shall be payable subsequently on his being restored to good standing; provided that if he is otherwise eligible to such monetary benefit, such benefit will be restored to him from the date on which he ceases to be on conduct probation and is restored to good standing. The student is not eligible to represent his college / university in sports cultural, contests. Hold office in any student organization, club or professional society in the university.

2. If a student has been on conduct probation of in-discipline he / she shall not be considered for admission to the next degree programme in all four agriculture universities of the state.

40. PROCEDURE FOR THE REMOVAL OF CONDUCT PROBATION:

- (A) The Vice-Chancellor may remove a student from the conduct probation on the recommendation of the university discipline committee under the following situations:
- If the student was placed on conduct Probation by the Vice-Chancellor and has completed the degree programme.
 - If the student was placed on Conduct Probation by the Vice-Chancellor on the recommendation of the Discipline Committee.
 - If the student was placed on Conduct Probation by the Vice-Chancellor and was involved in acts of indiscipline more than once.
- (B) The procedure for removal of Conduct Probation for the students temporarily dismissed or permanently dismissed but readmitted under regulation 37 B (vi) (g) shall be as under.
- The Conduct Probation of Students temporarily dismissed once and for one semester may be removed by the Vice-Chancellor on the recommendation of the university Discipline Committee.
 - The Conduct Probation of student permanently dismissed but readmitted under regulation 37 B (vi) (g) may be removed by the Vice-Chancellor on the recommendation of the Disciplinary Committee.
 - The conduct probation of students temporarily dismissed more than once may be removed by the Vice-Chancellor on the recommendation of the university discipline committee.
- (C) The constitution of Academic Council's Disciplinary Committee for removal of conduct probation and issuance of documents with good conduct or otherwise in case of permanently dismissed students will be as per the following procedure.

"If a student who was awarded the punishment of permanent dismissal but was subsequently allowed relief under regulation 37 B (vi) (g) wishes that he should be given a clean record of conduct he may apply for the same after the completion of his degree. On receipt of such an application a committee would be constituted by the Vice-Chancellor in chairmanship of DSW on whose recommendation it would be decided as to whether or not the fact of permanent dismissal would be recorded on the outgoing transcript and if a satisfactory character certificate should be issued to him. This committee may follow such procedure as it may deem necessary and may also consider the reports of the Advisor, Assistant Hostel Warden, Hostel Warden, Head of the Department and Dean of the college concerned or any other person whose views the committee may deem relevant.

41. (I) Student awarded the punishment of dismissal may at the discretion of the Vice-Chancellor be readmitted after the expiry of the period of punishment on the recommendation of the DSW/Dean concerned. No student will however be entitled to readmission as a matter of right.

(ii) **Temporary Dismissal:** The facts of punishment of temporary dismissal or suspended dismissal during the period of temporary dismissal shall be recorded on the permanent record card and shall be mentioned in the outgoing transcript until the punishment has been revoked and the student is readmitted. It shall, however not be mentioned in the outgoing transcript after readmission of the student. However, if any prospective employer or institution etc request for details about the student concerned the punishment awarded to the student shall normally be intimated to them only after obtaining the orders of the Vice-Chancellor on the desirability or otherwise and giving such information to the party concerned.

(iii) **Permanent Dismissal:** The facts of punishment of permanent dismissal or suspended dismissal shall be recorded in the permanent record card and shall be mentioned in the outgoing transcript, unless the sub Committee to be constituted, as per the procedure laid down under regulations 40 (B) recommends otherwise.

42. A student awarded the punishment of conduct probation / temporary or permanent dismissal in the university, shall not be eligible -

(i) To receive any scholarship / fellowship / stipend / fee concession or any other financial assistance in the university during the punishment period.

(ii) To represent his college / university in any quiz / debate competition or any sport or cultural activities in the university or outside.

(iii) To hold any office in the hostel, student organization, club or professional society in the university.

(iv) To receive any honour, award or medal in curricular, co-curricular or extra-curricular activities in the university even after the date of punishment.

(v) To apply for taking admission in any degree programme in future in all four agriculture universities of the state.

(vi) To apply for holding any temporary / permanent post of the university in future.

43. **MESS RULE / GUIDELINES:**

1- Assistant Hostel Warden will be the main officer of the university to manage the mess under the direction of Hostel Warden.

2- The arrangement of Food Service in the hostel of the university shall be made by the inmates themselves. The students residing in each hostel shall manage and run their own food service either by co-operative mess or on contract basis in each hostel.

3- There will be a food committee comprising of 4-5 inmates as secretaries with Assistant Hostel Warden, in each hostel for the day to day management and running of the Food Services for a month.

4- Two third members shall form a quorum for the meeting and all decisions of the general body meeting shall be by the majority of members present. The Hostel Warden shall be the chairman and Assistant Hostel Warden as co-chairman of the general body meeting of the hostel food service.

5- The equipment, utensils and furniture in each hostel if required could be made available by the University as per terms and conditions laid down for co-operative mess/contract system.

6- It shall be the responsibility of the Food Committee of the hostel concerned to ensure that balanced, wholesome, nutritious and hygienic food is served to inmates of the hostel either through co-operative mess/ contract system.

7- Inmates availing the food service at the hostel level will have to deposit Rs. 10,000.00

(Refundable) as mess security in the bank accounts, maintained at the hostel level in a nationalized bank at NDUAT, Kumarganj, to be operated jointly by the Assistant Hostel Warden and Hostel Warden of the hostel.

- 8- Hostel Warden will ensure to display mess bill on the hostel notice board in first week of the every month.
- 9- Each member will have to pay his/her monthly hostel food charges regularly by the first week of subsequent month. 15 days grace period will be given to deposit the bill without fine and after that Rs. 1.00 per day fine will be charged from the student.
- 10- Hostel Warden and Assistant Hostel Warden of the hostel shall have an advisory role and shall supervise the management of Food Services in the hostel and shall ensure the keeping of records of purchase and payment.
- 11- The modalities for smooth functioning of food service in the hostel shall be worked out by the general body meeting of hostel food Service from time to time.
- 12- Terms and conditions of running a mess by contract basis shall be provided by the concerned food committee at the time of award of contract.

44. APPOINTMENT OF MESS CONTRACTOR:

1. The Inmate of the University Hostel will have the option to organize a Mess for their food either on Contractual or on Cooperative basis.
2. The appointment of Contractor(s) for running contractual Mess for the Hostels shall be done by the University Administration through Tender/Advertisement in newspapers or any other appropriate procedure.
3. For Girls Hostel, preference shall be given to female contractors employing female workers.
4. The interested candidates will submit their applications along with the Menu Chart and Rates.
5. University reserves the right to decide the rates of breakfast, lunch and dinner per plate after the discussion made between Contractor and University Administration.

45. COOPERATIVE MESS:

1. The Mess Committee/Contractor shall maintain a Stock Register of the monthly purchases (day, date with details) of food items.
2. Food Menu will be finalized in the general body meeting of Hostel Inmates, which will be acceptable to all. However, Food Menu could be revised from time to time if required.
3. Food material for one month will be purchased by the Food Committee of inmates and details of purchased food materials shall be displayed among all Hostel Inmates.
4. One Hostel Inmate can accompany the Food Committee for the purchase of food materials from market.

46. COMMON RULES FOR CONTRACTORS OF CONTRACTUAL AND COOPERATIVE MESS:

1. The Mess Contractor will be required to deposit a security of Rs. 20000/- for each Hostel at the time of accepting the Mess contract. This amount will be refunded at the termination of his/her contract upon the submission of "No Dues Certificate" to DSW or any other authorized Officer.
2. Mess Contractor will have to execute a Contract Bond with the Competent Authority of the University on a non-judicial stamp paper of Rs. 100/-.

3. The Contract Bond will be non transferable to any person in any condition.
4. University Administration reserves the right to terminate the contract by giving one month prior notice. Contract may also be terminated if services provided by the Contractor are not satisfactory.
5. Mess Contractor will not pay any kind of rent for Mess Building.
6. The accommodation facility will not be provided by University Administration for hired workers and contractors.
7. University has reserve the rights to revise terms and conditions mentioned above.
8. In case of any dispute, decision of the Hon'ble Vice Chancellor will be considered as final.
9. In case of any legal dispute, jurisdiction area will be Faizabad only.

47. RESPONSIBILITY OF MESS CONTRACTOR:

1. To provide fresh, safe and hygienic food of high quality to Hostel inmates as per prescribed norms and menu. Mess Committee will check the quality of the food time to time.
2. To insure that all the hired workers for the Mess are healthy, neat, tidy and mannered and will submit the list of hired workers to the Hostel Warden. Any unknown/strange person cannot enter the Hostel Mess without permission of Assistant Hostel Warden in any condition and Mess Labor Contractor will be responsible in case of breach the rules.
3. To be responsible for any type of injury, accident, health Insurance of his hired laborers or any type of damage of utensils due to careless handling by the workers.
4. Contractor will provide uniform and name badge to all of his/her hired laborers and will insure that they are dressed in the prescribed uniform with their names displayed on it. Mess Contractor will ensure that all the workers should be disciplined and follow security rules of the University. In no case, they will be considered as University Employee and will never made any claim for any compensation. The Hired worker will never constitute any type of group and participate in any organization on the University Campus.

To ensure that child workers are not hired for the Mess. If it happens, Mess Contractor will be responsible.

University Administration will provide dining table, dining chair, ceiling fan, tube light, cooking and serving utensils and Mess Contractor will take care of these given items and will return as such at the end of his Contract.

To be responsible for cleanliness of all utensils, furniture, dining hall, etc. after each meal and same will be inspected by Mess Secretary and Hostel Warden time to time and he will be directed accordingly.

To take care of R.O., Refrigerator and Water Cooler as per the instructions given by the Assistant Hostel Warden / Hostel Warden / DSW.

To ensure sanitation inside as well as in the surrounding of the Mess and will dispose of waste materials and rubbish at appropriate place.

To ensure the cooking of the food by using LPG by making his own arrangement and he will not use charcoal or wood for cooking in any circumstances in order to avoid pollution.

To maintain a Register for the residents and the number of meals taken by them per month and getting the same verified by Mess Secretary regularly.

To serve the food in the Hostel Room if any Inmate is sick or injured after getting permission from Hostel Warden / Assistant Hostel Warden.



नरेन्द्र देव कृषि एवं प्रौद्योगिक विश्व विद्यालय कुशाबाद, फैजाबाद

NOIDA UNIVERSITY OF AGRICULTURE & TECHNOLOGY KUSHABAAD FAJABAD



विश्व विद्यालय परिसर में
आपका स्वागत है