Chapter-IV

Students' Conduct Matters

1. The Maintenance of Discipline among Students at the University Teaching Departments/Constituent Colleges

1.1 Code of Conduct:

(i) The students of the University Teaching Departments and the Constituent Colleges shall conduct themselves in a manner that would maintain and promote discipline in all its manifestations in the institutions. The students shall maintain a cordial atmosphere in the institution, congenial for the promotion of peaceful academic environment, mutual understanding and co-operation in the University. They shall observe all rules and regulations. They shall not undertake any activity which may harm the cordial and peaceful atmosphere in the University and Constituent colleges, and shall not act in any manner that would cause any duress amongst the fellow students, staff, teachers and others.

(ii) All powers related to maintenance and enforcement of discipline among the students and disciplinary action against the students of the University shall vest in the Vice-Chancellor.

(iii) The Vice-Chancellor may delegate all or any such of his/her powers, as he may deem proper, to such other officers and authorities of the University as he may specify in this behalf.

(iv) The Directors of Constituent colleges shall have the authority to exercise all such disciplinary powers over the students in their respective colleges.

1.2 Declaration to be signed by a Student

Every student admitted shall be subject to the disciplinary jurisdiction of the University or of the Constituent college, as the case may be.

1.3 Acts of Indiscipline and Misconduct

(i) All students pursuing a course of study at the University teaching department or Constituent college shall observe a code of conduct as laid down by the University, and shall also abide by all rules and regulations of the University, framed and notified from time to time.

(ii) Any violation of the code of conduct or breach of any rule or regulation of the University by any student, as enforced from time to time, shall constitute an act of indiscipline on the part of a student of the University teaching department or a Constituent college, and shall make him/her liable for disciplinary action against him/her.

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(iii) Without prejudice to the generality of the power to maintain and enforce discipline under these regulations, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University teaching department or Constituent college:

(a) physical assault, or threat to use physical force or any act of violence, against any member of the teaching or non-teaching staff or fellow student of the University Teaching Departments or a Constituent college.

(b) disorderly conduct in or outside the campus;

(c) carrying of, use of or threat to use, any lethal weapon;

(d) misbehaviour or cruelty towards any other student, teacher or any other employee of the University or Constituent college;

(e) use of drugs or other intoxicants at the campus except those prescribed by a qualified doctor;

(f) indulging in or encouraging violence or any conduct which involves moral turpitude;

(g) any form of gambling, drinking liquor or any other anti-social activity;

(h) any act, whether verbal or otherwise in violation of the status, dignity and honour of a student, staff or the teacher etc.;

(i) indulging in any act of discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;

(j) any attempt at bribing or corruption of any manner or description;

(k) wilful destruction of the property of the University or constituent college;

(l) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;

(m) indulging in or encouraging any form of disruptive activity connected with academic functioning, examinations or any other activity of the University or Constituent college, as the case may be;

(n) indulging in any activity including that on Print, Electronic and Social media, that amounts to defaming the institution;

(o) any other act as may be decided by the disciplinary committee of the University or Constituent college;

(p) ragging as defined from time to time.

(q) disrespect or disobedience of the orders of any competent authority of the University including on social media;

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(r) participation or complicity in activities which have the effect of subjecting the University, its officers or teachers to ridicule or contempt;

(s) use of abusive, threatening or offensive language or demeaning, either verbally or in writing on social media;

(t) instigation of student/students or outsiders to engage in any of the above mentioned activities; and

(u) any other activity including activity on Print, Electronic and social media which is unbecoming of a student in the opinion of the authority responsible to maintain the discipline under these Regulations, or an activity which has the tendency to disrupt the orderly functioning of the University.

(iv) The Vice-Chancellor may amend or add to the list of malpractices under regulation 1.3.

1.4 Penalties for Breach of Discipline

(i) (a) The Head of the Department may impose a fine of specified amount of money on the erring student on the recommendations of the Committee constituted for the purpose; **or**

(b) The Head of the University Department on the recommendation of the Departmental Committee or Head of the department in the Constituent college may refer the case to the Disciplinary Committee depending upon the severity of the incident.

(ii) The Vice-Chancellor, on the recommendations of the Disciplinary Committee, may order or direct that any student:

(a) be debarred from taking a University examination or examinations for one or more years.

(b) be not, for a stated period, admitted to a course or courses of study of the University; **or**

(c) be, for a stated period, rusticated in which case he shall not be admitted to the University or a Constituent college, till the expiry of the period of rustication; **or**

(d) be expelled from the University or Constituent college, in which case he shall not be re-admitted to the University or college from where he is expelled; **or**

(e) be expelled from the Hostel.

(f) the examinations of the student concerned at which he has appeared, be cancelled.

Such a case/s will be reported by the Vice Chancellor to the BOG at its next meeting for ratification.

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1.5 Total Prohibition of Ragging and Penalties therefore

(i) Ragging in any form is strictly prohibited within the premises of the University or the Constituent college, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.

(ii) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this regulation.

(iii) Ragging, for the purposes of this regulation, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which-

(a) Involve physical assault or threat to use physical force;

(b) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;

(c) Expose students to ridicule or contempt or commit an act which may lower their self-esteem; and

(d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.

(e) The Head of the University department or Director of the Constituent college, as the case may be, shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.

(iv) Notwithstanding anything contained in these regulations, the Chairman of the Disciplinary Committee of the University teaching departments or a Constituent college, as the case may be, may also suo moto inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor or Director, as the case may be, clearly pin pointing among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.

(v) The Chairman of the Disciplinary Committee may also submit an interim report to the Vice-Chancellor, establishing the identity of the perpetrators of ragging and the nature of the incident.

(vi) If the Chairman of Disciplinary Committee is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry into the incident of ragging, he may advise the Vice-Chancellor accordingly.

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(vii) Where the Vice-Chancellor is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly, for reasons to be recorded in writing.

(viii) Notwithstanding anything contained in these regulations, the provisions of UGC Regulations (2009) - Curbing the Menace of Ragging in Higher Educational Institutions shall prevail.

1.6 Constitution of the Disciplinary Committee

(i) The composition of the Disciplinary Committee at the level of University teaching departments or Constituent colleges shall be as follows:

(a) Dean Student Welfare of the University/Constituent College- Chairman

(b) Head/Heads of the concerned departments to which the student(s) belong(s).

(c) Two senior teachers of the University/Constituent college, by rotation, to be nominated by the Vice Chancellor/Director - members

(d) One senior lady teacher of the University/Constituent College, by rotation, to be nominated by the Vice Chancellor/Director - members

(e) Chief Security Officer of the University/Constituent college - Member

(ii) The nominated members shall hold office for a period of two years and a vacancy occurring in the Disciplinary Committee shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.

(iii) Three members of the Disciplinary Committee including the Chairman shall form the quorum.

(iv) In the absence of the Chairman, the senior most member of the Disciplinary Committee shall act as the Chairman.

1.7 Functions of the Disciplinary Committee

(i) The Disciplinary Committee shall perform the following functions:

(a) To consider matters concerning maintenance of discipline among the students in the University teaching department or the Constituent college, as the case may be;

(b) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to it by the Head of the concerned University teaching department or Director of the

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Constituent college, and to submit their findings, conclusions and recommendations for the quantum of punishment under the provision of this ordinance to the Vice-Chancellor or Director of the Constituent college, as the case may be.

(ii) The decision in each case shall be conveyed by the Dean Students Welfare to the concerned including communicating the penalty or penalties, if any, imposed on a student or students.

(iii) A student or students who are aggrieved with the penalty imposed upon them, may appeal to the Vice-Chancellor whose decision in this regard shall be final and binding on the parties.

(iv) Not withstanding anything contained in these regulations, the Vice Chancellor shall have the powers to take action with regard to cases not covered under these regulations or difference of opinion among members of Discipline Committee or contradiction between code of conduct and provisions of these regulations, if any.

2. The Maintenance of Discipline of Students at Affiliated Colleges

2.1 Expulsion and Rustication

(i) Save as otherwise provided in the regulations, when a student has been found guilty of grave misconduct or of persistent idleness or a breach of discipline within or outside the premises of an affiliated college or Institution, the Head of the affiliated College or Institution, at which such student is studying, may according to the nature and gravity of the offence:

(a) Expel; or

(b) rusticate him/her for a period not exceeding one academic year; or

(c) disqualify such a student from appearing at the next ensuing examination.

(ii) No student, who has been so expelled shall be admitted to another college or recognized institution without the permission of the Vice-Chancellor, on the recommendation of the Principal of the college and no student who has been rusticated, shall be admitted into another college or educational institution within the period of his/her rustication.

(iii) All cases of expulsion and rustication shall be reported to the Registrar immediately for confirmation by the Board of Governors of the University. If the order of expulsion or rustication is not confirmed by the Board of Governors of the University, the student who has been expelled or rusticated, as the case may be, admitted, if otherwise eligible, to another college or other recognized institution.

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(iv) If an order of expulsion or rustication is revised by the Principal of a college or recognized institution, this shall be reported to the Board of Governors of the University with reasons for revision.

(v) Rustication, when imposed on a student, shall always mean the loss of one academic year in so far as his/her appearance at a University examination is concerned. The period, however, depends upon the time of the year when the penalty is imposed. The student under rustication will have the option of re-joining the class at the beginning of the next academic year and it shall be obligatory on the part of the College or Institution, as the case may be, to re-admit him/her if he/she wishes to rejoin.

(vi) Tuition fee, if any, shall not be charged during the period of rustication. nor shall the name of the rusticated student be maintained on the rolls of the affiliated College or Institution during this period.

(vii) If a student, after he has been enrolled for a University examination, commits a breach of discipline within or outside the premises of the College or Institution, the Head of the College/Institution concerned may rusticate the student for the remaining period of the academic session and if this punishment is awarded to a student during the period of or after the examination but before the expiry of the academic year in which the examination is held, his/her examination shall be cancelled. All cases of such rustication shall be reported to the Board of Governors of the University for confirmation within a reasonable time, and if the order is not confirmed by the Board of Governors, the examination of the student will stand.

(viii) All cases of punishment under these Regulations shall be registered by the Registrar and notified among the Heads of the University Departments and the Principals of the Colleges and Institutions.

3. Discipline of Students of the University Teaching Departments /Constituent Colleges.

3.1 Minor indiscipline and Serious Indiscipline

Whether an activity is serious indiscipline or minor indiscipline shall be determined on the basis of nature and gravity of the act of indiscipline by the authority responsible to maintain discipline.

3.2 Discipline Authority

(i) Means an authority responsible to maintain discipline:

(a) for the maintenance of discipline of students of a teaching department in the premises of that department, the Head of the Teaching Department concerned shall be the Discipline Authority;

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(b) for the maintenance of discipline of boarders in the Hostel, the Warden of the Hostel shall be the Discipline Authority;

(c) for the maintenance of discipline of students of any teaching department in the University Library, the Librarian shall be the Discipline Authority;

(d) for the maintenance of discipline of participants in the sports events on the sports field, the Director, Physical Education shall be the Discipline Authority;

(e) for the maintenance of discipline in the constituent colleges/campus, the Director/Principal shall be the Discipline Authority; and

(f) for the maintenance of discipline of students inside the Campus but not falling In paragraphs (a), (b), (c) and (d) and outside the Campus, the Dean of Students Welfare and/or any other person or persons authorized by the Vice-Chancellor shall be the Discipline Authority.

Explanation:

For the purpose of these Regulations, a student including a Ph.D. Scholar shall continue to be under the disciplinary jurisdiction of the University until he qualifies for the award of a degree or a diploma or a certificate for which he was registered with the University.

3.2 **Inquiry Authority** is the authority constituted under these Regulations to inquire into acts of serious indiscipline of a student/students and to make appropriate recommendations to the Discipline Committee.

3.3 **Discipline Committee** is the Committee constituted by the Vice-Chancellor to review the findings and recommendations of the Inquiry Authority, and to impose punishment in accordance with the provisions of these Regulations.

3.4 **Quorum:** Half the number of members of a Committee/Authority constituted under these Regulations shall form the quorum.

(i) It shall be the duty of the students on the rolls of the University not to indulge in any act of indiscipline as defined in these Regulations, and to help the discipline authorities of the University to maintain discipline and decorum on and outside the Campus.

(ii) (a) For all cases of minor indiscipline, the appropriate Discipline Authority shall be competent to award punishment to the maximum fine of Rs.500/- per student and/or suspend the student/students concerned from the class upto seven working days.

(b) Before awarding punishment, the Discipline Authority shall, as far as possible, ascertain the facts leading to indiscipline either itself or through a teacher/officer authorised by it in this behalf.

(c) If it is not possible for the Discipline Authority to fix the responsibility for specific acts of indiscipline due to non-cooperation or reluctance of

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students, it may, with the prior approval of the Vice-Chancellor, impose a collective fine not exceeding Rs.250/- per student.

(iii) (a) Unless otherwise provided for in these Regulations, the Inquiry Authority for all acts of serious indiscipline shall be the Discipline Authority. The Discipline Authority may either itself conduct the inquiry or authorise one or more teachers of the Department or officer under it to conduct the inquiry in accordance with the provisions of these Regulations in its behalf.

(b) Notwithstanding anything contained in paragraph (a) of Regulation (iv), the Vice-Chancellor may, suo-moto or on the recommendation of the Dean of Students' Welfare, appoint an Inquiry Authority consisting of one or more teachers of the University of not less than 5 years' standing, if he is of the opinion that for speedy and satisfactory completion of the inquiry, or because of the nature and gravity of the act of indiscipline, it is expedient to appoint this Inquiry Authority. The Vice-Chancellor shall also be competent to suspend the student or students from attending the classes or library or participation in sports events or residing in the Hostel for an indefinite period, if considered necessary by him.

(v) If a prima facie case is established against a student and his presence in the class or Campus is likely to affect the Inquiry adversely, the appropriate Discipline Authority may suspend a student i.e. may not allow the student to attend the classes/reside in the Hostel/play any game in the Campus or Inter-University/College matches for 10 working days or up to the time the matter is reported to the Discipline Committee, whichever is earlier:

Provided that the Dean of Students' Welfare and the Librarian shall not take such an action except with the prior approval of the Vice-Chancellor.

(vi) In cases of serious indiscipline, when the Discipline Authority is satisfied that a prima facie case of misconduct/indiscipline of a serious nature has been established against a student and he deserves punishment more serious than that envisaged in Regulation (iii)(a), it shall act as an Inquiry Authority or constitute an Inquiry Authority as provided in Regulation (iv)(a). If the Inquiry Authority consists of more than one person, the Discipline Authority shall nominate one of the members as Chairman: provided that nothing in this Regulation shall affect the powers of the Vice-Chancellor to appoint an Inquiry Authority or order suspension as envisaged in Regulation (iv)(b).

(vii) (a) Inquiry Authority shall serve the charge sheet upon the student containing particulars of the charges framed against him and requiring him to defend himself by submitting an explanation in writing within three days of the receipt of charge sheet. If the ends of justice so require, the charge-sheeted student may also be heard in person with or without witnesses at the discretion of the Inquiry Authority.

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(b) The Inquiry Authority shall consider the written explanation and verbal statements of the charge-sheeted student and his witnesses, if any. The Inquiry Authority may also require any other person, who has knowledge of the incident, to testify be for it in the presence of the charge-sheeted student. The summaries of the statements of the charge-sheeted student and witnesses shall be made by the Inquiry Authority which shall be read over to the concerned witnesses and their signatures obtained in support of their correctness.

(c) The Inquiry Authority shall, on the completion of the inquiry, make a report of the proceedings to the Vice-Chancellor. The report shall contain specific conclusions of fact arrived at by the Inquiry Authority and recommendation as to the punishment which should be imposed on the charge-sheeted student by the Discipline Committee.

(viii) (a) If the inquiry has been conducted by the Discipline Authority itself, it shall forward the report to the Vice-Chancellor.

(b) If the inquiry has been conducted on behalf of the Discipline Authority by an Inquiry Authority constituted for that purpose, the report shall be sent to the Vice-Chancellor through the Discipline Authority. The Discipline Authority may make such comments on the report of the Inquiry Authority as it deems necessary for the disposal of the case.

(ix) The following papers shall be sent to the Vice-Chancellor when a case of indiscipline is referred to him by the Discipline Authority for appropriate punishment:

(a) copy of the charge-sheet served on the student;

(b) a statement of the Inquiry Authority that the charge-sheet was served on the student. If it has not been possible to serve the charge-sheet, steps taken by the Inquiry Authority to have the charge-sheet served must also be mentioned;

(c) written explanation of the charge-sheeted student;

(d) summary of statements made by the students and witnesses, if any; and/report of the Inquiry Authority specifying clearly that the charges framed have substantially been proved at the inquiry.

(x) When a case of indiscipline has been referred to the Vice-Chancellor, he may either —

(a) refer it back to the Discipline Authority, if in his opinion the Inquiry Authority, has failed to comply with any of the aforementioned procedural requirements with the direction to comply with the requirements of this regulation. The Inquiry Authority shall forthwith comply with the direction issued by the Vice-Chancellor in this behalf; or

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(b) refer it to the Discipline Committee constituted by him for this purpose for awarding punishment to the charge-sheeted student in accordance with the provisions of these Regulations.

(xi) The Discipline Committee may, according to the nature and gravity of offence:

(a) expel a student; or

(b) rusticate a student for a period not less than one academic year; and/or

(c) impose a fine not exceeding Rs.5000/-; and/or

(d) debar a student permanently from residing in a Hostel or from participating in a sports or any other activity of the University; and/or

(e) impose any other punishment which, in the opinion of the Discipline Committee, shall prevent the student concerned from repeating acts of indiscipline:

Provided that before awarding punishment, the charge-sheeted student shall be given an opportunity to explain in writing within five days of the receipt of the notice why the proposed punishment should not be inflicted on him by the Discipline Committee.

The Discipline Committee shall consider the explanation, if any, submitted by the student. The Discipline Authority shall have a right to be present at this meeting of the Discipline Committee. It shall not, however, be entitled to vote.

(xii) The Vice-Chancellor shall nominate the Chairman and members of the Discipline Committee on an adhoc basis

The Dean of Students' Welfare shall be the ex-officio member and Secretary of the Discipline Committee.

The appropriate Discipline Authority or its nominee who has conducted the Inquiry shall have the right to attend the meeting of the Discipline Committee but shall not be entitled to vote.

(xiii) (a) All cases of expulsion or rustication shall be reported to the Board of Governors for confirmation. If the order of expulsion/rustication is not confirmed by the Board of Governors, the student concerned shall be admitted to the concerned Department/Hostel, if he so desires.

(b) If the order of expulsion/rustication is not confirmed by the Board of Governors, the period for which the student was under suspension shall be counted as attendance. In case the order of expulsion or rustication is confirmed, the order will have effect in such cases from the date the student was not allowed to attend the classes or reside in the Hostel.

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(xiv) Rustication, when imposed on a student, shall always mean the loss of at least one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he is rusticated.

(xv) A rusticated student may rejoin his class in the same Department with the permission of the Head of the Department concerned during the days of admission, in the academic year following the academic year in which the period of rustication expires.

(xvi) A student who is expelled from the University Teaching Department shall not be re-admitted to any of the University affiliated Institutions.

(xvii) At the time of admission, every student shall be required to sign a declaration that on admission he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to maintain discipline under the Act and the Regulations and Regulations made there under by the University from time to time. He/she must also submit a self-attested affidavit that he/she will not indulge in activity of Ragging as already defined and notified.

(xviii) The Secretary of Committee shall maintain a Discipline Action Register where all the actions taken shall be recorded and the same will be notified to all the University Teaching Departments and affiliated/constituent colleges as well as other Universities in India.

4. University Main Campus/Constituent Colleges: Hostel Accommodation

4.1 Objectives

The objectives of the Halls of Residence (Hostels) are to:

(i) provide the students of the University, a suitable place to live, so that they can devote themselves to pursuit of higher education;

(ii) ensure that the students coming from different places and backgrounds have an opportunity to live together, imbibe a spirit of cooperation and goodwill and acquire broader societal frame;

4.2 Residence in Campus

(i) The University shall maintain such Halls of Residence as may be necessary, to fulfil the objectives of residence.

(ii) The students residing in the Halls of Residence shall pay such fee and other charges as may be prescribed by the University from time to time.

(iii) Every Hall of Residence shall have a name as the University may assign to it. Each Hall of Residence shall be under the charge of a Warden.

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4.3 Admission to Halls of Residence

(i) All students registered for full-time Programmes of study/research, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University.

(ii) As soon as a student ceases to satisfy any one of the conditions in regulation (5) above, he will become ineligible for accommodation in the Hall of Residence.

(iii) Students desirous of residing in University Hall may apply in the prescribed form after admission to the Course in the Department of study.

(iv) The Heads of Departments may forward all applications of admitted candidates of their respective departments to the Dean, Student Welfare, at least 15 days before the start of academic session.

(v) The applications shall be scrutinised by the Central Committee for Hostels which will decide the cases for accommodation in the Halls of Residence.

(vi) Students joining the University for the first time and those from distant places will be given preference for accommodation in the Halls of Residence. Generally, the male and female students whose residence is within a radius of 40 kilometre and 25 kilometre, respectively will not be admitted to halls of residents /hostels

(vii) The accommodation shall be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study.

(viii) Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition fee and other dues.

(ix) Research personnel working on projects in the University, sponsored by organisations like CSIR, UGC, ICAR, ICSSR and other recognized funding agencies may be accommodated in a Hall of Residence during the tenure of the project, subject to availability.

4.4 Hostels/Halls

A student of the University may be allotted accommodation in a University hostel or a Constituent College hostel/ hall subject to availability of accommodation on merit basis.

4.5 Supervision and Control - Central Committee on Residence

(i) The supervision and control of the Hall of Residence is vested in the Dean Student Welfare who will perform his functions with the help of a Central Committee for Hostels.

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(ii) The Central Committee for Hostels shall be appointed by the Vice Chancellor/Director, and shall comprise the following:

(a) Dean, Student Welfare; (Chairman)

(b) All Wardens of Halls of Residence, maintained by the University/constituent college;

(c) Chief Security Officer of the University/constituent college

(iii) The functions of the Committee under regulation 15 above shall be as follows:

(a) Management of Halls of Residence

(b) Framing of policy for admission of students to the University Halls of Residence.

(c) Supervision of the Halls of Residence and advise the University on matters of policy relating to their management;

(d) Maintenance of discipline amongst the resident students;

(e) Transfer of a student from one Hall to another; and

(f) Such other duties as may be assigned by the Vice Chancellor from time to time.

(iv) The Committee may admonish a student for misconduct, may recommend a fine on a student, or may recommend expulsion of a student from the Hall of Residence.

(v) The Central Committee for Hostels shall meet at least twice in every semester. Meetings shall be convened and chaired by the Dean, Student Welfare and 1/3 of its members including the Chairman shall form the quorum.

(vi) The Dean, Student Welfare shall submit the recommendations of the Central Hostel Committee to the Vice Chancellor/Director who will, wherever necessary, place it before the Board for consideration and further action.

4.6 Wardens of University Hostels

(i) The Vice-Chancellor shall have authority to appoint whole-time or part-time wardens for the various Hostels of the University.

(ii) No one above the rank of a Associate Professor shall be appointed a part-time Warden.

Explanation: The appointment of a part-time Warden shall be made from amongst the members of the teaching staff of the University.

(iii) The term of appointment of a part-time Warden shall be for one year in the first instance. He may, however, be reappointed, if his work is found satisfactory, for one year at a time, subject to a maximum term of five years.

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(iv) The amount and nature of the allowance etc., to be granted to part-time Wardens shall be as laid down by the Board.

(v) The pay-scale of whole-time Wardens shall be approved by the Board from time to time. They shall be entitled to benefits of Provident Fund, etc., as laid down by the regulations for other whole-time employees of the University.

4.7 Appointment, Powers and Functions of Wardens

(i) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden.

(ii) Wardens of Halls of Residence shall be appointed by the Vice Chancellor from amongst the regular teachers of the university, for a period of two years, which can be extended.

(iii) The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice Chancellor from time to time, and they shall function under the supervision of Dean, Student Welfare.

(iv) Subject to the guidelines of the Central Committee for Hostels, the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.

(v) In addition to the specific duties assigned by the Vice Chancellor, the Wardens shall perform the following duties:

(a) Maintenance of discipline amongst the residents in the Halls of Residence in accordance with Regulations and the Rules framed thereof.

(b) Welfare of the residents of Halls of Residence

(c) To ensure the maintenance of daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.

(d) To oversee health, hygiene and general life of the students in the Halls of Residence.

(e) Report all cases of misbehaviour, indiscipline and illness of students residing in his Hall of Residence, to the Dean Student Welfare.

(f) Safe custody of such properties of the concerned Hall of Residence as are entrusted, and their proper upkeep and maintenance.

(vi) The Warden shall have the following powers:

(a) He/She shall have the right to inspect rooms.

(b) He/She shall have administrative control over the staff assigned to the Hall of Residence.

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(c) He/She shall take disciplinary action against a resident student for keeping any unauthorized guests.

(d) He/She shall order double-locking of rooms of resident students and their re-opening, whenever required.

(e) He/She shall take action for the eviction of resident students, whenever required, in consultation with the Dean Student Welfare.

(f) In case of misuse/damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines or may recommend withholding of the hostel security deposit amount.

(vii) The Warden will be available in the Hostel Office every day at specified hours, to attend to official business and to address the problems of resident students.

(viii) The Warden shall check the Resident Student's Register and the Guest Room Register.

(ix) The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Assistant Warden, and take action for their repairs/replacement.

(x) The Warden must inform the Dean Student Welfare before proceeding on leave. When a Warden is on leave, his/her responsibilities and functions will be distributed by the Dean Student Welfare among other Wardens for the duration of his/her absence. Alternatively, his/her responsibilities and functions may be assigned to some other teacher for the duration of his/her absence

4.8 Accommodation for Warden

(i) Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship.

(ii) The Warden shall be entitled to an allowance @ 10% of Basic pay subject to a maximum of Rs. 5000/- per month.

(iii) On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation.

(iv) The Warden shall also be required to vacate the accommodation before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice Chancellor on the recommendation of the Dean Student Welfare for retaining the accommodation.

4.9 Hostel Conduct Rules

(i) When a student leaves the University without completing his/her course, he/she will have to vacate the hostel as well. The locks of the rooms of defaulter students can be broken-opened at any time by the Warden, on the recommendations of Central Committee for Hostels, to get them vacated.

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(ii) Any hosteller indulging in ragging would be expelled from the hostel/University.

(iii) In case of Girl hostellers, if any resident is not present in the hostel during the evening roll call, she will be treated as absent and her parents will be informed accordingly.

(iv) The hostellers are required to pay their mess bill every month by the due date, after which he/she will be allowed to take meals only with the permission of Warden. Late payment will attract fine as notified by the University from time to time. In case of non-payment of the mess charges with late fine by the due date, the hosteller may be expelled from the hostel.

(v) Use of any electrical gadgets like heaters, electric rods, music system, iron in the hostel is not allowed. Fine as per University Rules will be imposed on each of the occupants of a room, if found guilty.

(vi) Carrying and keeping lethal weapons like fire arms, swords, wooden sticks, baseball bats etc. in the hostel is not allowed.

(vii) Cooking is not allowed in the hostel rooms.

(viii) Consumption of intoxicants, drugs, drinking and smoking are strictly prohibited in the hostel premises. Anybody found possessing/using these, will be expelled from the hostel/University.

(ix) The Warden/University Authorities can check the room of any hosteller in his/her presence or otherwise at any time.

(x) After final examinations for even semester are over, the residents are required to vacate their rooms within a week.

(xi) The resident shall be responsible for the safe upkeep of the University property issued or provided in the hostel. Damage to any hostel property shall be recovered from the concerned resident(s).

(xii) No meeting, seminar or gathering is permitted in the hostel without prior permission of the Hostel Warden.

(xiii) Every student residing in a Hall shall join the Hall Mess. However, the Warden may exempt an individual student from the Hall Mess only on medical grounds for a specified period.

(xiv) The residents must dine in hostel mess. The meals will not be served in the room, unless advised by the doctor and approved by the Dean Student Welfare.

(xv) During University vacations, mess of a Hall may not function, depending upon need.

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(xvi) Indiscipline of any kind including physical/verbal duel in the hostel, misbehaviour with any faculty/Mess worker/Room-mate/Security Guard or Hostel authority will be penalized strictly as per university rules.

(xvii) Shifting of hostel property (Bed, Chairs etc.) from one room to the other is not allowed. The resident shall be responsible for any damage caused to the hostel property after allotment of the room.

(xviii) If any resident is expelled during the semester from the hostel due to indiscipline, his/her hostel fee for the remaining part of the semester will be forfeited by the University.

(xix) The hosteller can keep Computer/Laptop in hostel rooms at his/her own responsibility, with due permission from the Hostel Warden.

(xx) Hostellers are not permitted to take up part time or full time jobs unless they are in nature of internship to fulfil their course requirements. If they do so, their seat in the Hostel shall stand cancelled automatically.

(xxi) All notices to be put up on the Residence Hall Notice Board are to be signed by the Warden and/or by the Dean Student Welfare.

(xxii) The time for closing the main gate of the girls' hostel will be as notified by the Dean Student Welfare, who may also change the timings depending on the weather conditions.

(xxiii) The residents of Boys' Hostel are allowed visitors, but if the visitors' behaviour or actions become an inconvenience to the administration, the hostel establishment has the right to refuse admission and ask them to leave immediately. Residents may meet the visitors only in the Visitor's room and the Residence lawns. Residents shall not take visitors to their rooms.

(xxiv) In case of Girl students, only the visitors authorized by the parents shall be allowed to visit the concerned student during specified hours. Residents may meet the authorized visitors (parents/local guardian) only in the Visitor's room. Residents shall not take visitors to their rooms. Women visitors in special cases may visit the Resident in the room with permission from the Warden.

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