

APPENDIX - III

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. Hostel Management

The following officers constitute the Residence Committee for management of Hostels.

- a) The Chief Warden
- b) Deputy Chief Wardens
- c) Wardens of all Hostels
- d) Deputy Wardens of all Hostels

Each hostel has a BMC (Boarder Management Committee) to look after general matters related to the hostel affairs. The BMC will co-ordinate with the Wardens office to ensure smooth functioning of the mess and hostel related issues. The BMC shall be constituted on Election/Selection basis in the General Body Meeting of Hostel Boarders.

- Inter-Hostel Co-ordination committee (IHCC)

An Inter-Hostel Co-ordination committee (IHCC) consisting of the following members is formed to create cooperation and smooth conduct of all hostels of this University.

- Chief Warden (Chairperson)
- Deputy Chief Wardens (DCW)
- Dean, Students' Welfare (DSW)

Each hostel is managed by a Warden and Deputy Warden who are ordinarily regular faculty members of Ravenshaw University.

The students can approach any of the above officers for help, guidance and grievance redressal.

Representations to higher officers must be forwarded through proper channel.

2. Accommodation

Statutorily, hostel accommodation is available to UG, PG, M.Phil., Ph.D. students, only during a working semester. No student is allowed to occupy a room during summer vacation. But he/she may be permitted by hostel authorities to stay on request, if he/she is on an assignment for the University / Hostel (if the hostels are not under renovation).

Hostel accommodation for University is available to PG &UG students for a maximum length of stay for Two years / Three years respectively. They can retain their room during odd semester vacation. At the year-end they have to vacate the hostel. They will be allotted each year a new hostel accommodation may be in same or other hostel.

Hostel accommodation is available to M.Phil. and Ph.D. scholars throughout the year subject to a maximum of 01 year for M. Phil. and 4 years for Ph.D. Scholars. They shall vacate the hostel even in the middle of a semester once they are relieved from the University. However, they have to pay establishment charges for the entire semester.

Hostel accommodation may be provided to project staff, who are registered for and working towards a research degree at the University, based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management. The project staff residing in hostels are governed by the same rules,

applicable to regular students of the University. Project staff availing hostel accommodation are not eligible for HRA and should keep the University informed about their occupancy status.

Students who have been charge sheeted because of indiscipline or criminal action are not eligible for hostel accommodation.

Students suffering from epilepsy, brain disorder, serious heart problem or any disorder which can lead to life risk will not be allowed to take admission in the hostel.

3. Conditions of allotment of hostel seat

At the time of admission of a student to the Hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parents must be provided. Local Guardian's address and phone number are essential. Email of the parents/local guardians (if available) should also be provided. Any change in this information at any point of time, has to be intimated immediately to the hostel office in writing. At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.

The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.

Allotment of rooms shall be the sole discretion of the Hostel Administration. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the boarders should exchange seats/rooms without the knowledge of the Hostel Administration.

The Hostel Administration, in case of non-availability of rooms, can allot more than one person per room. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Warden of Hostel immediately and should vacate the hostel if the Hostel Administration finds that he/she is not eligible for hostel accommodation.

The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the rolls of the University will automatically cease to be a boarder of the Hostel.

Before vacating the rooms, the students should fill up the 'Room Vacating Slip' in triplicate and submit these in the Office of the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Administration at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Administration shall be recovered from the boarder concerned. The personal locks have to be removed while vacating the room.

4. Code of Conduct

All residents are required to maintain standards of behavior expected from students of a prestigious University such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

All residents are required to carry their valid Identity Cards issued to them by the University.

The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on. Modesty in dress is expected from students.

All girl boarders are expected to be in the hostel before 9.00 p.m. (meant only for the purpose of visiting the University Library). They will give it in writing to this effect before going to the Library. Otherwise the normal time to return to the hostel is 7 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.

A room is allotted to each student who will be considered responsible for the condition of the furniture and the fixtures in the room. He/she should see to the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry, Electrical, Sanitation), if any, to be carried out in their rooms.

Boarders should co-operate in carrying out maintenance work and vacate their rooms completely when the Residence Committee requires the rooms for this purpose. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

The boarders should not screen pirated/unauthorized/unlicensed movies in their computers and common rooms. Any violation will be dealt with severely. Punishment for the same will be decided by the authorities.

Cooking inside the hostel rooms is strictly prohibited.

The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.

The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.

The resident shall not remove any fittings from any other room and get them fitted in his/her room.

The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.

Ragging of students admitted to the University is banned. Any violation of this by the students will be dealt with very severely.

No outsider who is not a boarder, including a student of the University, will not be allowed to enter into the room of the boarder without prior permission of the Warden. (Especially in Ladies' Hostels).

During University Elections, a special code of conduct will be implemented for the candidates for campaigning inside the hostels. With prior permission they may address the boarders in a common place outside the rooms of the boarders.

Boarders who participate in any kind of dharna, demonstration and agitation after the office hours of the University are totally responsible for their actions. The Hostel Administration shall not be accountable for their safety and security in such cases.

ANTI-RAGGING MEASURES

With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956), vide notification F.1-16/2007 (CPP-II) dt. 17.06.2009 and the subsequent Amendments of 2012, 2013 and 2016, Ragging is a punishable crime.

An Anti-Ragging squad is active in the University and the University has zero tolerance for Ragging. Hence any such activities would be viewed with due seriousness and the student would be subjected to disciplinary action as per the stipulated act.

What constitutes Ragging: Ragging constitutes one or more of any of the following acts:

- a) any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) any action which causes or is likely to cause annoyance, hardship, physical or psychological harm or causes fear or apprehension for any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student;
- g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- j) any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- k) In case of any such instances either directly being contacted by the senior, being a victim or if the student happens to witness any such incident which can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Chief Warden/Dean Students' Welfare/Anti-ragging Squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. Freshers should clearly desist from doing anything with or against their will, even if ordered to by the senior students and that any attempt of ragging shall be promptly reported to the above authorities as the case may be. First year UG students are for the very same reason lodged in separate hostels and the access of seniors are denied in these first year hostels. Any senior student found in those hostel premises for whatsoever reason without prior permission shall be subjected to disciplinary action. The students who are found to indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed herein under The Anti-Ragging Committee of the University shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- l) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.

- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- m) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i. in case of an order of a university, to its Chancellor.
 - ii. All senior hostellers are required to sign an Anti-Ragging Undertaking form.
- n) A false ragging case if proved can lead to penalization of the complainant as per any point of (l) depending on the seriousness of the action.

Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises are strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the University. Hostel zone is a smoke-free zone in the University. Students should not smoke inside the hostel/ room/ common room/dining hall /toilets /corridors/terrace, etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account.

Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable for one or all of the following punishments:

- a) He / she will be expelled from the hostel.
- b) A record of his / her misconduct will be made in the personal file.
- c) The cost of damage will be fully recovered from him / her together with penalty.
- d) He / she will also be fined commensurate with the offence committed.
- e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.

Any student found hosting / harboring an offender will be also liable for the punishments as per rule.

Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is prohibited.

Boarders are expected to obtain prior permission from the hostel authorities by submitting a "sign out" form before they can leave the hostel.

The girl students can leave the hostel premises early in the morning hours by 5.30 am with the prior permission of the hostel authorities.

The boarders are expected to maintain discipline in the hostel and not to cause inconvenience to other fellow boarders. In this regard the time period from 11.00 pm to 6.00 am is treated as "Silence Hour" and students are expected to maintain silence and not disturb others during these hours.

Students are not allowed to organize their own personal trips without prior permission from wardens and parents. No last minute permission is granted. Should be intimated at least a day before leaving.

Students should avoid moving to uncommon places in the institute zone and should not indulge in misconduct in quarter's zone.

Prior permission must be obtained for accommodating guests. Guests are entertained for a maximum period of 3 days only and a guest charge of Rs. 100/- per person per night (only lodging) is to be paid. Guests can only be accommodated in specified guest rooms of the hostels. No guest of opposite sex will be entertained in any hostel.

Any inconvenience regarding stay, food, or any other issues related to hostel are to be intimated to the hostel authorities immediately for necessary action.

Boarders are expected to obey the hostel rules and regulations during their stay in the Hostels. Violation of hostel rules by the boarders will attract heavy fine for once, followed by suspension from the hostel, if repeated.

Fine for late arrival & late payment of hostel dues (Late arrival For girls after 9.00pm & for Boys after 11 pm.)

- Rs. 100/- for first time
- Rs. 500/- for second time
- Suspension for third time

A boarder, who is found misbehaving/indulging in an activity that spoils the reputation of the institution, will be immediately suspended from the hostel, with the consent of the Chief Warden.

Any other violation will be dealt with on case by case basis.

5. Guest accommodation in hostels

If the father/mother/guardian of a boarder needs accommodation for a short duration (maximum three days), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to him/her, subject to the availability of Guest Rooms in the Hostel.

A boarder, whose guests require accommodation in the Guest Room of the Hostel, has to pay the guest charges as per the rates fixed by the Hostel Administration Committee. As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-serve basis.

Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel. In addition, such cases will be referred to the University Proctorial Board for further necessary action.

Hostel rules and regulations will equally apply to the guests also. No guest is permitted to stay in a boarder's room overnight. If it is established that a visitor has stayed overnight in a boarder's room, severe punishment will be imposed on the boarder which may include a monetary fine as decided by the Hostel Administration Committee and expulsion from the Hostel. In addition, such cases

will be referred to the University Proctorial Board for further necessary action.

If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Administration Committee shall be recovered from the host boarder concerned.