

DIBRUGARH UNIVERSITY

HOSTEL RULES, 2015



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Preface

Rules and Guidelines are made in a society for maintenance of discipline and peaceful living of all the components of the society within the framework of activities as decided by the society. Such Rules and Guidelines make the life of an individual comfortable and smooth, and encourage the growth of the society towards achieving the targeted goals.

The Dibrugarh University Hostel Rules have been framed with the objectives of providing a disciplined and healthy academic environment to the students of Dibrugarh University involving them as the most important component of human resource development activities undertaken by the University to serve the society after undergoing value based education in the University. The Rules and Guidelines are usually modified from time to time to suite the changing environment and necessity.

The Dibrugarh University Hostel Rules 2015 is the set of rules with necessary modification in the earlier version keeping in view the necessity for new incorporation and modification for a peaceful academic environment in the Dibrugarh University.



DIBRUGARH UNIVERSITY HOSTEL RULES, 2015

(As approved by the Executive Council vide its Resolution No.57 in its 327th Meeting, held on 28/09/2015 with immediate effect)

1. TITLE

These rules shall be called the "DIBRUGARH UNIVERSITY HOSTEL RULES, 2015" and it shall supersede the rules in existence earlier.

2. DEFINITIONS

- University:** Dibrugarh University.
- Hostel :** Halls of residence for students maintained and organized by the University.
- Hostel Rules:** Dibrugarh University Hostel Rules, 2015 unless otherwise mentioned.
- Student:** An individual enrolled in any academic programme of the University.
- Boarder:** An inmate of a Hostel who is either a regular student in any academic programme of the University or a Fellow/ Research Scholar of the University and admitted to the Hostel through the laid down rules and procedure.
- Guest:** An individual who is not a boarder of the Hostel but visits the University Hostel to meet any Boarder of the Hostel or stays in the Hostel for a short period of time with proper permission from the concerned Authority.
- Hostel Mess:** An arrangement for providing foods to the Hostel Boarders.
- Prefect:** A Boarder appointed by the Warden of a Hostel to assist him in day to day management of the Hostel.
- Warden:** A Faculty member of the University appointed by the University Authority to look after the overall administration of a Hostel.
- Chief Warden:** A senior Faculty of the University appointed by the University Authority to coordinate and supervise the management and administration of all Hostels.
- Dean, Student Affairs:** A senior Faculty member of the University appointed by the University Authority with responsibility to coordinate all student related affairs including the boarders of all Hostels and the Day Scholars of the University.

3. GENERAL RULES

- (a) The University may maintain as many Hostels as may be required from time to time for the residence of the Students/Research scholars of the University.
- (b) For the purpose of administrative convenience, Hostels may be divided into 'Blocks'. Each Hostel/Block shall be placed under the supervision of a Warden.
- (c) There shall be a Chief Warden to be appointed by the Vice Chancellor from the senior Professors of the University, who is also a resident of the University campus.

4. CHIEF WARDEN / WARDENS

- (a) The Chief Warden/Wardens shall be appointed by the Vice Chancellor for a period of 3 years and may be eligible for re-appointment.
- (b) **DUTIES OF THE CHIEF WARDEN:**
 - (i) The Chief Warden shall exercise such powers and perform such duties in respect of the maintenance of discipline in the Hostels, as may be delegated /assigned to him/her by the Vice-Chancellor and shall be assisted by the Wardens.
 - (ii) He /She shall take cognizance of any breach of discipline in the Hostels, and shall take immediate disciplinary action, if required.
 - (iii) The Chief Warden shall be the coordinator and supervise the Hostels in matters relating to the overall functioning of the Hostels and the welfare of the residents.
 - (iv) He/ She shall inspect the Hostels periodically and be in contact with the Wardens, Staff and Boarders.
 - (v) The Chief Warden shall be the Chairperson of the Hostel Management Committee.
- (c) **DUTIES OF THE WARDENS:**
 - (i) The Wardens of the Hostels shall perform such duties as are assigned to them by the Chief Warden from time to time.
 - (ii) The Wardens shall be responsible for maintenance of health, hygiene, sanitation, cleanliness, and food of the resident students in their respective Hostels.

- (iii) The Warden shall look after the general discipline and welfare of the boarders, and employees of the Hostels.
- (iv) The Wardens shall allot and supervise Hostel Rooms and Guest Rooms, and shall have the right to inspect such rooms.
- (v) The Wardens shall periodically verify the furniture and fittings of the Hostels and shall take action for their repairs/ replacement whenever need arises.
- (vi) Every year after expiry of the academic session, the Wardens shall submit a report to the Chief Warden, and Dean, Student Affairs on the working of his/her Hostel/ Block for record in the University Office.

(d) FACILITIES ENTITLED TO THE CHIEF WARDEN/ WARDENS

The Chief Warden and the Wardens of the hostels shall be entitled to a monthly allowance and other facilities including free accommodation with monthly electricity charge, cell phone allowance as decided by the University from time to time.

5. HOSTEL MANAGEMENT COMMITTEE

- (a) For the overall guidance, general administration and discipline of the Hostels/Blocks, there shall be a central Hostel Management Committee (HMC) comprising of the following members:

Chairperson	Chief Warden
Advisors	(i) Dean, Students' Affairs
	(ii) Registrar
Members	(i) The Deputy Registrar (Acad.)
	(ii) All the Wardens of Hostels
	(iii) Three members to be elected by the Prefects from amongst all the prefects.
	(iv) University Engineer
	(v) University Medical Officer
	(vi) President/General Secretary, D.U.P.G.S.U.
Member Secretary	Deputy Registrar (Admn)

- (b) The Hostel Management Committee shall meet at least twice a year to review the management of the hostels and to discuss on the provisions/suggestions as and when necessary.
- (c) The Committee shall also meet whenever any occasion arises and

the Chief Warden deems fit for considering a matter of discipline in hostel(s).

6. WARDENS COUNCIL

For the overall guidance, hostel problems and general administration of the Hostels/ Blocks, there shall be a Warden Council (WC) comprising of the following members which shall meet normally on the last Friday of every month:

Chairperson	:	Dean, Student Affairs
Members	:	Chief Warden
	:	All Wardens of D.U. Hostels
Member Secretary	:	Deputy Registrar (Admin)

7. ADMISSION

- (a) For admission into any hostel, application shall be made directly to the Registrar in the prescribed form along with the application for admission into the University.
- (b) There shall be a Hostel Admission Committee consisting of the following members:
 - (i) Dean, Student Affairs - Chairperson
 - (ii) The Chief Warden - Member
 - (iii) Deputy Registrar (Acad.) - Member
 - (iv) One Warden from Boys' Hostel and One from Girls' Hostel - Members
(to be nominated by the Vice-Chancellor).
 - (v) One Head of the Department to be nominated by the Vice-Chancellor from the Science Departments - Member
 - (vi) One Head of the Department to be nominated by the Vice-Chancellor from the Arts/Commerce Departments - Member
 - (vii) Deputy Registrar (Administration) - Member Secretary
- (c) No Candidate shall be admitted into a hostel unless he/she has been admitted into any of the University courses.
- (d) A student, before being admitted as a boarder, must furnish a written declaration from the legal guardian in the prescribed format to the effect that his/her ward will abide by the hostel rules and that he/she shall be responsible for all financial matters relating to his/her ward.

- (e) Normally, a boarder will be admitted only for one academic session and may be readmitted subject to the following conditions:
 - (i) The boarder continues to be a regular student of same course of the University and maintains good conduct and discipline.
 - (ii) The boarder applies for readmission in the prescribed form through the Warden before the end of the academic session.
- (f) No employed person shall be eligible for seats in the hostel, except those who are on deputation, *lien* or on fellowship programme.
- (g) No boarders shall be allowed a seat in the hostel for more than the normal duration of the course into which he/she is first admitted even if he/she takes admission into another course subsequently.
- (h) A boarder of the hostels must vacate his/her seat within one week after completion of his/her last/final examination of the course into which he/she had taken admission. However, under special circumstances, a boarder may apply for more days (Maximum 15 days) to stay in the hostel to the Dean, Student Affairs on special grounds.
- (i) Boarders shall be required to pay the following fees to be prescribed by the Executive Council from time to time:
 - i. Admission Fee
 - ii. Hostel Caution Money
 - iii. Annual Fee
 - iv. Common Room Fee
 - v. Establishment Charge
 - vi. Hostel Seat Rent
 - vii. Electricity Charge
 - viii. Mess Caution Money
 - ix. Internet /Wi-Fi Charge
 - x. Pipe Gas Charge

8. GENERAL GUIDELINES FOR THE HOSTEL BOARDERS

- (a) As the Dibrugarh University Campus is declared as a RAGGING-FREE ZONE, no boarder will engage or indulge in any kind of Ragging.
- (b) All the boarders, if directed, shall have to submit their room keys to the concerned warden and keep their belongings in the central cloak room of the concerned hostel before they leave for the vacation period (Semester breaks/Summer vacation).

- (c) Hostel Caution Money is to be deposited in the University cash counter and the Mess Caution Money is to be deposited to the Warden of the hostel at the time of hostel admission. These are refundable and a boarder can get the caution money back at the time of leaving the hostel.
- (d) Whenever a boarder is not in the room, he/she has to switch off the lights and fans in the room. If the room is locked and boarders are not present in the room and if the lights and fans are found switched on, disciplinary action may be initiated against him/her.
- (e) Any type of unlawful activity or unwanted situation created by any boarder either inside or outside the room may lead to impose of fine or other form of punishment against the boarder.
- (f) All the boarders will have to take their food in the dining hall of the hostel only. Otherwise, disciplinary action may be initiated against him/her.
- (g) A boarder in the hostel shall be allowed to keep only the furniture supplied/provided to him/her by the University.
- (h) It is the responsibility of the boarder(s) to keep the room or the surrounding of the hostel clean. Any type of garbage i.e. waste paper, packet, polythene, bottle etc., if found in front of the room door and windows of a room, or throwing of such garbage items from the rooms, the respective boarder(s) shall have to face disciplinary action for violating the cleanliness of the hostel.
- (i) Whenever the boarders of a hostel organize any picnic, excursion or educational trip, they must take prior permission in the prescribed proforma from the Dean, Student Affairs. In case, such a tour is organized by a department/centre of studies, the application for seeking permission must be routed through the concerned Head of the Department/Director of the Centre of studies and the Warden.
- (j) Whenever the boarders of a hostel organize any Hostel Freshers' Social programme or Parting Social programme, they must seek prior permission from the Dean, Student Affairs. For organizing or attending such programmes at some other hostel/General Freshers' Social/Parting social or any such other programmes/ events organized in the University by the Departments/Centres/ Institutes, outside the hostel, or to stay beyond the specified time as mentioned in D.U. Hostel Rules, they shall have to take prior permission from the concerned warden.

- (k) The following time schedule must be maintained while organizing Freshers' social/Parting social programme in a hostel:
 - (i) Freshers' Social/ Parting Social Time: 6:00 pm to 9:00 pm
 - (ii) The Freshers' Social programme must be organized within 15 days from the day of admission into the hostel as notified by the authority, preferably on Saturday, Sunday or on a Holiday.
 - (iii) The Parting Social programme should be organized within last one week of the session preferably on Saturday, Sunday or on a Holiday.
- (l) Regular presence in the theory and practical classes/lectures in the University is mandatory. Report of non-attendance in the classes/lectures without any valid reason may lead to cancellation of his/her seat in the hostel.

9. PREFECT

- (a) Each Hostel/Block shall have one Prefect to be appointed by the Warden of the Hostel/Block with an intimation to the Dean, Student Affairs. The Prefect shall be exempted from paying seat rent only and not mess dues.

(b) Duties of Prefect:

The Prefect shall take responsibility and undertake duties:

- (i) To inculcate and maintain a healthy academic atmosphere in the Hostel/Block.
- (ii) To maintain a record of Daily attendance of the boarders as well as the employees of the hostel, and to report their absence without permission to the Warden. Leave register of the hostel shall be maintained by the Prefect.
- (iii) To report to the Warden, any case of misconduct and indiscipline in the hostel on the part of the boarders as well as the employees of the hostel.
- (iv) To look into cleanliness and gardening of the Hostel/Block by supervising the Cleaning staff and the *Mali*/Gardener. Any case of negligence of duties of the cleaning staff and the *Mali* should be reported to the concerned Warden.
- (v) To report to the Medical Officer, D.U. preferably through the Warden, any case of illness of the boarders and to take necessary action in this regard.

- (vi) To maintain a record of the fixtures and furniture, and report to the Warden in the event of any damage of the hostel building, fixtures and furniture.
- (vii) To maintain a stock of the utensils and keep them under the safe custody of the Head cook of the Hostel/Block. He/She will also send to the Warden a copy of such record with proper endorsement from the Head cook, whenever need arises.
- (viii) The Prefect shall take prior written permission from the Warden for holding any meeting of the boarders.
- (ix) To carry out any other duties and responsibilities that may be assigned by the Warden from time to time for smooth running of the hostel affairs.
- (x) The Prefect shall take all necessary steps to prevent any kind of ragging in the hostel, failing which he/she shall also be held responsible for the crime and may lead to the termination of his/her responsibility as Prefect.

10. CONDUCT

- (a) The Warden shall maintain a conduct register for the Boarders as well as for the employees of his/her hostel, and all cases of serious indiscipline shall be reported to the Chief Warden.
- (b) A boarder may be expelled from the hostel, if in the opinion of the Management Committee -
 - (i) His/her stay in the hostel is considered detrimental to the interest of the other boarders.
 - (ii) If he/she is guilty of insubordination or disrespect to University Authorities or of misconduct towards the employees of the hostel or towards fellow-boarders.
 - (iii) If he/she violates any hostel rules or discipline.
- (c) The Hostel Management Committee may recommend expulsion from the University in addition to the expulsion from the hostel in case of gross violation by a boarder.
- (d) The following sets of Rules and Guideline adopted by the Dibrugarh University will be additionally applicable for management and smooth running of the hostels:
 - (i) Dibrugarh University Students' Conduct and Discipline Rules
 - (ii) Dibrugarh University Guidelines on Safety of Students' On and Off Campus

- (iii) Prohibition of the sale and use of Tobacco product in and around, Dibrugarh University Rules, 2014.
- (iv) Dibrugarh University Regulations for Prohibiting Ragging and Anti-Ragging Measures

11. CLEARANCE OF DUES

- (a) A boarder must pay his seat rent in time and must pay the annual dues at the beginning of the academic session.
- (b) Boarders once admitted into the Hostel must be members of the mess and they will have to pay the prescribed dues on the due dates.
- (c) If a student fails to clear any of his/ her dues in the hostel for more than two months consecutively, his/her name will be liable to be struck off from the hostel rolls, and such a defaulter student would be debarred from enjoying any facility admissible to a boarder. Such boarders shall not be permitted to stay in a hostel.
- (d) A defaulter of hostel dues will be treated as a defaulter of University dues and, without prejudice to any other action which may be taken, a defaulter may be debarred from appearing in any University Examinations.

12. ATTENDANCE AND LEAVE

- (a) A boarder cannot remain absent from the hostel for more than one month except on medical ground and on purposes related to academic tours and field studies. Absence due to medical ground or academic tour/field study should be informed to the authority with proper documents. If he/she remains absent for more than one month without valid reason, his/her hostel seat is liable to be cancelled without informing the boarder.
- (b) All boarders must remain present in the hostel between the hours of 8:00 pm to 6:00 am. Permission for temporary leave of absence from the hostel for one or more days on valid reasons must be obtained in advance from the Warden.
- (c) All the hostels shall remain closed during the Semester Breaks/vacations and normally the boarders will not be allowed to stay in the hostel during these vacations/breaks. Boarders desiring to stay in hostel during these vacations/breaks for academic reasons or for some other valid reasons, must write to the Dean, Student Affairs through the Warden and must obtain permission in writing from the Dean, Student Affairs at least 7 days before the commencement of the vacation/break.
- (d) All the boarders must vacate their rooms during the vacations/breaks, if they are directed to vacate by the University Authorities.

13. DISCIPLINE

- (a) The hours from 6:00 am to 9:00 am in the morning and 7:00 pm to 10:00 pm in the evening shall be treated as study hours. Borders must observe strict silence and discipline during these hours and playing musical instruments or creating any kind of noise or disturbance shall be strictly forbidden.
- (b) The boarders must not take any intoxicating drinks, drugs or indulge in gambling in the hostel or outside. For rowdy and indiscipline behaviour inside or outside the hostel, a boarder is liable to be expelled.
- (c) Except charging of mobile phones, the use of other electrical appliances like Heaters, Cookers, Electric Iron etc. are forbidden.
- (d) Cooking in the rooms or in the corridors is not allowed.
- (e) No meeting/function shall be held in the hostel without the prior permission from the Warden.
- (f) The boarders shall not use hostel menials for their personal service.
- (g) All boarders should maintain a cordial relationship among them and with the employees of the hostel.
- (h) Boarders must not damage or remove any property belonging to the hostel or to any fellow boarders. In case of violation, he/she is liable for payment of fine or other penalty as may be imposed by the Hostel Management Committee.
- (i) Dibrugarh University Campus is a Tobacco and alcohol-free zone and the boarders of the hostels must refrain from smoking, chewing of tobacco/betel nut or spitting in the hostel.
- (j) **RAGGING IN ANY FORM IN THE HOSTELS IS STRICTLY PROHIBITED. BOARDER(S) FOUND INDULGING IN SUCH ACTIVITIES WILL BE DEALT UNDER THE RULES OF LAW.**

14. GUESTS & VISITORS

- (a) No boarder shall keep any guest in their rooms without permission from the Warden.
- (b) The living rooms of the boarders shall not be used for hosting visitors except on prior permission from the Warden. Entertaining visitors in the living rooms is strictly forbidden.
- (c) Guest cannot be kept in the hostel for more than 5 days without written permission from the Dean, Student Affairs.

- (d) The concerned boarder must pay a lodging charge of Rs. 100/- (Rupees one hundred only) per day of stay in the hostel for each guest, in addition to the mess charges. The lodging charge up to 5 days may be allowed by the Warden and the amount must be paid in the University Cash counter. A copy of the cash deposit receipt must be submitted to the warden. Beyond five days, special permission must be taken from the Dean, Student Affairs through the Warden and the lodging charge shall be paid to the University cash counter. A copy of the cash deposit receipt must be submitted to the concerned Warden.
- (e) The guests shall be subject to all the rules in force for the boarders of the hostel.

15. HOSTEL MESS

- (a) There shall be a Mess Committee in each hostel formed by the Warden in consultation with the boarders for each month.
- (b) The meeting of Mess Committee in presence of the warden will decide about the food menu and the mess budget. The Mess dues shall be deposited to the Warden or to the Mess Secretary as decided in the Mess Committee meeting.
- (c) All boarders including the Prefect will have to pay the normal mess dues of the hostel in due time, i.e. within 10th of each calendar month, or within the date as fixed by the Mess Committee. A relaxation of five days may be allowed by the Warden on special circumstances against written application.
- (d) Each boarder shall deposit a Mess Caution Money to the Warden at the time of hostel admission, an amount that has been fixed by the Hostel Management Committee from time to time. This amount shall be kept under the jurisdiction of the Warden. The amount will be refunded after adjustment of the dues when the boarder leaves the hostel.
- (e) The following model shall be adopted for mess dues payments. However, the Hostel Mess Committee in a hostel may make suitable modification in a particular month depending on the length of the mess period.

No. of days	Amount to be paid
25 days or more	Full Mess Dues
15 days to 24 days	90 % of Total Mess Dues
Less than 15 days	50% of Total Mess Dues

- (f) For payment of rental for pipeline gas in the hostel during semester breaks/vacations (January and July), an amount of Rs. 100 (Rupees one hundred only) for each year of stay in the hostel shall be adjusted from the deposited Mess Caution Money which shall be deducted at the time of the refund of the amount.
- (g) No boarder shall be allowed to cook his/her own individual item in the hostel mess.
- (h) The Mess Committee shall maintain all account of the mess. However, the Warden of a hostel may adopt any suitable method for maintenance of accounts and the running of the mess smoothly, if need arises.
- (i) All boarders should be ready to accept the responsibility of running and managing the hostel mess whenever necessary.
- (j) The Hostel Common Room shall remain open from 9:00 am to 11:00 am and 4:00 pm to 8:00 pm during weekdays and 7:00 am to 7:00 pm on Sundays.
- (k) The hostels where the mess system is outsourced, shall have a separate rule for the mess adopted by the University Authority which may be amended from time to time.
- (l) The Kitchen employee shall report for work at the hostel on time as fixed by the Warden/ Mess Committee from time to time.
- (m) Whenever a kitchen employee takes leave, he/she should arrange someone from the staff in consultation with the Warden in order to ensure adequacy of support staff in the kitchen.

16. SPECIAL RULES FOR GIRLS' HOSTELS

- (a) There shall be one Resident Matron (Female) in each Girls' Hostel with qualification and scale of pay as prescribed by the University.

(b) DUTIES AND FUNCTIONS OF THE MATRON:

The Matrons shall deliver the following duties:

- (i) To oversee health of boarders and sanitation of the hostel.
- (ii) To take care of sick-boarders.
- (iii) To perform any duties to be assigned by the Warden.
- (iv) To maintain a record of the fixtures and furniture and report to the Warden in the event of any damage of the hostel building, fixtures and furniture.
- (v) To maintain a stock of the utensils and keep them under the

safe custody of the Head Cook of the Hostel/Block. She shall also send a copy of such record with proper endorsement from the Head Cook to the Warden.

(vi) To take responsibility of some functions of the Warden in her absence. The Matron cannot remain on leave during the leave period of the Warden.

(c) Visitors shall be allowed only up to the Visitors Room of a Girls' Hostel during the Visiting Hours as given below:

OCTOBER TO MARCH:

(a) 3:00 pm to 6:00 pm on week days.

(b) 11:00 am to 6:00 pm on Sundays and Holidays.

APRIL TO SEPTEMBER:

(a) 3:00 pm to 6:30 pm on week days.

(b) 11:00 am to 6:30 pm on Sundays and Holidays.

(d) Boarders must be within the hostel premises by:

7:00 pm (October to March)

8:00 pm (April to September)

For staying outside the hostel beyond these hours, prior permission on a written application stating destinations and valid reasons, has to be obtained from the Warden.

(e) Boarders must obtain prior written permission from the Warden in case of overnight stay outside the hostel. Such written request should be made either by parents or Local Guardian. Permission requested through SMS, WhatsApp, E-mail etc. shall not be accepted.

17. Amendment / Modification of Hostel Rules

The Executive Council, D.U. reserves the right to modify or amend any of these rules whenever felt necessary.