



ভট্টদেব বিশ্ববিদ্যালয়
বজালী, পাঠশালা-৭৮১৩২৫, অসম
BHATTADDEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM

OFFICE OF THE REGISTRAR

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Registrar

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No. Bhatt.U/E&A Sec./2025/6859

Date: 28/05/2025

NOTIFICATION

As per approval of the 16th meeting of the Executive Council, Bhattadev University held on 27/02/2025 vide Resolution No. EC-16/2025/11, the University is pleased to notify the *Bhattadev University Hostel Rules 2024*.

The Hostel Rules shall come into force with immediate effect.

Issued with the approval of the Hon'ble Vice-Chancellor dated 28/05/2025

Registrar
Bhattadev University

Memo No. Bhatt.U/E&A Sec./2025/6859-A

Date: 28/05/2025

Copies to:

1. Director of Students Welfare Office, Bhattadev University
2. Superintendent, Women's Hostel, Bhattadev University
3. Web Administrator with a request to upload the file.
4. P.S. to the Vice-Chancellor, Bhattadev University
5. Office File

Manjit Das
Registrar
Bhattadev University



BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

Approved by the Executive Council vide resolution No. EC-16/2025/11 dated 27/02/2025



HOSTEL RULES, 2024

**BHATTADEV UNIVERSITY
BAJALI, PATHSALA
ASSAM - 781325**

Majid Sa

“BHATTADEV UNIVERSITY HOSTEL RULES 2024” Preparation Committee

Chairperson: Dr. Jadav Chandra Basumatary, Associate Dean Students' Welfare

Convenor: Dr. Hirusani Kalita, Member of Hostel Management Committee

Members: Dr. Parag Barman, Director of Student Welfare
Dr. Jagannath Bhuyan, Associate Dean, R&D
Dr. Banashree Sarkar, Superintendent Girls' Hostel



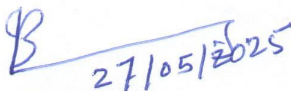
PREFACE

Bhattadev University, established by Assam Act No. XXXVI of 2017, Government of Assam, Dispur, the 25th October, 2015 is an upgraded State University from the erstwhile Bajali College, Pathsala with the objective to constitute and establish a teaching, research-oriented, affiliating and partially-residential university at Pathsala. The University observes its Foundation Day on 16th of August every year. Presently, the University is located at the heart of Pathsala town in Bajali District of Assam. Another campus of the University is under construction at Medhikuchi, a naturally beautiful rural area, which is located at approximately five (5) kilometers from Pathsala town. The academic programmes offered in the University have a distinct focus on science, technology, humanities and social sciences reflecting the objectives of the University. Eighteen colleges are currently affiliated to Bhattadev University. At present the University is offering Doctor of Philosophy, Masters (including integrated masters), Bachelors (B. Tech., B.A., and B.Sc.), Diploma and Certificate Programmes across varieties of disciplines.

Since its establishment, the University has engaged itself in the process of capacity building, both in terms of infrastructure and human resource development. The University has already developed state-of-the-art laboratories, computing facilities, internet connectivity, a dedicated power supply system and Central Library having connectivity to several digital libraries. While students' accommodation is provided in Girls' Hostel (clubbing of both RCC and AT) inside the present functioning campus and a proposed make-shift temporary accommodation arrangement for the boys in the Boys' Hostel in order to meet the requirements of the growing residential needs of the student community is undergoing.

Rules and guidelines are made in a society for maintenance of discipline and peaceful living of all the components of the society within the framework of activities. The Bhattadev University Hostel Rules have been framed with the objective of providing a disciplined and healthy academic environment to the students of Bhattadev University thereby involving them as the most important component of human resource development activities undertaken by the University to serve the society after undergoing value based education in the University. The rules and guidelines will be modified from time to time to suit the changing environment and necessity.

The Bhattadev University Hostel Rules 2024 is the set of rules prepared by keeping in view the necessity for incorporation and future modification of provisions in order to ensure a peaceful academic environment in the Bhattadev University.


Signature

(Chairperson, Bhattadev University Hostel Rules 2024 Preparation Committee)

BHATTADEV UNIVERSITY HOSTEL RULES

(As approved by the Executive Council vide Resolution No.EC-16/2025/11 dated 27/02/2025)

The following rules and regulations shall apply to all the boarders of Bhattadev University hostels for maintenance of discipline and good conduct within and outside the hostel premises.

1. TITLE

These rules shall be called the “BHATTADEV UNIVERSITY HOSTEL RULES 2024”.

2. DEFINITIONS

University: Bhattadev University.

Hostel: A unit of residence for students maintained and recognized by the University.

Hostel Rules: Bhattadev University Hostel Rules 2024 unless otherwise mentioned.

Student: An individual enrolled in any academic programme of the University.

Boarder: An inmate of a Hostel who is either a regular student in any academic programme of the University or a Fellow/ Research Scholar of the University and admitted to the Hostel through the laid down rules and procedure.

Guest: An individual who is not a boarder of the Hostel but visits the University Hostel to meet any Boarder of the Hostel or stays in the Hostel for a short period of time with proper permission from the Warden/Assistant Warden.

Hostel Mess: An arrangement for providing food to the Hostel Boarders.

Prefect: A Boarder of the Hostel elected/appointed by the Warden of a Hostel to assist him/her in day to day management of the Hostel.

Assistant Prefect: A Boarder of the Hostel who is elected/appointed to assist the Prefect in day to day management of the Hostel.

Warden: A Faculty member of the University appointed by the University Authority to look after the overall administration of a Hostel.

Associate Warden: A Faculty member of the University appointed by the University authority and who will assist the Warden in the overall administration and management of a Hostel.

Matron: A lady employee who looks after the overall management of the hostel in consultation with Warden/Associate Warden of the respective hostels.

Dean, Students' Welfare/Associate Dean, Students' Welfare: A senior Faculty member of the University is appointed by the University Authority with the responsibility to coordinate all student related affairs including those of the boarders of all the Hostels and the Day Scholars of the University.

University Authority: The 'University Authority' shall mean the Vice Chancellor and the Registrar of the University in this rule.

3.0 GENERAL RULES:

3.1 The University may maintain as many Hostels as may be required from time to time for the residence of the Students/Research scholars of the University.

3.2 There shall be a Warden to be appointed by the University Authority from the faculty of the University who, after appointment, will have to be a resident of the University campus during her/his tenure.

3.4 There shall be an Associate Warden to be appointed by the University Authority from the faculty of the University who, after appointment, will have to be a resident of the University campus during her/his tenure.

4.0 ADMISSION TO HOSTEL

4.1 Application for admission to hostel shall be submitted to the Dean, Students' Welfare/ Associate Dean, Students' Welfare in the prescribed application form, duly filled in and signed by the student and countersigned by her / his local guardian and parent. The admission will be based on merit. However, distance, economic condition etc. of the applicants may also be considered.

A student, if admitted to a hostel, must furnish a written declaration in the prescribed form duly signed by the student and her / his legal guardian to the effect that the student shall abide by the University rules, hostel rules, code of conduct, and that s/he shall be responsible for all financial matters relating to his/her ward.

4.2 There shall be a Hostel Admission Committee (HAC) consisting of the following members:

- | | |
|---|--------------------|
| (i) Dean, Student Affairs/ Associate Dean,
Students' Welfare | : Chairperson |
| (ii) Academic Registrar | : Member Secretary |
| (iii) Wardens | : Member |
| (iv) Associate Wardens | : Member |
| (v) One Head of the Department to be nominated by the Vice-Chancellor from the
Humanities and Social Sciences Departments | : Member |
| (vi) One Head of the Department to be nominated by the Vice-Chancellor from the
Mathematics and Natural Sciences Departments | : Member |

4.3 Students shall be admitted to the hostels at the beginning of the semester subject to the conditions that:

- a) the student applies for the same in prescribed form on time.
 - b) the student continues to be a regular student of the University.
- 4.4 A boarder after each year shall apply for readmission to the hostel and the Warden shall recommend for readmission if the boarder maintained good conduct and discipline during her / his stay in the hostel and the boarder clears all outstanding dues, if any, to the University.
- 4.5 The boarder shall pay all the dues regularly, failing which the Warden may initiate disciplinary action as per rules.
- 4.6 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 reasonable cause, the Warden, if satisfied, may consider and grant extension for not more than 15 days.
- 4.7 The students are required to pay the prescribed fees at the time of admission as detailed below.
- 4.8 Prescribed fees for hostel admission (per year)*:

Sl. No.	ITEM	AMOUNT(Rs.)
i)	Admission / readmission fee	300.00
ii)	Seat rent	12000.00
iii)	Establishment fee	1000.00
iv)	Infrastructure fee	500.00
v)	Medical fee	50.00
vi)	Electricity fee	900.00
vii)	Lib/Common room fee	50.00
viii)	Misc.	200.00
ix)	Hostel security deposit (only at the time of fresh admission)	1000.00
Total amount to be paid at the time of fresh admission		16000.00

**Subject to revisions by the competent Authority from time to time.*

Late fine as fixed by the authority shall be charged if the hostel dues are not paid within the stipulated time.

Note: Seat rent for the guests of a boarder for short-term accommodation upto 2 days shall be @ Rs 100 /- per day per person and is to be paid by the boarder to the Warden/Prefect.

5.0 GENERAL GUIDELINES

- 5.1 The University shall provide residential accommodation in its hostels at Bajali, Pathsala to the students admitted to regular courses of the University subject to availability of hostel seats. Hostel accommodation will not be available to students of part time programmes, such as distance education programmes.
- 5.2 Every boarder must acquaint herself/himself with the rules and regulations of the hostel. She/he must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- 5.3 Hostel 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, the key of the wardrobe and

- table shall have to be deposited by the boarders to the Prefect who in turn shall deposit the same to the Warden or any other designated official.
- 5.4 All boarders of a room or hostel shall jointly or as a whole be responsible for any loss/damage of the property of the hostel.
 - 5.5 Every boarder shall always carry his/her own Identity Card issued by the University/Hostel. The loss of Identity Card, whenever it occurs, shall immediately be reported to the Warden.
 - 5.6 For any complaint, no boarder shall directly approach the Dean, Students' Welfare/ Associate Dean, Students' Welfare or any other higher official without the permission of the Warden.
 - 5.7 In the case of any outstanding dues payable by any boarder at the end of semester, the Warden may report it to the Controller of Examinations for withholding of her/his result until the outstanding dues are paid by the student. If a student leaves the University without clearing all the hostel dues, the Warden may recover the outstanding dues from her/his hostel security deposit. If any amount still remains unrecovered, notices to her/his guardian shall be sent who will finally be responsible to clear all outstanding dues.
 - 5.8 All cases of illness of boarders shall be reported to the Prefect who in turn shall inform the Warden or any other designated official.
 - 5.9 The Dean, Students' Welfare/ Associate Dean, Students' Welfare shall initiate the process for the appointment of the Warden with the approval of the Vice- Chancellor, and upon approval, the University authority shall appoint a Warden for the hostel for a period of three years for proper management of the hostel. The Warden shall be selected from amongst the teaching staff of the University. The honorarium / charge allowance and other facilities to the Warden shall be approved by the University Authority.
 - 5.10 The Dean, Students' Welfare/ Associate Dean, Students' Welfare shall initiate the process for the appointment of one Assistant Warden with the approval of the Vice-Chancellor, and upon approval, the University authority shall appoint one Associate Warden for the hostel from amongst the teaching staff to assist the Warden if the authority feels it necessary. The appointment will be for a period of three years. The honorarium/charge allowance and other facilities to the Assistant Warden shall be approved by the University Authority.
 - 5.11 The Warden with the approval of the Dean, Students' Welfare/ Associate Dean, Students' Welfare shall appoint one Prefect (elected/selected) for the hostel from amongst the boarders for a period of one year. The Prefect shall be exempted from paying the electricity charge of Hostel Admission fee during her/his tenure.
 - 5.12 The Warden with the approval of the Dean, Students' Welfare/ Associate Dean, Students' Welfare may appoint one Assistant Prefect for the hostel from amongst the boarders of the hostel for a period of one year. The Assistant Prefect shall be exempted from paying the electricity charge of hostel Admission fee during her/his tenure.
 - 5.13 The Warden shall maintain a permanent record (Stock Book) of all non-consumable articles of the hostel supplied by the University.
 - 5.14 The Warden shall be granted an imprest fund of Rs. 2000/- (Rupees two thousand) only to meet the emergency and contingency expenditures required for maintenance of the hostel.
 - 5.15 The Warden or any other designated official shall administer and manage the hostel, and Prefect/Assistant Prefect shall assist her/him in all respects.

- 5.16 The mess of the hostel shall be maintained by the Mess Committee. The Warden shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable determined by the Mess Committee. Members of the Mess Committee shall be nominated by the Warden from amongst the boarders of the hostel. The Mess Managers shall be appointed by the Mess Committee normally for a period of one month.
- 5.17 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.
- 5.18 Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms. However, boarders may use computers and music systems in their room only.
- 5.19 Boarders are strictly prohibited to have in their possession at any time under any circumstances dangerous materials, explosives, arms and weapons or any other items prohibited by law.
- 5.20 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 room or in the surroundings. The bins kept for this purpose should be used.
- 5.21 Every boarder shall leave the hostel room clean at the time of vacating her/his hostel seat failing which the Warden shall not issue clearance certificate to the boarder(s).
- 5.22 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 Warden.
- 5.23 Boarders on leaving their rooms for the day/days shall always switch off the lights and fans.
- 5.24 Boarders shall not leave water flowing from taps.
- 5.25 No boarder is allowed to shift from her/his allotted room to any other room without written permission from the Warden. The boarders are also not allowed to shift / exchange furniture and other assets from one room to another.
- 5.26 Whenever the boarders of a hostel organise any picnic, excursion or educational trip, they must take prior permission in the prescribed proforma from the Dean, Students' welfare. In case, such a tour is organized by a department/centre of studies, the application for seeking permission must be routed through the concerned Head of the Department and the Warden.
- 5.27 Whenever the boarders of a hostel organise any Hostel Freshers' Social programme or Parting Social programme, they must seek prior permission from the Dean, Students' welfare. For organizing or attending such programmes at some other hostel/General Freshers' Social/Parting social or any such other programmes/ events organized in the University by the Departments, outside the hostel, or to stay beyond the specified time as mentioned in B.U. Hostel Rules, they shall have to take prior permission from the concerned warden.
- 5.28 Caution Money/Security Deposit is refundable after adjustment of relevant dues, if any, soon after the completion of their respective course.
- 5.29 In addition to these existing rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

6.0 WITHDRAWAL FROM HOSTELS

- 6.1 Application for withdrawal from the hostel shall be countersigned by the father / mother / guardian and submitted to the Dean, Students' Welfare/ Associate Dean, Students' Welfare through the hostel Warden. Such application shall be submitted after all hostel dues have been cleared.
- 6.2 In spite of the fact that the boarder has actually vacated her/his room, she/he shall have to pay all the hostel dues including fines, upto the day she/he continues to be on the roll i.e. until her/his name is formally withdrawn.

7.0 MEDICAL FACILITIES

In the case of illness of a boarder, the Prefect / Warden shall take initiative for First Aid Medical treatment in nearby Hospital and immediately inform the local guardian/parent.

8.0 HOSTEL LEAVE RULES

- 8.1 For seeking leave from the hostel, the boarder must apply in the prescribed form. A boarder must obtain prior written permission from the competent authority before proceeding on leave. The boarders are required to obtain the signature of the local guardian/parents on the leave return form and submit the same to the warden after their return.
- 8.2 Leave from the hostel upto three (3) consecutive days shall be granted by the Warden.
- 8.3 Leave from the hostel for more than three (3) consecutive days shall be granted by the Dean, Students' Welfare on the recommendation of the Warden and the Head of the Department.
- 8.4 Absence from the hostel without prior permission from the Warden is to be considered as an act of gross negligence and misconduct, and shall be liable to disciplinary action as per the rules.

9.0 GUESTS

No boarder shall keep any guest(s) in the hostel without the written permission of the Warden/Associate Warden. No guest shall be allowed to share rooms with the boarders unless otherwise specially permitted. The host student shall have to pay the prescribed charges for the guest as per the existing rule. No guest shall remain in the hostel for more than 2 days at a time.

10.0 VISITORS

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

- a. Visiting hours:

Working days	: 2:00 P.M. - 5:00 P.M.
Holidays/Saturdays/ Sundays	: 10:00 A.M - 12:00 Noon & 2:00 P.M - 5:00 P.M.
- b. Visitors should be received in the Visitors' room (Common room in the absence of a visitor's room) only. Under special circumstances, written permission from the Warden must be obtained to take visitors to rooms.

- c. Any visitor entering the hostel gate should put her / his signature and enter relevant particulars in the columns in the Visitor's Register kept for the purpose at the hostel entrance.

11.0 NIGHT ATTENDANCE

- 11.1 A boarder has to return to her/ his hostel latest by 6:00 P.M. (October to March)
6:30 P.M. (April to September)
- 11.2 Attendance will be taken at 6:45 P.M. by the Prefect after prayer in the hostel. It is compulsory for each boarder to be present personally at the time of prayer and attendance.
- 11.3 Boarders are not allowed to leave the hostel after 6:00 P.M. (October to March)
6:30 P.M. (April to September)

12.0 HOSTEL DISCIPLINE

Boarders are expected to maintain discipline and proper atmosphere of study in the hostel. Disciplinary action shall be taken against a boarder if she/he is found to violate the rules and regulations of the University/hostel.

The following acts of indiscipline are strictly prohibited:

- 12.1 Ragging in any form in hostel or in the University campus.
- 12.2 Drinking alcoholic beverages or using any other narcotic drugs and intoxicants of any kind inside as well as outside hostel/University campus.
- 12.3 Committing insubordination or showing disrespect to the authority.
- 12.4 Absence from hostel and classes without permission from the Warden and Head of the Department.
- 12.5 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 neighbours.
- 12.6 Picking a quarrel or engaging in altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behavior or smoking, getting inebriated while on the University campus.
- 12.7 Participating in or promoting any disruptive activity in the campus.
- 12.8 Making false official statement to any university official, faculty or staff and altering University records.
- 12.9 Misuse of or damage caused to library books, journals and other materials.
- 12.10 Tampering with existing electrical fittings/systems.
- 12.11 Unauthorized possession of any property belonging to the University, hostel or any other individual.
- 12.12 Fraudulent use of student Identity Card.
- 12.13 Organising any meeting, function etc. in the hostel without prior permission from the Warden.
- 12.14 Any other acts which in the opinion of the Prefect/Warden are detrimental to the interest of other boarders as well as to the University.

- 12.15 All kinds of shouting, hooting, violent knocking or any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.
- 12.16 Leaving their room with the lights and fans on.
- 12.17 Entry of male visitors into the rooms of the boarders in Girls' Hostel without permission.
- 12.18 Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other university employees.
- 12.19 Cooking inside the room.
- 12.20 Use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.
- 12.21 Any form of gambling inside or outside the campus.
- 12.22 Keeping fire arms, weapons etc. in the hostel.
- 12.23 Damaging, misusing and stealing of any hostel properties or stealing others' belongings.
- 12.24 Boarders staying outside overnight without prior permission from the Warden.
- 12.25 Staying in the hostels during a semester break without permission from Warden.
- 12.26 Entry and hosting of outsiders in the hostel without permission of the Warden.
- 12.27 Absence of boarders from the hostel after the stipulated time as fixed by the authority.

13.0 BREACH OF DISCIPLINE IN HOSTELS AND PUNISHMENT

13.1 Category-I: Some specific acts of indiscipline are to be considered as major offenses under this category and are listed below.

Clause	Offences
13.1.1	Maltreating or physical assault, abusing and/or using foul language to any individual, fellow boarder, hostel staff inside or outside the hostel or any other hostel.
13.1.2	Any meeting not related to hostel affairs held in hostel premises without due permission.
13.1.3	Participating in or promoting any disruptive activity on the campus.
13.1.4	Possessing or keeping firearms, weapons etc. in the hostel/boarding room.
13.1.5	Possessing and/or consuming alcohol, poison, drugs and intoxicants of any kind inside as well as outside the hostel.
13.1.6	Any form of gambling inside or outside the hostel.
13.1.7	Damaging, misusing and stealing of University property (including library, computer Centre, LAN, electrical fittings) or property of other individual.
13.1.8	Ragging in any form inside and outside the hostel.
13.1.9	Mismanagement of University fund or attempt to mismanage.
13.1.10	Spreading false news/rumour among boarders of the same hostel or boarders of other hostels.
13.1.11	Staying outside the hostel campus beyond permitted time in night and participating in unlawful activities, fighting, unauthorized demonstration.
13.1.12	Making false and irresponsible public statement against any University official, Faculty, Staff or outsiders and altering University records or attempting to do so.
13.1.13	Involving in drinking, intoxication of any kind, gambling, fighting in other

	hostels, vandalizing property of other hostel.
13.1.14	Committing insubordination or showing disrespect to the authority.
13.1.15	Hosting female visitor(s) in the room of the boarder in Men's Hostel and male visitor(s) in the room of Women's Hostel.
13.1.16	Unauthorized staying in the hostel after completion of the course or during semester recess.
13.1.17	Sexual harassment of any kind which also includes unwelcome sexual propositions/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent or unwelcome sexual jokes and/ or comments.
13.1.18	Furnishing false certificates or false information in any manner to get admission in the hostel.
13.1.19	Arousing communal, caste or regional feelings or creating/causing disharmony among students.
13.1.20	Repeating any act of indiscipline listed in category-II more than thrice is considered as major offence.

13.2 Category-II: Some specific acts of indiscipline/offence are to be considered as minor offences under this category and are listed below:

Clause	Offences
13.2.1	All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance to others, not maintaining strict silence during study hours in the hostel.
13.2.2	Cooking inside the room, taking crockery or food outside the dining hall and taking food inside the hostel residence's room without permission.
13.2.3	The use of electric heaters, electric stove and other similar electrical appliances in the room.
13.2.4	Playing of audio and visual systems inside the room or in the hostel premises loud enough to cause annoyance to other boarders and neighbours of the Hostel.
13.2.5	Staying outside overnight and/or unauthorized absence from Hostel.
13.2.6	Unauthorized occupation of hostel room other than the allotted one.
13.2.7	Unauthorized hosting of guest in the hostel.
13.2.8	Any form of Public Display of Affection (PDA) inside or outside the hostel.
13.2.9	Unauthorized collection of money/donation inside the campus.
13.2.10	Indulging in any unruly or indecent behavior such as smoking, spitting on hostel wall and inside hostel premises.
13.2.11	Inappropriate and irrational use of mass media, social media maligning the image of the University or any member of the University.
13.2.12	Not keeping the rooms clean and tidy during the period of living.
13.2.13	Keeping rubbish in places other than waste bins.
13.2.14	Displacing common room articles, dining hall utensils, furniture and other articles of the Hostel from their designated places without prior written permission of the Hostel Warden.
13.2.15	Switching on lights and fans when the respective boarders is/are not in the room.

13.2.16	Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, women staff member/visitor and vice versa
13.2.17	Use of abusive, defamatory, derogatory or intimidatory language against any member of the University Community.
13.2.18	Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
13.2.19	Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre.
13.2.20	Not retuning the room key and the key of the wardrobe and study table and not cleaning the room before leaving the hostel or during semester recess.
13.2.21	Taking outside food in the Dining hall/room of the boarder without the permission of the Warden
13.2.22	Not clearing the mess dues and other outstanding dues of mess at the starting of the mess in each month.
13.2.23	Any other act which is an act of violation of discipline and conduct.

13.3 Action Against Offenders:

On recommendation of Hostel level Disciplinary committee or Students Disciplinary Committee of the University, the competent authority may impose any one or more of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category-I or Category-II, as the case may be, in clause 13.1 and 13.2 respectively.

Category-I: Action against Major offences

- (1) Fine not less than Rs, 1000.00 (Rupees one thousand) only
- (2) Placement in Conduct probation
- (3) Rustication from the Hostel for the entire study period.
- (4) Expulsion from the University.
- (5) Non-issuance of certificate of conduct.
- (6) Withdrawal of Degree/Diploma/Certificate

Category-II: Action against Minor offences.

- (1) Admonition/Reprimand: For a first-time offender, the student is to be counselled by the senior Warden and Wardens of the hostel for his/her fault or misconduct. Upon repeating the offence for a second time, he /she will be subjected to any one or more of the following punishments:
- (2) The offender shall receive stern warning letter with a copy marked to the parents/guardian/DSW/ADSW from the Warden.
- (3) A fine of up to Rs. 1000.00 (Rupees one thousand) only, on a case by case basis.
- (4) Recovery of any kind, such as any dues, cost of damages etc.
- (5) Rustication from the Hostel for a specific duration, initially for one semester and up to a maximum of two semesters.
- (6) Repeated offenders will be dealt with under Category-I.

14.0 STUDENTS DISCIPLINARY COMMITTEE:

Composition:

- | | | |
|--|---|------------------|
| ➤ Dean, Student's Welfare/ Associate Dean,
Students' Welfare | : | Chairperson |
| ➤ Controller of Examinations/Deputy
Controller of Examinations | : | Member Secretary |
| ➤ Two faculty members of the University
(to be nominated by the Vice-Chancellor,
one of whom must be a lady teacher) | : | Members |
| ➤ Director of Students' Welfare /Deputy
Director of Students' Welfare | : | Member |
| ➤ Deputy Registrar | : | Member |
| ➤ Hostel Wardens | : | Members |
| ➤ Hostel Associate Wardens | : | Members |
| ➤ Two students' representatives, one of whom
must be a girl student (to be nominated by DSW/ADSW) | : | Members |

Term: Two Years

To take a decision, at least two thirds of the members must be present at the Committee Meeting.

15.0 PLACEMENT ON CONDUCT PROBATION:

A student found guilty of violating the rules and regulations of the University/Hostel or any acts of indiscipline or misbehavior by the Disciplinary Committee may be placed on conduct probation by the DSW/ADSW 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:

- a) Represent the University in sports, cultural contests etc. inside or outside the University.
- b) Receive any Scholarship, Fellowship or Stipend.
 - (i) When a student is deprived of a scholarship / fellowship /stipend on account of her/his 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, she/he shall be dropped from the rolls of the University/hostel.
- c) In case of final year student, her/his results shall not be declared.

16.0 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/hostel.

17.0 PROCEDURE FOR RUSTICATION/EXPULSION FROM THE UNIVERSITY

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

- i) On receipt of the complaint against the conduct of a student, the DSW/ADSW shall enquire into the matter within 7(seven) days of receipt of the complaint and place it before the Disciplinary Committee not later than 15(fifteen) days from the date of receipt. If the Disciplinary 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 her/him or appear before the Disciplinary Committee to show-cause why she/he should not be rusticated/expelled.
- ii) The concerned student shall have to submit her/his explanation within 7 (seven) days from the date of issue of the intimation by the DSW/ADSW.
- iii) After receiving the written explanation(s) or hearing in person, the Disciplinary Committee shall examine the case.
- iv) If at this stage the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion, the DSW/ADSW shall forward the recommendation of the Disciplinary Committee to the Vice-Chancellor for consideration and approval.

18.0 OTHER PROVISIONS RELATING TO RUSTICATION / EXPULSION

- i) Every case of rustication or expulsion shall be reported by the DSW/ADSW to the Controller, of Examinations and all concerned immediately after the order is issued.
- ii) The date of rustication/expulsion: It shall be the date on which the order is issued by the DSW/ADSW.
- iii) 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 official files.

19.0 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 students regarding her/his misconduct and shall execute appropriate disciplinary actions.

20.0 THE HOSTEL MESS

- 20.1 All boarders of the hostel shall automatically be members of the respective hostel mess.
- 20.2 Joining the mess is mandatory for all boarders.
- 20.3 No student other than the boarders of the respective hostel will be allowed to take food as a guest. In case of emergency, written permission has to be obtained from the Warden.
- 20.4 The Warden will select one boarder as Mess Committee Convenor. She/he shall be responsible for overall management of the mess, canteen stock etc.
- 20.5 There shall be a Mess Committee consisting of Hostel Warden as Chairman, Associate Warden, Prefect, Assistant Prefect, Mess Committee Convenor and six

members including one Auditor to be nominated by the Warden from among them for the semester.

- 20.6 The Mess Committee shall normally nominate two boarders for each month as mess managers.
- 20.7 The mess managers shall perform their duties with the highest degree of honesty, integrity and commitment.
- 20.8 In case of a gross violation of rules and mismanagement of funds by the mess managers, punishment in the form of fine may be imposed by the Mess Committee. The Warden may also place the matter before the University Students' Disciplinary Committee.
- 20.9 The Mess managers shall submit the accounts along with all original bills signed by Mess Managers and Auditor for checking by the Mess Committee on the last day of every month. In this Mess Committee meeting, new Mess managers will be nominated and the Mess dues for the next month will be finalized.
- 20.10 Mess managers will always be in touch with the Mess Committee Convenor and the Auditor for day-to-day operations.
- 20.11 The term of office of the Mess Committee shall be for one academic year and that of the Mess manager(s) generally is not more than one month.
- 20.12 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 Warden in case of illness.
- 20.13 Guest 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.
- 20.14 Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Warden.
- 20.15 The following model shall be adopted for mess dues payment:

Sl. No.	Days of Payment	Amount to be paid
1.	20 days or more	Full mess dues
2.	10-19 days	90% of total mess dues
3.	Less than 10 days	50% of total mess dues

- 20.16 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.

21.0 HOSTEL ADMINISTRATION (SELECTION & DUTIES)

21.1 DEAN, STUDENTS' WELFARE/ASSOCIATE DEAN, STUDENTS' WELFARE

The Executive Council, on the recommendation of the Vice-Chancellor, appoints the Dean, Students' Welfare (DSW)/ Associate Dean, Students' Welfare from among the senior faculty members of the University for a term of three (3) years to manage matters related to hostel administration and students' welfare. The DSW/ADSW looks after the discipline, general welfare of the students and their residential life in hostels.

She/he provides general instructions and guidelines to the Warden/Assistant Warden on matters concerning their duties and responsibilities. The DSW/ADSW shall be the Head of Office for matters related to hostels, sports, cultural activities, the health centre, NSS, NCC and day scholars.

21.2 HOSTEL MANAGEMENT COMMITTEE

For overall guidance on finance, hostel problems and general administration of the hostels, there shall be a Hostel Management Committee comprising of the following members which shall meet normally on the last Friday of every month:

1. Registrar : Advisor
2. Dean, Students' Welfare/ Associate Dean, Students' Welfare : Chairperson
3. All Wardens of B.U. Hostels
(One senior member of them shall act as convenor) : Members
4. All Associate Wardens of B.U Hostels : Members
5. Three faculty members nominated by the Vice-Chancellor
(Out of which at least one must be a female faculty member) : Members
6. Finance Officer

Term: **Two years**

21.3 WARDEN

- i) Once the hostel Warden's position falls vacant, the Dean, Students' Welfare/ Associate Dean, Students' Welfare shall invite applications from the faculty members within specified time frame for submission of the same through proper channel in prescribed form.
- ii) The Dean, Students' Welfare/ Associate Dean, Students' Welfare shall constitute a committee comprising the following officials/members for screening and selection of the hostel warden from amongst the applicants.

Dean, Students' Welfare/Associate Dean,	:	
Students' Welfare	:	Chairperson
Deputy Registrar	:	Member Secretary
One senior faculty member to be nominated by the Vice-Chancellor	:	Member

- iii) The Dean, Students' Welfare/ Associate Dean, Students' Welfare shall forward the recommendation of the committee to the Vice-Chancellor for approval and the Registrar shall appoint the Warden after getting the approval of the Vice-Chancellor.
- iv) If no application is received after the first advertisement, the screening and selection committee of the hostel warden shall propose the names of a few faculty members in order of merit for approval of the Vice-Chancellor for a period not exceeding three months.
- v) The term of office of a Warden shall be for a period of three years. On special circumstances her/his term of office may be extended for another term.

- vi) There will be an office of the Warden in each hostel with the necessary facilities such as furniture, computer with printer and telephone etc.
- vii) The Warden shall maintain proper discipline in the hostel and shall deal with any violation of discipline in accordance with the provisions under section 13.0 above.
- viii) She/he shall supervise the duty of the hostel employees and shall maintain records of leave granted to them by the appropriate authority on her/his recommendation.
- ix) The Warden shall submit leave, absent statement for all hostel employees every month within the date specified for the purpose by DSW/ADSW.
- x) The Warden shall maintain an Admission Register for all the students admitted / readmitted to her/his hostel in the beginning of the semester and perform other related duty not specified in the hostel Rules and as assigned by the authority from time to time.
- xi) The Warden shall maintain an account of expenditure of the imprest fund.
- xii) The Warden shall issue a *hostel clearance certificate* to the boarders after the Final End Semester Examination or whenever it is required.
- xiii) Warden shall grant Leave to the employees engaged in the hostel and keep the record of Leave with her/him. The application of Special Leave shall be recommended by the Warden and forwarded to the Registrar for further action.
- xiv) When the Warden is on leave and /or remains outside the head quarter, the DSW/ADSW will place Assistant Warden of the concerned hostel or some other members of the teaching staff in charge of the hostel for the period.

21.4 ASSOCIATE WARDEN

- i) The Dean, Students' Welfare/ Associate Dean, Students' Welfare with the approval of the Vice-Chancellor, may also appoint one Associate Warden for the hostel.
- ii) The procedure for appointment of an Associate Warden is the same as that for a Warden as stated before.
- iii) The term of office of an Associate Warden shall be for a period of three years.
- iv) The Associate Warden will assist the Warden for smooth functioning of the hostel.
- v) Associate Warden will look after the cultural/sports/library/academic activities of the boarders.

21.5 MATRON

- (i) There shall be one Resident Matron (Female) in Girls' Hostel, with qualifications and scale of pay as prescribed by the University.
- (ii) The Matron shall deliver the following duties
 - (a) To oversee health of boarders and sanitation of the hostel.
 - (b) To take care of sick-boarders.
 - (c) To perform any duties to be assigned by the Warden.
 - (d) To maintain a record of the fixtures and furniture and report to the Warden in the event of any damage of the hostel building, fixtures and furniture.
 - (e) To maintain a stock of the utensils and keep them under the safe custody of the Head Cook of the Hostel/Block. She shall also forward a copy of such record with proper endorsement from the Head Cook to the Warden.

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

21.6 PREFECT

- i) There shall be a Prefect for each hostel. The Prefect will assist the Warden in administration of the hostel affairs. The Warden with the approval of the Dean, Students' Welfare/ Associate Dean, Students' Welfare shall appoint one Prefect for each hostel. The Prefect shall normally be appointed for one year from among the senior boarders on the basis of good conduct and performing ability to take decision. The Prefect shall be exempted from paying the electricity charge of Admission fee during her/his tenure.
- ii) The Prefect shall take the roll call of her/his hostel as mentioned in the hostel rules and shall report to the Warden about all the absentees at the time of taking the roll call as well as those absent for the whole night. Failure of the Prefect to report such cases to the Warden shall be considered as gross negligence of duty on her/his part for which she/he shall be liable to be removed as Prefect with immediate effect as per the rules.
- iii) The Prefect shall ensure that all hostel rules are observed by the boarders.
- iv) The Prefect shall ensure that an atmosphere conducive to academic pursuits is maintained in the hostel.
- v) The Prefect will report the sickness of any boarder to the Warden.
- vi) The Prefect shall report to the Warden any case of emergency, misconduct and breach of any discipline on the part of the boarders.
- vii) The Prefect shall monitor proper cleanliness and sanitation in the hostel and report to the Warden for improvement.
- viii) The Prefect shall be required to perform any other related duty not specified above and as may be assigned by the Warden/Assistant Warden.

21.7 ASSISTANT PREFECT

- i) The Warden with the approval of the Dean, Students' Welfare/ Associate Dean, Students' Welfare may appoint one Assistant Prefect for each hostel from amongst the boarders of the respective hostel for a period of one year.
- ii) The Assistant Prefect shall be exempted from paying the electricity charge of hostel Admission fee during her/his tenure.
- iii) The Assistant Prefect shall assist the Warden/ Prefect in the smooth functioning of the hostel. In the absence of Prefect, the Assistant Prefect will act as the Prefect-in-charge.
- iv) The Assistant Prefect shall be required to perform any other related duty not specified above and as may be assigned by the Warden.

21.8 COOK:

- (i) University appoints one or more cooks in each hostel.
- (ii) Cook will be responsible for
 - (a) Timely preparation of food under the guidance of the Mess Managers.
 - (b) Ensuring cleanliness of the food and the kitchen, upkeep of kitchen equipment.

- (c) Helping Mess Manager in receipt and issue of stores.
- (d) Any other work assigned by the Mess Managers.

21.9 HELPER(MESS):

- (i) University appoints helper/menials in each hostel as per requirements.
- (ii) Helper will be responsible for
 - (a) Helping the cook in preparing food, cutting vegetables, cleaning rice, pulses, preparing chapattis. etc.
 - (b) Serving food to diners.
 - (c) Arranging of clean drinking water on the dining table.
 - (d) Cleaning kitchen, dining tables, crockery, utensils, etc.
 - (e) Any other duty assigned by the Mess Managers.

21.10 SECURITY GUARD/ WATCH PERSON:

- (i) Security Guard posted or watchperson appointed in the hostels will be responsible for
 - (a) Maintaining watch and ward duties.
 - (b) Ensuring that no property belonging to the hostel/University is removed by an unauthorised person.
 - (c) The safe custody of keys to the entry points and office rooms of the hostel.
 - (d) Checking the entry of unauthorised persons.
 - (e) Removing stray cattle/dogs, etc. from the hostel and its surroundings.
 - (f) Patrolling buildings and other installations.
 - (g) Reporting cases of theft, sabotage or fire, etc. to the hostel authorities and security officer at once.
 - (h) Performing any other duty assigned by hostel authorities/Security Officer of the University.

21.11 SAFAIWALA/ SANITARY GUIDE:

- (i) Safaiwala/Sanitary Guide will be responsible for
 - (a) Keeping the building rooms, roads, lavatories, etc neat and clean.
 - (b) Bringing to the notice of the sanitary guide/Inspector/hostel authorities the place (not allotted to her / him) where insanitary conditions are noticed by her/him.
 - (c) Depositing garbage, etc. at the appropriate place.
 - (d) Performing other duties as may be assigned by the matron/hostel authorities.

22.0 MANAGEMENT OF HOSTEL FUND

Each hostel will operate a separate bank account for the purpose of students' mess after getting necessary approval from the University. The account may jointly be operated by the Warden and the Prefect of the hostel. Boarders of the hostel will deposit their mess dues and other dues directly to the account. The bank account numbers will be notified in the hostel Notice board by the Warden. The account statement of the bank account will be placed in the mess committee every month by the Mess Secretary for checking receipt and expenditure. However, the security money and other receipts/incomes like fine, guest charges etc. will be retained by the Warden in Bhattadev University Hostel Bank Account.

23.0 AMENDMENT/ MODIFICATION OF HOSTEL RULES

The Executive Council, B.U. reserves the right to modify or amend any of these rules whenever it feels necessary.

Mangal Das