Sub: Hostel Residents Rules 2016-17

Definitions:

1) “University” means Dayananda Sagar University established under Dayananda Sagar University Act, 2012;
2) “Rules” means Dayananda Sagar University Hostel Rules as amended from time to time.
3) "Hostel" means the building where the students of the University are provided accommodation to reside/ stay during the course of their study in the University on a bachelor status which includes building/s as may be notified or provided from time to time, together with fitments, electrical, water supply & drainage installations lawns, gardens, appurtenant thereto;
4) "Hostel Resident" means a person, whether a student of the University accommodated in residential accommodation provided by the University;
5) "Accommodation" means the room or suite which has been assigned to a hostel resident on sharing or otherwise basis in the hostel;
6) "warden" means the warden of the hostel provided/ arranged by the University to provide residential accommodation to students, faculty or staff of the University;
7) “Student” means a person studying a program offered by the University;
8) “Hostel Authorities” means the warden, Deputy warden, officers, executives who are vested with the management & control of the operations of the hostel;
9) “Room” means an individual room or a space in the room shared along with other hostel residents assigned as an accommodation to the hostel resident.
10) “Holiday” means a Sunday or any other day as declared to be a holiday as notified by the University.

General Conduct:

1) Admission in the hostel cannot be claimed as a matter of right. The college/university reserves the right to reject any request without assigning any reason.
2) The student must personally be present at the time of allotment of rooms. Room allotment shall be made by the competent authority and the decisions made by the competent authority shall be final and binding.
3) Rooms allotted shall be occupied immediately after the allotment.
4) Rooms once allotted cannot be changed.
5) Every hostel resident must have a copy of Hostel Rules to make her/ him aware of all the rules and observe them strictly. Ignorance of the Rules will not be considered as an excuse. The same can be downloaded from the official website of the University also.
6) No unauthorized person/resident shall be permitted in the rooms. If found, all / any resident/s of the room/ hostel will be evicted from the hostel depending on the circumstances of the case.
7) Hostel resident must look up the hostel notice board every day for important notices and instructions.
8) No student is permitted to cook any food within the hostel premises including in the rooms.
9) Students alone shall be responsible for safety and security of their personal belongings and items issued to them.
10) Hostel residents have no right to leave the hostel on holidays, Saturdays, Sundays or Holidays when the college/university is closed without the prior permission of the hostel warden.

11) All hostel residents shall vacate the hostel rooms for annual maintenance before they proceed on the vacation. The room, while vacating, should be returned in the same condition as it was given.

12) Hostel residents are responsible for returning the entire hostel articles issued to them at the time of admission in good/original conditions to the hostel warden/hostel clerk at the time of vacating the hostel. If they are returned in damaged/ unusable condition, they are liable to make good the losses. Therefore, they are advised to confirm that articles are in good condition at the time of receipt of the same.

13) Hostel residents shall not damage any hostel property, fittings, articles and items. In case of violation disciplinary action will be taken against them in addition to fine for the damage.

14) Hostel residents should not possess/play music system/speaker systems in their rooms.

15) Students can use common rooms, recreation facilities, other allied literature and articles required for indoor games without damaging them.

16) The hostel residents shall not take articles meant for common use to their rooms.

17) Timings of the common room/s will be fixed by the hostel warden.

18) Hostel warden shall nominate hostel representatives. They will be responsible for running the common room/s.

19) Hostel furniture must not be moved without the permission of the warden.

20) Any damage to the hostel property must be reported immediately to the warden. Hostel residents will be charged for damages.

21) Pasting of posters, writings graffiti, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed. Fine will be imposed for indulging in such activity.

22) The hostel authorities/management reserves the right to make spot checks at any time on the hostel rooms, bags & baggage of the residents to monitor and ensure hostel rules. Hence the resident/s must cooperate with the warden in this regard.

23) Hostel residents are required to carry their ID cards issued during admission at all times in the compound of the hostel complex and produce it on demand by the hostel authorities/management/security personnel.

24) Hostel residents are advised to keep their rooms locked.

25) Hostel resident/s are not permitted to change rooms or to sleep anywhere other than in their allotted room/s.

26) Keeping and using electric appliances such as water heaters, iron, oven, kettle, stove, hot plates etc. in the room is prohibited. If found the resident will be penalized and the item will be confiscated.

27) The resident shall economize the use of water & electricity. Lights/fans must be switched off when not in use.

28) A student of the University intending the avail the hostel accommodation along with the local guardian shall have to execute an undertaking as per the prescribed format.
Hostel Fee

Hostel fee is payable in advance before admission to the hostel. Admission in the hostel will be made only on production of the receipt issued by the Accounts Section to warden/ hostel in-charge. Hostel fee once paid will not be refunded under any circumstances.

1) Hostel fee for 2016-17 are:

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars of Fee</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Annual hostel rent &amp; establishment charges</td>
<td>60,000/-</td>
</tr>
<tr>
<td>2</td>
<td>Hostel Deposit</td>
<td>5,000/-</td>
</tr>
<tr>
<td>3</td>
<td>Advance mess charges (actual cost incurred on dividing system will be deducted on a monthly basis)</td>
<td>45,000/-</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,10,000/-</strong></td>
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</tbody>
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2) Hostel fee will not be accepted in installments.
3) Hostel will be allotted on annual basis. The exception is made to final year students, if any, who are required to spend the last semester outside the college in connection with academic activities like industry attached internship, GP etc. In such case, subject to room availability, hostel will be allotted for a single semester. In case hostel accommodation required for short stay the competent authority may consider on pro-rata monthly basis.
4) Mess charges will be on dividing basis and will be deducted on a monthly basis from the advance mess charges paid by students.

General Discipline:

1) Ragging is punishable by law. Anyone found culpable will be expelled, in addition to the mandatory FIR being filed against him/her in the jurisdictional police station.
2) Hostel residents are expected to maintain proper discipline and decorum within and outside the hostel/s.
3) All kinds of shouting, violence, knocking, or any other act or movement or behavior that is likely to cause disturbance or annoyance is strictly prohibited.
4) Students should be courteous and polite in their behaviour either among themselves or with the outsiders. Quarrels and disputes with fellow hostel residents should be avoided. Students should not take law in to their hands and should always try to settle any disagreement with the help of hostel warden/ asst. hostel warden or with other designated DSU officers.
5) Teasing, maltreating or indulging in any sort of ragging is strictly prohibited. Disciplinary action including expulsion from hostel/ university will be taken against the defaulters.
6) While in DSU campus/s / canteen / mess / common room and outside the campus, students should dress in appropriate manner. Adequate consideration should be given to local ethos.
7) Maltreating and abusing the hostel employees and mess-staff is strictly prohibited. In case of any complaint against them, the report should be made to the hostel warden.

8) Smoking is strictly prohibited in the DSU hostel & campus.

9) Possession, distribution and consumption of alcoholic beverages, prohibited drugs, narcotic substances, and chewable tobacco in the hostel complex/ campus are strictly prohibited. Anyone found culpable will be expelled, in addition to the mandatory FIR being filed against him/her.

10) Parties, social gatherings in the hostel complex are not permitted unless prior permission from the competent authority is obtained.

11) A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostel residents at all times. Noise level must be kept low to allow others, the opportunity to study or sleep in comfort. Television, radio etc. provided in the common room must be switched off by 10.00 pm. These rules are intended to ensure a conducive environment for all hostel residents.

12) Keeping of fire arms, lethal weapons, poisonous things or intoxicants of any kind in the hostel is prohibited and also punishable.

13) Any hostel resident, who finds his /her room-mate missing for more than 6 hours, must report to the warden immediately to ensure safety of hostel inmates.

14) No boy students shall be permitted to enter the girls' hostel premises and vice versa even for any academic purpose including group assignments at any time during the day/night.

15) Any hostel due or penalty shall be paid to the Accounts Department of DSU within the prescribed time limit. Non-payment shall result in – (i) withholding of admit cards; and/or (ii) debarment from appearing in examinations.

16) Entry/ exit register has to be filled in by the student's every time they leave out of the hostel and when he / she enter back inside.

17) Students should not go to the balcony area after 9.00pm. If anybody is found loitering after 9.00pm action would be initiated against them.

18) Students should not carry the plates / other utensils other from the mess hall to hostel room.

Leave:

1) Leave sanctioned for absence from the university does not mean leave from the hostel. Prior approval of night out of one day leave from the hostel must be obtained from the hostel warden. Night out beyond one day and up to 3 days can be considered by the Dean of the respective school of study.

2) The night out application should be submitted 48 hours before to the warden concerned.

3) In case the hostel residents want to go out, they will have to take prior permission following due procedures from the hostel warden and enter the relevant information in the register kept in the hostel office.

4) All hostel residents shall report to the hostel before 7.00 pm.

5) Any station leaving permission can only be sanctioned by the Dean of the respective school of study, after warden has received parental consent.
6) All requests for leaving the hostel will be verified with the mobile number of the parents that as registered on the hostel application form. Parents are advised to notify if any changes of mobile number. Students will be permitted to leave the hostel only on confirmation with their parents on registered mobile numbers.

**Medical Emergency:**

1) All applicants are required to disclose any kind of permanent disabilities or ailments or diseases or allergy at the time of admission with relevant medical papers.

2) In case of medical emergency, the students/room-mates/wing mates shall contact hostel warden / asst. hostel warden. Any hostel residents asked by the hostel management / hostel authority for help in cases of medical emergency are duty bound to do so. In case of denial or refusal appropriate disciplinary action shall be initiated.

3) Hostel warden/ Asst. warden shall maintain a list of residents with permanent disability or ailment or disease or allergy and shall get regular medical check-ups in consultation of parents for the same as advised by the campus doctor.

4) The hostel warden shall maintain the details of the blood group of the hostel residents to be utilized in case of medical emergency.

**Night Roll Call:**

1) The night roll-call will be taken at 9.00 pm daily. Every hostel resident must be present in his/her room to avoid inconveniences for taking the roll-call.

2) A student absent at the time of roll call is liable to pay a fine of Rs.100/- per instance. The fine list will be put on the Notice Board at the end of each month and shall be payable within 10 days.

**Visitors/ Local Guardian/ Guest:**

1) All hostel residents will give names and contact numbers of their parents to the hostel warden. In case if any such information is found false, responsibility will lie solely on that individual resident.

2) Students will provide the name, phone numbers, address and photographs of the local guardian duly acknowledged by their parents at the time of admission whom they could meet during the hostel specified hours.

3) A hostel resident will not be allowed to go for night stay or attending any function in the late hours in their local guardians or relatives' place unless prior approval is taken from the hostel warden along with parental consent.

4) Only those persons are allowed to meet the hostel residents whose photographs are referred and signed by the parents.

**Maintenance of the hostel:**

1) Hostel residents are solely responsible for keeping their rooms clean and tidy at all times. No housekeeping services are available inside the rooms. Spot check will be done and if during such check, inmates who do not maintain cleanliness will be penalized.

2) Students are advised to maintain cleanliness and hygiene in the common areas in the hostel such as visitor’s area, corridors, bathrooms, staircases and common room/s etc. at all times.
3) Proper hygienic disposal of sanitary napkins must be ensured by every inmate of the girls’ hostel.
4) All fans, lights and electronic appliances must be switched off when not in use.
5) For any maintenance complaint, the complaint shall be lodged/ entered in the prescribed register in Hostel office.
6) Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the warden/hostel authority.
7) Hostel management reserves the right to change students from the rooms if there is a necessity.
8) Disposal of sold or liquid waste shall be as per the prescribed instructions issued from time to time by hostel management.

Violation of Rules:

1) Violation of these rules will invite disciplinary action as per the University rules as applicable from time to time. The University reserves the right to levy fine/penalty to ensure compliance of the rules.
2) Any violation shall be reported by hostel warden to the Hostel Committee who may summon the hostel resident or any other resident/person for an enquiry in summary or in detail.
3) If the gravity of the situation demands, the Hostel Committee may recommend for expulsion of any student from the hostel after instituting due enquiry as per the circumstances and providing the student a fair chance to defend himself/herself. However in exceptional cases the defaulting student can be immediately suspended.
4) The Hostel Committee shall consist of the following members:
   a) The Chief warden appointed by the Vice Chancellor;
   b) Wardens of all hostels of the University;
   c) Two members from among the Hostel Residents nominated by the Vice Chancellor from time to time.
5) Any damage to the hostel properties, fittings, articles and items not attributable to any particular resident shall be recoverable from a group of residents or all residents depending upon the circumstances and evidences at the discretion of the competent authority.

Grievances & Redressal

1) The hostel resident/s shall resolve the grievances amicably by either discussing the grievance/s with the hostel warden or by writing a detailed note in the Complaint Book kept with the hostel warden.
2) In case the grievance is not resolved, the hostel resident may opt to approach the Hostel Committee which shall be the final authority for redressal of grievance/s.