

# SAMBALPUR UNIVERSITY

## RULES FOR RESIDENTS OF HOSTELS

### A. DECLARATION:

- 1.This shall be called “Sambalpur University Hostel Rule Book”.
- 2.This will come into force with effect from **1st June, 2023** and it will override all other regulations as issued time to time for administration of Hostels of Sambalpur University.

### B. HOSTEL ADMINISTRATION

1. The following officers are directly associated with the Hostel Administration.
  - i. Warden
  - ii. Superintendent
  - iii. Assistant Superintendent
2. There shall be a Hostel Residence Committee (HRC) with Warden, P.G Hostels as the Chairman and all Superintendents and Assistant Superintendents as its members. The Hostel Residence Committee shall look into general administration of the Hostels
3. Each hostel functioning under Sambalpur University will be managed by the Superintendent and Assistant Superintendent appointed by the Vice Chancellor, Sambalpur University. The Superintendents report to the Warden, P.G. hostels who heads the entire hostel administration. Each officer is responsible for the smooth management of the hostels.
4. The Superintendent and Assistant Superintendent will discharge their duties as expressly mentioned in the present Rule Book or as officially directed time to time by the University authority. In absence of hostel Superintendent, the Assistant Superintendent will discharge all the duties of Superintendent.
5. The hostel Superintendent shall look after the hostel administration including the establishment fund. The Asst. Superintendent of the respective hostel will take care of the mess fund and custodian of the stock of the hostel. The establishment fund will be audited by LFA, whereas the mess fund will be audited by the Superintendent and Warden, P.G. Hostels annually at the end of financial year and countersigned in the cash book.
6. There shall be Hostel Executive Body (HEB)for each hostel consisting of the following members to carry out different welfare and extra-curricular activities.
  - i. General Secretary
  - ii. Asst. General Secretary
  - iii. Cultural Secretary
  - iv. Asst. Cultural Secretary
  - v. Mess Secretary
  - vi. Sports Secretary
  - vii. Common Room Secretary
  - viii. Mess Executives (05 members including juniors/seniors)

7. Members of the Hostel Executive Body (HEB) shall be selected/elected by the General Body of the hostel. The General Body of the hostel shall be consisted of the all the hostel boarders. Selection/election of such body shall be done under the supervision of the hostel Superintendent as he/she deems fit.

### C. ACCOMODATION AND ADMISSION

1. Hostel accommodation shall be provided to students of different Programmes depending on availability of seats in the hostels. However, it is not mandatory for the university to provide hostel accommodation to each intending student.
2. Male students will be allotted in Brahmaputra, Mahanadi, Bhagirathi, Golden Jubilee and IB Gents hostels.
3. Female students will be allotted in Narmada, Silver Jubilee, Pravabati Devi, Baitarani, Brahmani Ladies hostels.
4. Selection for the hostel admission will be made based on the merit list of applicantin the entrance test conducted by University as well asthe distance from his/her residence. Existing reservation rule for SC and ST students will also be applied in allotting hostel seats to various Hostels. Reservation in various Hostels for SC and ST candidates is as per Govt. Rules, *i.e.* SC-16.25% and ST-22.5%
5. Students seeking admission in hostels shall have to apply with two recent passport size colour photographs in prescribed format available in their respective P.G. departments duly forwarded by the HOD. The HOD will forward the merit list of theprospective boarders to the Warden as soon as the merit list of admission of students in the department concerned is prepared.
6. The office of Warden will notify the list of selected prospective students and inform the same to the respective departments for taking admission in the allotted hostel. The date of admission into the respective Hostels will be notified by theWarden. The selected prospective boarders shall have to take admission through the **Warden Office** by paying the fees for the session through SBI collect or in cash deposit atthe Warden office as prescribed in the prospectus or as per the order issued by the office of Warden from time to time.
7. If any boarder cannot take admission within the due date, the period of admission can be extended by the Warden, P.G. Hostels. A fine amounting to Rs. 100/- (Rupees One hundred)onlywill belevied for subsequent extensions.
8. On submission of the receipt of deposit of fee made in the P.G. Central Office in the respective hostel, the Superintendent shall collect the required prescribed charges of Hostel and allot seat/room in the Hostel. The boarder shall be provided with furniture and other materials for his/her seat/room for the hostel from the resources available. The hostel charges including establishment fee, cultural fee, hostel caution money, utility charges and mess charges(may be revised time to time on the basis of decision of HRC).
9. The hostel charges to be collected by the office of Superintendent of respective hostel shall be as prescribed in the prospectus. The charges are subject to change from time to time. A portion of the hostel and mess caution money will be deducted at the time of refund. The amount to be deducted shall be decided by the

Hostel Residence Committee (HRC). If the caution money is not claimed within 3 years from the date of leaving the hostel, the claim for the said amount shall automatically stand forfeited. If the students of Third Semester or 2nd year do not deposit their annual fees like establishment, cultural etc. in the hostel office by the end of August, a late fine @ Rs.5/- per day shall be levied maximum upto one month. Otherwise allotment for admission shall be cancelled.

10. The admission for the hostel is for one academic-session *i.e.* June to May.
11. Allotment of a hostel room/seat shall not confer on such student any right to tenancy or subletting. The University shall have every right to have the accommodation cancelled in the event of breach of this rule by the boarder.
12. After the completion of theory and practical examinations the boarders shall have to handover the furniture and other materials issued to him/her with the hostel authorities within a week.
13. The boarder can claim final clearance certificate in the prescribed format from the hostel office and submit the same to the respective H.O.D.
14. **SEAT RENT (Except Mahodadhi)**
  - (i) Single Seated Room Rs.180/- per annum
  - (ii) Multiple Seated Room Rs.150/- per annum

**SEAT RENT (Mahodadhi Hostel)**

- (i) Single Seated Room Rs.800/- per annum
- (ii) Double Seated Room Rs.400/- per annum

**FEES TO BE DEPOSITED IN THE HOSTEL**

- (i) Establishment fee Rs.1800/- per annum
- (ii) Cultural fee Rs.300/- per annum
- (iii) Hostel Caution Money Rs.200/-
- (iv) Utility Charges Rs.700/- per annum
- (v) Mess charges to be decided by the Hostels.

(This may be revised time to time on the basis of decision of HRC)

**D. COMPLAINTS / GRIEVANCES:**

1. Any complaint / grievance from a resident student or students or in the first instance may first be communicated to the Hostel Executive Body (HEB) and then it should be referred to the Superintendent of the hostel who will, depending on the nature of the complaint ensure that it is processed by him / her immediately.
2. In case the resident student or students are not agreed with the decision taken by the Superintendent, the student / students, as the case may be, may bring the grievance in writing to the notice of the Warden, PG Hostels through concern Superintendent.
3. Grievances redressal mechanism as set out shall strictly be followed. Adhering any other mechanism for venting their grievances will be treated as violation of hostel discipline and action may be taken accordingly against the erring boarders.

## **E. CODE OF CONDUCT / DISCIPLINE:**

1. Boarders are expected to maintain discipline and proper atmosphere of studies in the hostels.
2. The building and furniture are common properties and the students using them are responsible for the safekeeping of all the properties of their room as well as hostel building.
  - i. The students are to check and sign the inventory the room they occupy. They shall be responsible for any damage or loss of the property or any installation of the building or their room. Responsibility will be fixed after proper investigation and the students responsible will have to bear the cost of repair or replacement of the goods or furniture, if found it to be done wilfully and deliberately. In case of loss or damage of an installation or fitting or furniture or property, the hostel administration may decide to recover the cost of the same, individually or collectively from all the residents of a particular hostel.
  - ii. The residents should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the residents.
  - iii. A room in any hostel once allotted to a student / students and occupied is the responsibility of the said student/s. It is the responsibility of the occupant/s to keep the occupied room clean and hygienic.
  - iv. They shall not deface the walls and the ceilings in any manner.
  - v. The students will not remove any fittings and installations and get the fitted or installed in other places.
  - vi. The rooms and beds once allotted are not interchangeable. The students are directed to stick to the room allotted to them. The change of room is permissible only in extraordinary cases subject to the written permission from the Hostel Authority.
  - vii. Sub-letting the allotted room is prohibited strictly.
3. The following acts of indiscipline are strictly prohibited in the Hostel:
  - i. Any kind of shouting, violence, knocking or /and any other act of undesirable behaviour likely to cause disturbance or annoyance to others.
  - ii. **Ragging of all kinds in the hostels within or outside the hostel.**
  - iii. Any form of playing music and video system inside the room or the hostel premises causing annoyance and disturbance to others.
  - iv. Maltreating or abusing the hostel employees, mess staff and others.
  - v. Any meeting not relating to hostel affairs held in hostel premises without prior permission. (Permission in written form approved by the office of Warden shall be obtained at least 24 hours before the meeting).
  - vi. Venting the grievances, in any other way other than as mentioned above (Part D).
  - vii. Keeping fire arms, weapons and intoxicants of any kind in the hostel.
  - viii. Cooking in the room of the hostel.

- ix. The use of electric heaters, immersion heater, radio, TV, air cooler and other similar electrical appliances in the room.
  - x. Keeping the light and fan on when boarders are not inside the rooms.
  - xi. Keeping furnitures/ other items in personal room, which are meant for specific purpose for common places like common room, dinning hall etc.
  - xii. Damaging, misusing and stealing of any hostel property or stealing others belongings.
  - xiii. Entertaining female visitor into the room of the boarders in the gents' hostels and male visitor into the rooms of the ladies' hostels.
  - xiv. Boarders staying outside overnight without permission of the competent authority.
  - xv. Overstaying in hostels by boarders without permission of Superintendent.
  - xvi. Entertaining guest/outsideers in the hostel without written permission of the respective Hostel Superintendent.
  - xvii. Leaving Sambalpur University Campus (JyotiVihar) without intimating the hostel authority in writing and without taking prior permission.
  - xviii. Consumption of alcohol and / or any other intoxicant by a boarder.
  - xix. Sexual harassment of any kind.
  - xx. Sexist or Casteist remark, use of slang words of any kind.
4. Entertaining unauthorised guest will be treated as dereliction of hostel discipline. Guest of a boarder may be allowed only with the prior permission of the authority.
    - i. The boarders are responsible for the guests who come to them. They are to seek permission from the appropriate authority for their stay. They are to be informed about the rules and regulation of the hostel and they are bound by the rules of the hostels.
    - ii. The guest has to deposit @ Rs.50/- per day in the office the Superintendent in advance. However, the guest shall not be permitted to stay beyond three days in the hostel in one instance.
    - iii. Details of their entry and exit are to be noted in the gate register.
    - iv. The guests if permitted are to stay in the guest room and not in the hostel rooms meant for the students. Guest or any other person of opposite sex is not allowed in the room of the students.
    - v. If an outsider is found to be staying in a room allotted to a particular student without due permission, the student is liable to punishment.
  5. Any deviation in the above (point no. 2 & 3 of Part E) will invite disciplinary action and punishments after due disciplinary proceedings following the natural justice principles.
  6. The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
  7. The University reserves the right to close any or all hostels *suo motto*.
  8. Following penalty or punishment can be imposed by on the erring boarders after giving them due opportunity to present their view/s in writing. A notice of 3 days shall be issued by respective Hostel Superintendent to the erring boarders to present his/ her stance.

- a. Warning and Admonition
  - b. Pecuniary punishment (Maximum upto Rs.1000/-). The fine amount levied by the boarder will be deposited in the establishment fund.
  - c. In case of damage of common or individual properties, the cost will be recovered from the person concerned together with other punishment/s.
  - d. The privilege of contesting in student election/selection or participation in any common event of the university will be disallowed till the completion of the degree the student is pursuing.
  - e. Expulsion from Hostel
9. Punishment / Penalty as prescribed in 8(a) and (b) shall be imposed by Superintendent by way of a speaking order. The punishment as prescribed in 8(c) (d) and (e) shall be imposed by the Warden, PG Hostels on the recommendation of the HRC.
10. Any hostel boarder aggrieved of the decision of the Superintendent may appeal to the Warden within one week of such decision. In case, any hostel boarder aggrieved of the decision of the Warden may appeal to the Vice-Chancellor within one week of such decision, whose decision shall be final and binding.
11. Personal fights, quarrels of students with outsiders or any incident happen to inmates beyond the hostel premises do not come under the purview of the hostel authority.
12. Any issue as to the interpretation of these rules shall be referred to Warden, whose decision shall be final and binding.

**13. Hostel Leave Rules:**

- i. The inmates of hostel are to take prior permission before going on any type of leave. The boarders are permitted to go on leave only to their parents or legal guardians.
- ii. Students stepping out of hostel premises for any purpose are to sign on the prescribed Register detailing the time and purpose of going out.
- iii. The students on their return from leave or vacation are to intimate the hostel authorities in the format prescribed.
- iv. The female students are expected to be in their hostels by the time notified by the Superintendent/ office of the Warden, PG Hostels.

**14. Mess Rules:**

The official mess running in a hostel shall be governed by the Mess Rule as issued by University authority from time to time. In the case of Ladies hostels, the mess shall be governed by the “Women’s Hostel Mess Rule”.

**15. Other Rules:**

- i. Employing personal worker for any purpose by the students is not permitted.
- ii. The students shall not engage themselves in anti-social and unlawful activities such as physical assault, use of slang and damage to property etc.

- iii. Students shall not call for or organise any meeting, get-together or tour or rally without the prior permission of the hostel authority.
- iv. No student will host any feast or party in the hostel unless a prior permission obtained from the competent authority.
- v. The students can approach any authority through proper channel related to hostel administration for any grievance or guidance. The students shall not participate in any sort of illegal/illegitimate mass protest or demonstration in any manner in the university premises or outside.
- vi. The students shall not possess any firearms or weapon even if they have the licence to carry them.
- vii. The students shall not make any racist or castiest remark against the fellow students or the staff members or employees of the university.
- viii. The students shall not host or harbour any offender in his room or university premises.
- ix. The students are responsible for the safekeeping of their belongings.
- x. Pets are not allowed in hostels.
- xi. The university is not responsible for crimes that the students are involved inside or outside the campus.
- xii. Personal fights and quarrels of students with outsiders do not come under the purview of the university.
- xiii. Students shall not engage themselves in ragging in any manner.

#### **16. Common Responsibilities**

- a. Students are to obey all the rules prescribed by the land in the campus.
- b. Students are duty bound to report any case, any unwanted incident or undesirable activity going on in the hostel or on the campus to the authorities.
- c. Any incident of ragging should be brought to the notice of the administration immediately.
- d. Students are required to park the bicycles in the space provided. However, vehicles including any two/four wheelers are not allowed in hostel premises.

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