



अप्रमत्तेन वेदव्यम्

COTTON UNIVERSITY

Panbazar, Guwahati-781001,

Assam, India.

HOSTEL RULES

2023

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A. ADMISSION TO HOSTELS

1. Students will be admitted for one academic year only, strictly in order of merit, subject to the availability of seats. For reserved category students, reservation of hostels seats will be as per Government of Assam norms.
2. Application for admission to hostel shall be submitted to the Director of Students' Welfare in the prescribed application form, duly filled in and signed by the student and countersigned by his/her local guardian and parent/guardian. A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his/her guardian to the effect that the student shall abide by the University rules, hostel rules and code of conduct.
3. On the day of hostel admission, the parent/local guardian/legal guardian as the case may be must be present to complete the necessary formalities.
4. Hostel accommodation will not be available to the students of part time programmes, such as distance education programmes etc.; there is also no provision for family accommodation in the hostels.
5. Preference will be for hostel accommodation to those students who stay outside greater Guwahati.
6. Hostel seats will be allotted by the University authorities for one academic year at a time, and no transfer from one hostel to another will be allowed during the course of the academic year.
7. Students who withdraw from one hostel during one academic year will not be allowed to take admission in any other hostels.
8. Students who have been admitted to a hostel, have to occupy their seats as per allotment made by the Superintendent/Warden concerned.
9. No mutual exchange of rooms will be allowed within the hostel.
10. Students will be allowed to stay in the hostel only for the prescribed period for a degree/diploma or any other course. They will have to vacate the hostel after the examinations are over. Research scholars will be allowed to stay in the hostel till the submission of his/her thesis. Any stay beyond this will have to be with the approval of the guide, Head of the Department and the Director of Students' Welfare.

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11. A student shall occupy the seat in the hostel after depositing the prescribed fees within 7 days from the date of allotment or within the date mentioned in the admission prospectus failing which the allotment shall stand cancelled. Provided that the allottee may request for extension of time stating reasons which the Superintendent/Warden, if satisfied, may consider and grant extension for not more than one month.
12. Any changes of address of parent/guardian/local guardian/legal guardian must be intimated immediately to the Superintendent/Warden of the hostels.
13. Mess dues must be paid before 15th of each month. A fine of Rs. 50/- will be imposed for late payment of mess dues after 15th of the month. For failing to pay within the month the fine will be Rs. 150/-. A boarder failing to pay mess dues for two consecutive months will forfeit his/her seat.
14. Prescribed fees for hostel admission (for each academic year, i.e. two semester)* :

Sl. No.	ITEM	AMOUNT (Rs.)
i	Application Fee	100.00
ii	Admission/re- admission	250.00
iii	Seat rent	1000.00
iv	Establishment fee	3000.00
v	Miscellaneous fee	650.00
vi	Hostel security deposit (only at the time of fresh admission, which is refundable)	2000.00
*Total amount to be paid at the time of fresh admission (Excluding mess dues)		7000.00

**Subject to revisions by Competent Authority from time to time. Please also note that the mess dues for the first month, which may range approximately from Rs. 2500/- to Rs. 3000/- for different hostels, will be added to the above.*

15. Withdrawal of hostel seats.

Students who want to withdraw his/her hostel seat may do so subject to the following conditions:

- Application for withdrawal from the hostel shall be countersigned by the father/mother/guardian and submitted to the Director of Students' Welfare through the hostel Superintendent/Warden. Such application shall be submitted after all hostel dues have been cleared.

- ii. In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues including fines up to the day he/she continues to be on the roll i.e. until his/her name is formally withdrawn.
- iii. Security deposit will be refunded after deducting any outstanding dues and charges for damage of any hostel property by the boarder concerned during his/her stay.
- iv. Withdrawal of hostel seat within first three months of admission is not permissible; any withdrawal within that period will lead to forfeiture of the security amount.

16. Students will be **re-admitted** at the beginning of the next academic year subject to the following conditions:

- i. The boarder applies to the Director of Students' Welfare at the beginning of the academic year.
- ii. The boarder continues to be a regular University student.
- iii. The boarder maintains good conduct and discipline.
- iv. The boarder is regular in respect of University Hostel and Mess dues.
- v. The boarder has no outstanding dues to the University and Hostel.
- vi. At the time of renewal of admission in the hostel, parent/local guardian/legal guardian must be present with the candidate to sign the renewal form as well as the prescribed undertaking form.

B. HOSTEL TIMINGS

1. Boarder should strictly adhere to the following hostel timings.
 - i. For boys' hostels, boarders should be back by the following times.
 - a. 1st April to 31st October is 1900 hours;
 - b. 1st November to 31st March is 1800 hours;
 - ii. For girls' hostels, boarders should be back by the following times.
 - c. 1st April to 31st October is 1800 hours;
 - d. 1st November to 31st March is 1700 hours;

**(For postgraduate and research scholars, these times are extended by an hour)*

2. The hostel monitor(s) shall call the rolls at 2100 hours every day. It is compulsory for each boarder to present personally at the time of attendance.
3. Boarders are not allowed to leave the hostel after 2000 hours.

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4. The time of return to the hostel may however be extended to 2200 hours in specific cases as indicated below:
 - i. Any boarder desiring to work late in the laboratory, library, computer centre etc. must obtain a recommendation from the concerned Head of the Department. The Superintendent/Warden, if satisfied, gives permission for at most three days in a month. For more than three days in a month, permission shall be granted by the Director of Students' Welfare on the recommendation of the Head of the Department and the Superintendent/Warden.
 - ii. A boarder taking permission for late-entry (after 2000 hrs to 2200 hrs) to the hostel should sign in the late-entry register kept with the security staff. The security personnel will ensure that necessary permission have been obtained and will keep the Superintendent/Warden informed.
5. T.V. timing will be from 2030 hours to 2200 hours, except on Sundays and Holidays when it will remain open for the day.
6. Dining hour in the hostel is to be maintained, and in no case dinner will be served after 2200 hours.

C. MEDICAL CASES

In case of illness of a boarder, the Monitor shall immediately inform the Superintendent/Warden, who shall inform the local/legal guardian and parents, and the Director of Students' Welfare.

- i. In case of an emergency a patient (boarder) shall be admitted to either Mahendra Mohan Choudhry Hospital or Guwahati Medical College Hospital by the Superintendent/Warden with intimation to the local/legal guardian and parents, and Director of Students' Welfare.
- ii. In case of a non-emergency a patient (boarder) may be given initial medical treatment at either Mahendra Mohan Choudhry Hospital or Guwahati Medical College Hospital by the Superintendent/Warden with intimation to the local/legal guardian and parents, and Director of Students' Welfare.
- iii. It shall be the duty of local guardian/parent/guardian to take care of their wards, and bear all medical expenses.
- iv. First Aid kits will be available in the hostels and Superintendents/Wardens, Monitors and a few students will be trained in the application of first aid.

D. HOSTEL LEAVE RULES

- i. For seeking leave from the hostel, the boarders must apply in the prescribed form. A boarder must obtain prior written permission from the competent authority before proceeding on leave. Girl students are required to obtain the signature of the local guardian/parents on the leave return form and submit the same to the Superintendent/Warden after their return.

- ii. Leave from the hostel up to three (3) consecutive days shall be granted by the Superintendent/warden upon submitting an application in the prescribed format available with hostel Superintendent.
- iii. Leave from the hostel for more than three (3) consecutive days shall be granted by the Director of Students' Welfare on the recommendation of the Superintendent/Warden and the Head of the Department.
- iv. Absence from the hostel without prior permission from the Superintendent/Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.
- v. Hostels shall remain closed during the period of semester break/vacation or at any time as notified by the University authority. During such break/vacation, boarders are to vacate the rooms of the hostel. The room key and the keys of the drawer and table should be deposited by the boarders to the Monitor who in turn shall deposit the same with the Superintendent/Warden.
- vi. However, Ph.D. students and students undertaking significant research projects approved by the University may be allowed to stay during vacation on recommendations of the concerned Head of the Department with due permission of the Superintendent/Warden.

E. VISITORS

Normally, female visitor(s) shall not be allowed to visit boys' hostel rooms or vice-versa. However, in exceptional cases this may be relaxed by the Superintendent/Warden.

- i. Visiting hours:
 - (a) Working days: 1600 to 1800 hrs
 - (b) Holidays, Saturdays/Sundays: 1000 to 1200 hrs and 1600 to 1800 hrs
- ii. Visitors should be received in the Visitors' room (Common room in the absence of a Visitors' room) only. Under special circumstances, written permission from the Superintendent/Warden must be obtained to take visitors to rooms.
- iii. Any visitor entering the hostel gate should put his/ her signature and enter relevant particulars in the columns in the Visitors' Register kept for the purpose at the hostel entrance.

F. HOSTEL DISCIPLINE

- i. Boarders are expected to maintain discipline and proper atmosphere of study in the hostels. Disciplinary action shall be taken against a boarder if he/she is found to violate the rules and regulations of the University. Every boarder must acquaint himself/herself with the rules and

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regulations of the hostel. He/she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse

- ii. All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.
- iii. Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.
- iv. Except computer, boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms.
- v. Every boarder shall leave the hostel room clean at the time of vacating his/her hostel seat failing which the Superintendent/ Warden shall not issue clearance certificate to the boarder(s).
- vi. Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Superintendent/Warden.
- vii. Boarders on leaving their rooms shall always switch off the lights and fans.
- viii. Boarders shall not leave water flowing from taps.
- ix. No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Superintendent/Warden. The boarders are also not allowed to shift/exchange furniture and other assets from one room to another.
- x. In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed/issued by the competent authority from time to time.
- xi. The following **acts of indiscipline** are strictly prohibited:
 - a) **Ragging in any form in hostels or in the University campus.**
 - b) Drinking alcoholic beverages or using any other narcotic drugs and intoxicant of any kind inside as well as outside the University campus; spitting in the building walls etc.
 - c) Committing insubordination or showing disrespect to the authority.
 - d) Absence from hostel and classes without permission from the Superintendent/Warden and Head of the Department.
 - e) Playing of audio and visual systems and other musical instruments/systems inside the room or in the hostel premises causing disturbance to other boarders and neighbors.
 - f) Picking up quarrel or altercation with fellow boarders and employees of the hostel.

- g) Use of foul language or indulging in any unruly or indecent behavior or smoking in the University campus.
- h) Participating in or promoting any disruptive activity in the campus.
- i) Making false official statement to any university official, faculty or staff and altering University records.
- j) Tampering with existing electrical fittings/systems, Misuse of and/or damage caused to library books, journals and computer facilities.
- k) Unauthorized possession of any property belonging to the University, hostel or any other individual.
- l) Fraudulent use of Student identity Card.
- m) Organizing any meeting, function etc. in the hostel without prior permission from the Superintendent/ Warden.**
- n) Any other acts which in the opinion of the Monitor and Superintendent/Warden are detrimental to the interest of other boarders as well as to the University.
- o) All kinds of shouting, hooting, violent knocking or, any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.
- p) Leaving their room with the lights and fans on.
- q) Entry of female visitors into the rooms of the boarders in boys' hostels and male visitors into the rooms of girls' hostels without written permission.
- r) Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students; teachers and other University employees.
- s) Cooking inside the room, use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.
- t) Any form of gambling inside or outside the campus.
- u) Keeping fire arms, weapons, two wheelers/three wheelers/four wheelers etc. in the hostel premises.
- v) Damaging and/or misusing any properties and/or stealing others' belongings.
- w) Boarders staying outside overnight without prior permission from the Superintendent/ Warden.
- x) Staying in the hostels during a semester break without permission from Superintendent/Warden.

y) Entry and hosting of outsiders in the hostel without permission of the Superintendent/Warden.

z) Absence of boarders from the hostel after the stipulated time as fixed by the authority.

For any complaint, no boarder shall directly approach the Director of Students' Welfare (DSW) or any other higher officials without approaching the Superintendent/Warden.

G. BREACH OF DISCIPLINE IN HOSTELS AND PUNISHMENT:

Boarders must follow the discipline as prescribed in **clause No. F (section XI)**. Violations of the same by any boarder will attract the following punishments:

Sl. No.	Acts	Punishment
1.	All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others; spitting on building walls etc.	Warning by the Superintendent/Warden at first instance. On repeating the same, a fine of not less than Rs. 500/- to be imposed
2.	Switching on lights and fans when boarders are not inside the room.	Warning by the Superintendent/Warden. After 3 warnings a fine not less than Rs. 500/- may be imposed.
3.	Entry of female visitors into the room of the boarders in Boys' hostel and male visitors into the room of Girls' hostel.	Stern warning by the Superintendent/Warden with intimation to the DSW and HoD concerned. On repeating the same offence, the boarders may be recommended for rustication from the hostel for one semester by the DSW to the Vice Chancellor (VC).
4.	Maltreating or physical assault, abusing the hostel employees, canteen staff and others includes outsiders.	Stern warning by the DSW with a fine not less than Rs. 500/-. The case may be subject to further disciplinary action as per University rules and regulations.
5.	Any meeting not relating to hostel affairs held in hostel premises without prior permission.	Stern warning with a fine of not less than Rs. 500/- by the Superintendent/Warden and intimation to the DSW.
6.	Cooking inside the room.	Stern warning with a fine of not less than Rs. 500/- by the Superintendent/Warden.
7.	The use of electric heaters, electric stove and other similar electrical appliances in the room.	Stern warning and seizure of electrical appliances by the Superintendent/Warden with a fine of not less than Rs. 500/- by the Superintendent/Warden.

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8.	Any form of gambling inside or outside the hostel premises and campus.	Stern warning with conduct probation for one semester, recommending rustication from the hostel by DSW to VC.
9.	Playing loudly of audio and visual systems inside the room or in the hostel premises causing annoyance to other boarders and neighbors of the hostel.	Stern warning by the Superintendent/Warden at first instance and on repeating the same the Superintendent/Warden may impose a fine of not less than Rs. 500/- . At the same time audio visual system will be seized.
10.	Possessing or keeping fire arms, weapons etc. in the hostel.	Conduct probation and recommending rustication from hostel for at least two semesters by DSW to the VC.
11.	Drinking alcohol, poisons, drugs and intoxicants of any kind inside as well as outside the University campus.	Conduct probation for two semesters and recommending rustication from hostel and University by DSW to the VC.
12.	Boarders staying outside overnight or absence from hostel without permission from the Superintendent/Warden and engaging in the unlawful activities.	This will be considered as a serious breach of discipline and boarders will be subject to strict disciplinary punishment including expulsion from the university. Such offences shall be subject to the section 50.4 of The First Statutes of Cotton University.
13.	Damaging and misusing any property and stealing of others' belongings.	Conduct probation for one semester and a fine of an amount an amount equivalent to damaged or stolen items. Recommend rustication from hostel for one semester by DSW to VC.
14.	Staying in the hostels by boarders during a semester break without permission from proper authority.	Stern warning by Superintendent/Warden. Fine of Rs. 100/- per day.
15.	Entry and hosting of outsiders in the hostel without permission of Superintendent/Warden.	Rustication from hostel for one semester and stern warning with a fine not less than Rs. 500 by the Superintendent/Warden.
16.	Ragging in any form inside and outside the hostel.	Recommendation of expulsion/rustication from Hostel and University for at least two semesters by DSW to VC or as per UGC guidelines.
17.	Absence of students from the hostel after the stipulated time as fixed by the authority.	Recommendation of rustication from hostel for not less than one month by the DSW to the VC.
18.	Unauthorized occupation of hostel room and locking by ex-students etc.	Superintendent/Warden will verify the matter and report to DSW. Forceful vacation of room immediately by the Superintendent/Warden with security staff, if necessary.
19.	Keeping guest inside the room for more than stipulated time without the permission of Superintendent/Warden.	Stern warning with a fine of not less than Rs. 500/- by the Superintendent/warden.

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20.	Any form of inappropriate behavior between students inside or outside the University campus.	Stern warning by the Superintendent/Warden with intimation to the DSW and HoD concerned. On repeating the same offence, the boarders may be subjected to rustication for one semester by the DSW.
21.	In case of possession of vehicles by boarders.	Stern warning with a fine of not less than Rs. 500/- by the Superintendent/Warden. Vehicles may be confiscated and/or clamped.

H. Hostel Coordination & Monitoring Committee:

Composition:

1. Director of Students' Welfare – Chairperson
2. A team of faculty members (minimum two female faculty members) to be nominated by the Vice-Chancellor
3. Hostel superintendents/ Wardens – Members
4. Members of the Hostel Committee (Mess Secretary and Monitor/s) to be nominated by the Hostel Superintendent

The **Hostel Coordination & Monitoring Committee** will oversee the management of all hostels, also take up disciplinary matters when necessary, and forward its recommendations to the Vice-Chancellor.

I. High Powered Committee for Maintaining Disciplinary Activities

The High Powered Committee for Maintaining Disciplinary Activities shall be constituted by the Vice Chancellor to take up the disciplinary matters as and when recommended by the Hostel Coordination & Monitoring Committee or as approved by the Vice-Chancellor.

J. PLACEMENT ON CONDUCT PROBATION:

A student found guilty of violating the rules and regulation of the University/College/Hostel or any acts of indiscipline or misbehaviour by the Hostel Coordination & Monitoring Committee, may be placed on conduct probation by the DSW for a specified period, which shall not be less than one month. During the period of conduct probation, a student shall not be allowed to:

1. Represent the University in sports, cultural contests etc. inside or outside the University.

2. Receive any Scholarship, Fellowship or Stipend.
 - i. When a student is deprived of a scholarship/ fellowship / stipend on account of his/her placement on conduct probation, the loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct probation.
 - ii. If a student who has been on conduct probation on two previous occasions, is again found guilty of indiscipline he/she shall be dropped from the roll of the University.
3. In case of final semester student, his/her results shall not be declared.

K. RUSTICATION/EXPULSION

Rustication is the temporary removal of a student from the rolls of the University as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the: remaining period of the semester during which the order is passed.

Expulsion is the permanent removal from the University /Hostel. An expelled student shall not be permitted to get fresh admission to the University.

L. PROCEDURE FOR RUSTICATION/EXPULSION FROM THE UNIVERSITY:

Before a student is rusticated / expelled the following procedure shall be observed:

1. On receipt of the complaint against the conduct of student, the Hostel Coordination & Monitoring Committee shall record the matter and refer it to the *The High Powered Committee for Maintaining Disciplinary Activities*, if necessary. If the high powered committee is satisfied that there is a prima-facie case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him/her or appear before the Committee to show-cause why he/she should not be rusticated/ expelled.
2. After receiving the explanation(s) or hearing in person, the high powered committee shall examine the case.
3. If at this stage the high powered committee is convinced that it is a fit case for rustication/expulsion, the committee shall forward its recommendation for consideration and approval of the Vice-Chancellor.
4. Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student
5. Notwithstanding anything contained in the above rules, the decision of the Vice-chancellor shall be final and binding.

Handwritten signature and date:
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M. SPECIAL POWERS OF THE VICE-CHANCELLOR:

Notwithstanding anything contained in these Rules, the Vice-chancellor shall have the authority to institute an enquiry against any student(s) regarding his/her misconduct and shall execute appropriate disciplinary action.

N. THE HOSTEL FEES :

1. For each academic year or part thereof, a boarder is required to pay dues as prescribed by the authority from time to time.
2. Mess dues and refund will be fixed by the mess committee of the hostel from time to time.
3. Mess dues must be paid on or before 15th of each month. A fine of Rs. 50/- will be imposed for the late payment of mess dues after 15th of the month.
 - i. For failing to pay within the month the fine will increase to Rs. 150/-.
 - ii. Boarders failing to pay mess dues for two consecutive months will forfeit his/her seat.
4. In the case of any outstanding dues payable by any boarder at the end of each semester, the Superintendent/Warden may report it to the Controller of Examination for withholding of his/her results until the outstanding dues are paid by the student. If a student leaves the University without clearing all the hostel dues, the Superintendent/Warden may recover the outstanding dues from his/her hostel security and university security deposit. If any amount still remains unrecovered, notices to his/her guardian shall be sent who will finally be responsible to clear all outstanding dues.
5. Subject to availability of seats, non-boarder regular students seeking accommodation in the hostel for appearing in the semester examination will be charged a special establishment fee of Rs. 500/- only per month or part thereof with security deposit of Rs. 3000/- (refundable).

O. THE HOSTEL MESS

1. The mess of the hostel shall be maintained by the Mess Committee. The Superintendent/Warden shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable determined by the Mess Committee. A Mess Secretary shall be appointed by the Superintendent/Warden for one academic year. Other members of the Mess Committee shall be elected by the boarders. For smooth functioning of the hostel affairs there may be posts like

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Cultural Secretary, Common Room Secretary, Sports Secretary, Welfare Secretary etc. , which will be elected by the boarders from among the members of the Mess Committee. Monitor(s) will also be the member(s) of the Mess Committee. In no any case the total number of Mess committee members should exceed 12 (Twelve).

2. Electric bulbs/ fluorescent tubes for all boarders shall be supplied by the University only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
3. All boarders of the hostel shall automatically be members of the respective hostel mess.
4. Joining the mess is mandatory for all boarders.
5. No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency, written permission has to be obtained from the Superintendent/warden.
6. There shall be a Mess Committee consisting of Hostel Superintendent/Warden as Chairperson, Monitor(s), Mess Secretary and elected members for the Committee by the boarders.
7. The members of the Mess Committee shall be elected by the general boarders under the overall supervision of the Superintendent/warden, after appointment of the Mess Secretary.
8. The Mess Committee shall frame its own bye-laws within the framework of the principle laid herein and violation of these mess committee's bye-laws shall amount to violation of the Hostel's rules. These bye-laws should be approved by the Superintendent/ warden and Director of Students' Welfare, and must be consistent with all University rules and regulations.
9. The Mess Secretary shall be responsible for overall management of the mess, canteen, stock etc.
10. The Mess Committee shall nominate normally two boarders for each month to look after daily marketing and to keep daily expenditure records.
11. The Mess Secretary shall perform their duties with highest degrees of honesty, integrity and commitment.
12. In case of gross violation of rules and mismanagement of funds by the Mess Secretary, punishment in the form of fine may be imposed by the Mess Committee. The Superintendent/Warden may also place the matter before the Hostel Coordination & Monitoring Committee.
13. The Mess Secretary shall submit the accounts with all original bills for checking by the Mess Committee on the last day of every month. In this Mess Committee meeting, the mess managers will be nominated and the mess dues for the next month will be finalized.

14. Mess managers will always be in touch with the Mess Secretary for day-to-day operations.
15. The term of office of the Mess Committee shall be for one academic year.
16. Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Superintendent/Warden in case of illness.
17. Guests of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours earlier.
18. Day scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess Committee.
19. Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Superintendent/Warden.
20. In addition to these rules, the respective hostel Mess Committee shall frame their own rules and regulations for proper management of the mess from time to time. These must be approved by the Director of Students' Welfare to ensure that these are consistent with University rules and regulations.

P. SUPERINTENDENT/ WARDEN

1. The Superintendent/Warden shall be appointed by the Registrar with the approval of the Vice-chancellor.
2. Once the hostel Superintendent's/Warden's position falls vacant, the Registrar shall invite Expression of Interest from the teachers within a specific time limit for submission of the same through proper channel on a prescribed form.
3. The Registrar shall constitute a Committee with the following for screening and selection of the hostel Superintendent/ Warden from amongst the applicants.
 - Registrar – Chairperson
 - Director of Students' Welfare – Member Secretary
 - Controller of Examination – Member
 - One Senior Professor nominated by the Vice – chancellor – Member
4. The Registrar shall forward the recommendation to the Committee to the Vice-chancellor for approval and shall appoint the Superintendent/Warden after getting the approval from the Vice-chancellor.

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5. If, in case, no application is received after the first advertisement, the Registrar shall propose the names of a few teachers in order of merit, for approval of the Vice-chancellor for a period not exceeding one year.
6. The term of office of a Superintendent/Warden shall be for a period four years. On special circumstances his/her term of office may be extended for another term.
7. There will be an office of the Superintendent/Warden in each hostel with the necessary facilities such as furniture, computer with printer and telephone etc.
8. The Superintendent/Warden shall maintain proper discipline in the hostel and shall deal with any violation of discipline in accordance with the provisions under section G.
9. The Superintendent/Warden shall appoint a monitor amongst the boarders of the respective hostels for a period of one year. The Monitor (s) shall be exempted from paying the establishment fee for his/her tenure.
10. The Superintendent/Warden shall maintain permanent record (Stock Book) of all non-consumable articles of the hostel(s) supplied by the University.
11. The Superintendent/Warden shall supervise the duty of the hostel employees and shall maintain records of leave granted to them by the appropriate authority on his/her recommendation as per rules in force.
12. The Superintendent/Warden shall submit leave, absent statement for all hostel employees every month within the date specified for the purpose as per rules in force.
13. The Superintendent/Warden shall maintain an Admission Register for all the students admitted/readmitted to his/her hostel in the beginning of each semester and perform other related duty not specified in the Hostel Rules and as assigned by the authority from time to time.
14. The Superintendent/Warden shall give a *hostel clearance certificate* to the boarders after the Final End Semester Examination or whenever it is required.
15. Superintendent/Warden shall grant CL to the regular employees engaged in the hostel and keep the record of CL with him/her. The application of EL shall be recommended by the Superintendent/ Warden and forwarded to the Registrar for further action.
16. When the Superintendent/Warden is on leave and/or remains outside the head quarter, he/she has to hand over the charge to a Superintendent/Warden of another hostel or to inform the Director of Students' Welfare for necessary action. The DSW will place Superintendent/Warden of another hostel or some other member of the teaching staff in charge of the hostel for the period.

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Q. MONITOR

1. There shall be a Monitor for each block of the hostel. The Monitor will assist the Superintendent/Warden in administration of the hostel affairs. The Superintendent/Warden with the approval of the Director of Students' Welfare shall appoint one Monitor for each hostel/block. The Monitor shall normally be appointed for one year. The Monitor shall be exempted from paying the establishment fee for his/her tenure.
2. The Monitor shall take the roll call of his/her hostel every night at 2100 hrs and shall report to the Superintendent/Warden about all the absentees at the time of taking the roll call as well as absentees for the whole night. Failure of the Monitor to report such cases to the Superintendent/Warden shall be considered as gross negligence of duty on his/her part for which he/ she shall be liable to be removed as Monitor with immediate effect.
3. The Monitor shall ensure that all hostel rules are observed by the students.
4. The Monitor shall ensure that an atmosphere conducive to academic pursuit is maintained in the hostel.
5. The Monitor will report sickness of any boarder to the Superintendent/Warden.
6. The Monitor shall report to the Superintendent/Warden any case of emergency, misconduct and breach of any discipline on the part of the boarders.
7. The Monitor shall look after proper cleanliness and sanitation in the hostel and report to the Superintendent/Warden for improvement.
8. The Monitor shall be required to perform any other related duty not specified above as may be assigned by the Superintendent/Warden.

R. HOSTEL SUPPORT STAFF

1. The support staff of establishment of the hostel shall be controlled by the Superintendent/Warden and the pay bills of the hostel establishment must be countersigned by the respective Superintendent/Warden every month.
2. Superintendent/Warden shall grant CL to the regular employees engaged in the hostel and keep the record of CL with him/her. The application of the EL shall be recommended by the Superintendent/Warden and forwarded to the controlling officer for further action as per rules in force.