



Office of the Registrar  
**VIDYASAGAR UNIVERSITY**

Midnapore - 721 102

Dated : 25.05.2017.

NOTIFICATION

It has been directed to notify that the 'Rules & Regulations for the boarders of Hostels' of Vidyasagar University has been framed duly approved by the Eighth Executive Council of Vidyasagar University in its meeting dated 03.05.2017. Enclosed please find herewith a copy of the said Rules & Regulations for information & appropriate action by the concerned stakeholders of this University. All boarders of the Hostels of Vidyasagar University are abide by the said Rules & Regulations framed for this purpose.

This Rules & Regulations for the boarders of Hostels so framed will come into force with immediate effect.

Sd/-

*Registrar*

Encl.: as stated above.

Memo No. VU/R/8EC-08/C0233/2017 dated 25.05.2017.

Copy forwarded for information and necessary action to :

01. The Dean of Students' Welfare (Addl. Charge).
02. The Superintendents of all Hostels with a request to circulate the said rules among all boarers of his/her hostel.
03. The Information Scientist for uploading on the University website.
04. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.
05. Relevant file.

*25/05/17*  
Registrar  
Registrar  
Vidyasagar University  
Midnapore-721102



# Vidyasagar University

Midnapore, West Bengal

## Vidyasagar University Hostel Rules: 2016

The rules and regulations shall apply to all the boarders of Vidyasagar University Hostels i.e. Boys' and Girls'/women's/ Research Scholars' Hostel. Every boarder has to obey the Discipline related rules of the Hostels.

### 1. General Rules.

- 1.1 The University shall provide accommodation in its Hostels to the students admitted in regular courses including Research Scholars of the University Subject to availability of the same.
- 1.2 All Hostels except the Hostels for research Scholar shall remain closed during the semester break / vacation as may fit by the University authority. During such recess / break, long Holidays, boarders shall vacate the rooms of the Hostel.
- 1.3 During semester break, those boarders who are willing to stay in the Hostel, shall take prior permission from the University authority and shall pay additional fee(s) if any for the facilities utilized during the stay.
- 1.4 Boarder(s) of a room in Hostel shall be responsible for any loss / damage of the property of the room / Hostel concerned, as the case may be.
- 1.5 There shall be no outstanding class before the commencement of each semester examination. If a student leaves the University without clearing the Hostel dues , the Superintendent / the University authority may issue notice to his / her Guardian to recover the due amount. Without clearing the Hostel due, neither the clearance will be issued nor the result of the student will be declared.
- 1.6 Fluorescent tubes / CFL for boarder's room shall be supplied by the University only at the time of fresh admission to the Hostel. Replacement(s) of the same for the allotted room, the responsibility vested on the respective boarder(s).
- 1.7 All cases of illness shall be reported to the Superintendent and the doctor of the University medical office. The University Medical officer may report the incident of illness to the Dean of Students' Welfare depending upon the severity of the problem.
- 1.8 It is required for each boarder to have one Local Guardian (LG) nominated by the parent(s) / Guardian. The Parent(s) / Guardian shall coordinate with LG for all affairs related to the ward.
- 1.9 There shall be a Visitors' Register in every Hostel accessible to visitors and monitoring of visitors recall is the duty of the Hostel Superintendent.

- 1.10 For any complaint and / Problem, boarders(s) shall directly approach the Superintendent. Dean, Students' Welfare (DSW) may be approached only with the knowledge of the respective Superintendent.
- 1.11 In addition to these rules, boarders are also governed by the rules, orders, discipline, instructions etc. issued by the competent authority from time to time.

## **2. Admission to Hostels:**

- 2.1 The admission to Hostel for a students / Research Scholar is subject to the availability of seat and submission of duly filled in application as well as declaration signed by the parent(s) / Guardian at the time of admission / registration for a semester.
- 2.2 Only regular students, Ph.D. Scholars are entitled to apply for admission to Hostels.
- 2.3 A student, if admitted to a Hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her parent / guardian to the effect that the student shall abide by the University rules, Hostel rules and code of conduct, failing which the student will be eligible for disciplinary action as per the rules of the University.
- 2.4 A boarder shall apply for readmission in hostel after each semester / year in the Office of the Dean of Students' Welfare based on the official notification issued in this regard.
- 2.5 The boarders shall pay all the dues regularly, failing which the Superintendent may initiate disciplinary action as per clause No. 9
- 2.6 A Student shall deposit the prescribed fee(s) and occupy the Hostel seat within the stipulated time from the date of allotment of the seat, failing which the allotment shall stand cancelled. The DSW may be requested for extension of time stating reasons. The Dean of Students' Welfare, if satisfied, may consider and grant extension.
- 2.7 The boarders are required to pay the prescribed fees at the time of admission / readmission.
- 2.8 University has the right to reject a student / Scholar from the Hostel admission on the ground(s) of safeguarding the interest of the residential community of its Hostel / campus.

## **3. Withdrawal from Hostels / Termination on course completion.**

- 3.1 Application in prescribed form for withdrawal from the Hostel duly countersigned by the parent / Guardian and cleared by HOD / PI / Ph.D Supervisor if any shall be submitted to the Dean of Students' Welfare through the Hostel Superintendent. Such

application shall be submitted after clearing all Hostel dues. The Dean of Students' Welfare will strike out such name from Hostel roll.

3.2 Ph.D. Students can stay at the Hostel till his / her submission of thesis. However, the boarders need to pay Hostel readmission fees even after submission of thesis as like other boarder, if he / she does not vacate the hostel. Submission of Prescribed Hostel withdrawal Form is compulsory to get Ph.D. Degree certificate.

#### **4. Hostel Leave Rules:**

4.1 For seeking leave from the Hostel, the boarder must apply in a prescribed form. After obtaining the signatures of the Local Guardian / Parent(s) on the prescribed form, boarders are required to obtain the permission from the competent authority as mentioned in the leave record book before availing such leave.

4.2 Absence from the Hostel without prior permission from the Superintendent / Dean of Students' Welfare is to be considered as an act of gross misconduct and would be liable for disciplinary action as per University rules.

4.3 Leave from the Hostel for more than three consecutive days shall be granted by the DSW on the recommendation of the Head of the Department and the Superintendent.

#### **5. Service of University Health centre**

Service of University Health center are available to all boarders. All cases of illness shall be reported to the University Health center as per clause 1.7.

5.1 In case a patient (boarder), in the opinion of the University Medical officer, requires treatment outside the University Health center / Hospital, he / she may refer the case to the nearest Government Hospital. In such a case, the boarder shall bear the entire cost of medical treatment etc.

5.2 In case of a boarder is hospitalized, the same shall be reported to the Local Guardian and his / her parents / Guardians at their respective home addresses. It shall be the duty of the Local Guardian / parent / Guardian to take care of their wards.

## 6. Visitors in the Hostel

### 6.1 Visiting hours in the Hostels:

**Working days:** 4.00 pm to 6.00 pm.

**Holidays (including Saturdays / Sundays):** 10.00 am to 12 Noon and 4.00 pm to 6.00 pm of the time as decided by the Superintendent of the respective Hostel.

- 6.2. Visitor(s) should be received in the visitors room (or the Common room if the visitor's room is not available) only. Under special circumstances, written permission from the Superintendent / Competent authority must be obtained to take the Visitor to the hostel room.
- 6.3 Any visitors entering the Hostel should register his / her name and other particulars in the Visitor's Register kept for this purpose at the Hostel gate.

## 7. Night Roll Call at the Hostel

- 7.1 A male boarder has to return to his Hostel by 9:30 pm. There may be exemption for those who are required to stay late in their work place, inside the University campus. Such boarders shall have to secure permission for staying out late, well in advance.
- 7.2 Female borders have to return to their respective hostel within 6.30 pm (from March to September) or by 7.30 pm (with prior permission of the authority). During winter (from October to February) entry to the hostel has to be within 6.00pm and may be extended upto 7.00 pm with prior permission of the authority.
- 7.3 Attendance will be taken at 9.45pm each day by the Wing Representative / President appointed by the authority. It is compulsory for each boarder to be present personally at the time of Attendance. Wing Representative / President shall inform the Superintendent about any case of unauthorized absence (absence without proper intimation) of Hostel boarders immediately.
- 7.3 Boarders are not allowed leave the Hostel after the attendance, except on medical emergency.

- 7.4 The time of return to the Hostel may, however be extended, only with the prior approval of the competent authority in special reasons, such as to facilitate or attending programmes organized by the University.
- 7.5 **Lunch :** on working days : 9.30 am to 11.00am  
On Saturday, Sunday and Holiday lunch period may extended upto 1.00 pm  
**Dinner:** 9.00 pm to 10.30 pm

## **8. Discipline inside Hostel and on the campus:**

Students / Boarders shall maintain discipline to create atmosphere of study on the campus. Disciplinary action shall be taken against a boarder if he / she are found violating the rules and regulations of the University.

### **8.1 Prohibitory acts for offence.**

- 8.1.1 Ragging in any form inside and outside the Hostel.
- 8.1.2 Any meeting not related to Hostel affairs held in Hostel or the campus premises without permission of the competent authority.
- 8.1.3 Participating in promoting any disruptive activity in the Hostel or the campus.
- 8.1.4 Damaging, misusing and stealing of University / Hostel property.
- 8.1.5 Committing insubordination of showing disrespect to the authority / seniors.
- 8.1.6 Unauthorized staying in the Hostel after completion of the course.
- 8.1.7 Maltreating of physical assault, abusing and / using foul language to any individual inside and outside University Hostel.
- 8.1.8 Possessing and / consuming alcohol, poison, drugs and intoxicants of any kind inside as well as outside the Hostel.
- 8.1.9 Hostel unauthorized guest(s) / visitor(s) in the room / Hostel.
- 8.1.10 All kind of shouting, hooting, violent knocking or any other act of movement of behavior that is likely to cause disturbance of annoyance to others. None maintaining of strict silence during study hours.
- 8.1.11 Any form of gambling inside or outside the University campus.
- 8.1.12 Unauthorized occupation of Hostel room other than the allotted room.
- 8.1.13 Use of electric heaters, electric stove and other similar electrical appliance in the room.

- 8.1.14 Unauthorized absence from the Hostel.
- 8.1.15 Improper and irrational interaction with of mass media, social media without permission.
- 8.1.16 Indulging in any unruly incident like smoking, riding motor bike inside the University campus without helmet and / at a speed beyond the permitted limit.
- 8.1.17 Possessing of keeping fire arms, weapons etc. in the Hostel.
- 8.4.18 Mismanagement of Hostel fund / University fund or attempt to mismanage.
- 8.1.19 Unauthorized collection of money on some pretext inside the University campus.
- 8.1.20 Not keeping the rooms clean and tidy during the period of leaving and at the time of leaving. Keeping rubbish in place other than waste bins. Spitting in Hostel premises areas.
- 8.1.21 Displacing common room articles, dining hall utensils, furniture, wi-fi instruments, computers and other articles of the Hostel from their designated places without prior written permission of the Hostel Superintendent / University authority.
- 8.1.22 Switching on light and fans when the respective boarder is not in Room.
- 8.1.23 Any other act of indiscipline as considered harmful and repeating minor offence.

## **9. Action against offence**

- 9.1 In the case of minor offence (if the authority think so), the offender shall receive stern warning letter with a copy marked to guardian from the Superintendent / Head of the Department / Dean of Students' Welfare. If such offences are repeated by the boarder it shall be considered as a major offence.
- 9.2 Student / Boarder shall face one or more of the following punitive, actions based on the recommendation of the Students' Disciplinary Committee for major offence.
  - 9.2.1 Conduct probation for a specified duration.
  - 9.2.2 Fine of a specific amount
  - 9.2.3 Rustication from Hostel for ever

- 9.2.4 Expulsion from Hostel for a specific period
- 9.2.5 Rustication from the University
- 9.2.6 Non – issuance of certificate of conduct
- 9.2.7 Withdrawal of Degree / Diploma / Certificate
- 9.2.8 Any other type of punishment may be exercised as per the merit of the case.
- 9.2.9 Every case of Punishment shall be intimated to all concerned including the Controller of Examination, Deans of respective faculties and Head of the concerned department immediately after the order is passed by the Dean of Students' Welfare.
- 9.2.9 Any disciplinary action taken against a student / boarder shall be intimated to the parent or guardian and Local Guardian of the student. The record of disciplinary action shall be maintained in the files of the concerned Student.
- 9.2.10 The effective date of disciplinary action will be the date when the order is issued by the DSW.

## **10. Special Power of the Hon'ble Vice – Chancellor**

Notwithstanding anything contained in the rules, the Hon'ble Vice – Chancellor shall have the authority to institute an enquiry against any student / boarder(s) regarding his / her misconduct and shall execute appropriate disciplinary actions.

## **11. Hostel Administration**

Each Hostel is administered by a group of designated people. The Hostel President and the Superintendent are responsible for Hostel level administration.

## **12. Superintendent**

Superintendent is a duly appointed faculty member / official of the University who assists DSW in managing overall Hostel affairs.

12.1 The Dean of Students' Welfare / Registrar shall invite applications from the interested teachers / officers of the University within a specific time limit for submission of the same through proper channel on the prescribed form / plain paper.

12.2 The Hon'ble Vice-Chancellor shall constitute a committee with the following members for screening and selection of the Hostel Superintendent from amongst the applicants.

|  |                    |
|--|--------------------|
| The Deans / Registrar  | : Chairman         |
| The Dean, Faculty of Arts and Commerce                                   | : Member           |
| The Dean, Faculty of Science   | : Member           |
| Dean of Students' Welfare  | : Member Secretary |
| One senior Professor to be nominated<br>by the Hon'ble Vice – Chancellor | : Member           |

12.3 The Dean of Students' Welfare shall forward the recommendation of the committee to the Hon'ble Vice-Chancellor if he cannot make possible to attend the meeting for approval and shall appoint the Superintendent, only after the approval of the Hon'ble Vice-Chancellor.

12.4 If no suitable application is received after the first advertisement, the Dean of Students' Welfare shall propose the names of a few teachers or officers for approval of the Vice – Chancellor regarding appointment of Superintendent.

12.5 There shall be an office of the Superintendent in each Hostel with necessary facilities such as furniture, computer, telephone etc.

12.6 The Superintendent shall administer and manage the Hostel with the help of the other nominated / elected members.

12.7 The Superintendent shall ensure proper discipline in the Hostel and shall deal with any violation of discipline in accordance with the provision of Hostel rule.

12.8 The Superintendent shall supervise the duties of the Hostel employees and shall maintain the records of leave granted to them by the appropriate authority. Any kind of leave shall be forwarded by the Superintendent to the appropriate authority for further action through Dean of Students' Welfare.

- 12.9 The Superintendent shall submit leave, absentee statement for all Hostel employees every month within the specified date for the purpose.
- 12.10 The Superintendent shall maintain an admission register for all the boarder admitted / readmitted to his / her Hostel in the beginning of each semester and perform other related duties not specific in the Hostel rules, as assigned by the authority from time to time.
- 12.11 The Superintendent shall give a Hostel clearance certificate to the boarders after the final end semester examination or whenever required.
- 12.12 The Superintendent shall be granted an imprest / contingency fund as decided by the authority to meet the day to day expenditure required for maintenance of the Hostel.
- 12.13 When the Superintendent is on leave / or remain outside the Headquarter, the Dean of Students' Welfare shall appoint other member from the teaching staff / officer as in charge of the concerned Hostel for a temporary period.
- 12.14 The Superintendent shall maintain permanent record (stock book / register) for all non – consumable articles and stock verification report should be submitted to the Dean of Students' Welfare and Registrar for record and necessary action.
- 12.15 Superintendent will prepare the regular Hostel visiting Schedule of the Superintendent in addition to the visit on emergency reason.

### **13. Management of Hostel Fund**

Each Hostel may operate a separate Bank A/c for the purpose of Students Mess. The Superintendent has to ensure the proper maintenance of the fund.

### **14. The Hostel Mess**

- 14.1 All boarder of the Hostel shall automatically be members of the respective Hostel Mess.
- 14.2 The Superintendent shall select one boarder as convener of the Mess committee for one semester. He / She shall be responsible for overall management of the Mess.

14.3 There shall be a Mess committee consisting of 9 (nine) boarder members which will be formed by the Superintendent in consultation with the Secretary, Board of Residence.

14.4 The Mess Committee shall nominate two or more boarders every month as Mess Manager. Further two / three boarders will be appointed as Auditors for each month by the Mess Committee. In addition to the internal auditing, the Mess account will also be audited by an official Auditor appointed by Dean of Students' Welfare, if he / she thinks so.

14.5 The Mess Managers shall perform their duties with highest degree of honesty, integrity and commitment and will be responsible for arranging procurement of Mess related articles, Mess stock Management and Keeping all other Mess related receipts.

14.6 The Mess managers shall submit the audited A/c with all original bill and receipt for provisional approval at the Mess committee meeting to be held on the last day of every month. The Mess committee shall also finalise the Mess dues for the next Month. Final approval of the monthly Mess A/c Will be obtained once it is passed by the officially engaged Auditor.

14.7 Mess Managers will always be in touch with the Mess Committee convener and other member for day to day operation.

14.8 The Term of office of the Mess Committee shall be for one semester / year and that of the Mess Managers Generally is not more than one month. For any exception, matter may be intimated to the Dean of Students Welfare through the Superintendent.

14.9 Meals and refreshment shall be served in the dining Hall of the Hostel during the Schedule hours as notified time to time.

14.10 Guest of a boarder may be allowed to take meal in the Mess by payment of a charge determined by the Mess Committee from time to time.

14.11 In addition to these rules, the Hostel Mess committee may form specific rules and regulation for proper management and get approval of the Dean of Students' Welfare for implementation.