

MANUU HOSTEL MANUAL (BOYS & GIRLS)
(To be approved by the Academic Council of the University)
w.e.f. 2018-19 onwards



OFFICE OF THE PROVOST, MAULANA AZAD NATIONAL URDU UNIVERSITY
GACHIBOWLI, HYDERABAD-500032

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INTRODUCTION

Maulana Azad National Urdu University (MANUU) is NOT a residential university and does not guarantee hostel accommodation to every student who seeks admission in the university. Non-local students who need hostel accommodation will apply for the same as per rules. The stay of non-local students at the hostel is purely voluntary and the University does not insist on compulsory hostel residence.

*The **Hostel Manual** provides information about the hostel facilities available, pertinent facts related to resident/boarder life, and University rules and procedures for residents. These are in addition to the rules and procedures incorporated in the Prospectus. For easy navigation, the rules and procedures are presented under separate heads. These rules and procedures are of vital importance for the residents and, therefore, all hostel boarders/residents must read and familiarize themselves with its contents.*

*The MANUU community is guided by the principles of equal opportunities for all, respect for diversities and sensitivity to marginalized groups. The Manual clarifies these values and standards we hold as a community and the residents are expected to honour these in their conduct as resident-students in the University. To that end, the University has introduced a **Student Charter**, whereby all are expected to agree to abide by the basic values surrounding life as a student at MANUU.*

The MANUU has a green campus that supports a variety of plants, animals and bird life. The bio-diversity on campus is worth preserving and so the residents are encouraged to ensure that they nurture the environment and take care that their activities do not result in any harm or disturbance to the plant, animal and bird population of the campus. While some of you may have strong affection for animals that co-exist in our eco-system, some others might not be comfortable with animals in the spaces designated for living, studying, dining and sleeping. Feeding and entertaining animals in dining halls, canteen and hostel rooms are to be strictly avoided. One may do so in designated open spaces meant for the same.

*As per the regulations of the Government of India (GOI), the direction of the Honorable Supreme Court of India, the guidelines of the University Grants Commission (UGC) as well as the University regulations in this regard, **possession and consumption of alcoholic drinks,***

*narcotics and other intoxicating substances is strictly prohibited on the University campus. Additionally, the entire campus, its buildings, offices, hostels, dining halls, canteen, class rooms and all public places are designated as **Non-Smoking Areas**.*

The UGC has framed regulations in 2009 on curbing the menace of ragging in Higher Education Institutions, in order to prohibit, prevent and eliminate the scourge of ragging in Indian Universities/Colleges/Institutions. The University follows the orders of the Supreme Court of India with regard to curbing of ragging as well as the guidelines of the UGC in this regard. Ragging related circulars, resources such as videos and national anti-ragging helpline details are available on the UGC website www.ugc.ac.in. Ragging in form is an offence and strictly prohibited on campus.

In compliance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 implemented by the Government of India, MANUU has constituted an Internal Complaints Committee. The office is located at Room No. 22, Main Building. The email id is iccmannu@gmail.com. MANUU believes in a policy of zero tolerance to incidents of sexual harassment of women. Details of Committee Members and their contact numbers are displayed at each of the hostels and in all the buildings on campus.

I. HOSTELS:

MANUU has very modest hostel facilities on the campus for students. Stay at the hostels is governed by the rules and regulations laid down for the purpose. Adhering to all regulations laid down by the University from time to time **is a must for hostel residents**. There are four Hostels for boys and two Hostels for girls. The primary contact person for all matters related to the hostels will be the Warden of the concerned Hostel. The duties as Wardens are in addition to the regular work at the University as teachers or as administrators.

I.1 Boys Hostel – I: Capacity to accommodate 180 residents

I.2 Boys Hostel – II: Capacity to accommodate 360 residents

I.3 Boys Hostel – III: Capacity to accommodate 274 residents

I.4 Boys Hostel – IV: Capacity to accommodate 200 residents

I.5 Girls Hostel – I: Capacity to accommodate 170 residents

I.6 Gulzar Hostel for Girls: Capacity to accommodate 500 residents

The details of Wardens for each Hostel are available at each Hostel and in the office of the Provost. The same information is also available on the university website.

Please Note: Each resident in the hostel will be provided with a cot, a chair, a study table, sharing cupboard and common facilities like fans and lights. Residents are required to bring their own mattresses, bed linen, pillows, mosquito nets, buckets, mugs, locks, table lamps, torch-lights, umbrellas, rain wear and locks etc for personal use. Though common lighting will be provided in the room, residents should bring their own table lamps and bulbs (only LED bulbs will be used) for their personal use. Residents will be responsible for the upkeep of the furniture in their room.

II. HOSTEL ADMINISTRATION:

II.1 *PROVOST is the chief administrative head of the concerned hostels and serves under the direct control of the Vice Chancellor. There is a Provost separately for Boys Hostels and Girls Hostels. The Provost is appointed from among the senior faculty and holds full-time responsibility in the respective department apart from additional charge of hostel administration. Residents can meet the concerned Provost in the office of the Provost during the designated timings. The contact details of the Provost are available in each hostel, in the office of the Provost and on the university website.*

II.1.1. Duties and Responsibilities of Provosts:

- I. Will supervise the hostels in his/her hostels in matters relating to the overall functioning of the hostels, the resident-students' welfare and discipline.
- II. Will periodically visit the hostels and be in contact with the Wardens, Caretakers, staff and residents.
- III. Will encourage sports and cultural and other activities at the hostels so as to promote healthy inter-hostel competition and cooperation.
- IV. Can permit stay of any guest for more than 7(Seven) days according to hostel norms.
- V. Can impose fines (up to the limit set in List of Rates) or waive fines and take other disciplinary actions, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- VI. Will sanction/recommend leave to Wardens/Sr. Wardens as per rules.
- VII. The Provost's prior approval is required for a warden to take leave from hostel.
- VIII. Will regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.

- IX. Will be responsible for the maintenance of *Imprest Accounts* and for the custody of imprest money of the Provost Office.
- X. Can sanction payment of security deposit to suppliers for goods to be supplied or services rendered.
- XI. Can sanction refund of all kinds of security money.
- XII. Will secure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel.
- XIII. Shall ensure proper checking by office in charge and shall verify the wage bills pertaining to the mess, sanitary and other staff provided by the private manpower service provider.
- XIV. Can sanction repairs and purchase of any items up to **Rs.5000/= in emergent cases**.
- XV. Will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- XVI. Can sanction or recommend leave in respect of mess and other staff of the hostel as per delegation of authority given in this Manual.
- XVII. Will be responsible to notify/select/elect/nominate different secretaries of the Hostels, editors of Hostel Magazine, Hostel Committees of different Hostels, in consultation with the concerned Warden and Provost.

II.2. HOSTEL WARDENS

Each Hostel will have a Hostel Warden who will serve as a guardian to the students. Hostel Wardens are full-time faculty members and senior administrative staff who undertake this responsibility in addition to the academic / administrative responsibilities they have in the University. There shall be one (01) or more Wardens for each hostel depending on the strength of the hostel. The Wardens work under the direct control of the Provost.

II.2.1. General Duties and Responsibilities of Deputy Provost and Wardens: The Deputy Provost and Wardens of Hostel shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to the specific duties assigned by the Provost, the Deputy Provost and Wardens shall perform the following functions:

- I. The Wardens shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.

- II. The Wardens will be individually and collectively responsible for the smooth functioning of the hostels. Each warden shall be responsible for his/her portfolio and such responsibilities as are assigned to them by the Provost from time to time. Under the collective responsibility principle, they are responsible together for the overall smooth functioning of the hostel and to meet any contingency.
- III. Each Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report in writing to the Provost/Deputy Provost all cases of misbehaviour, indiscipline, and sickness of the residents in his or her charge.
- IV. The Wardens can impose fines (up to the limit set in List of Rates) upon resident-students.
- V. The Wardens should be available in the hostel office everyday at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
- VI. The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.

II.2.2. DUTIES AND RESPONSIBILITIES OF DEPUTY PROVOST & WARDENS:

II.2.2.a. DEPUTY PROVOST

- I. Is the principal authority and executive in all matters relating to resident students' welfare, their discipline and mess etiquette as well as the administration and security of the hostels. The Deputy Provost shall be responsible to the Provost for the proper maintenance and management of the hostel and of its attached mess.
- II. To assist the Deputy Provost, each hostel has appropriate full time staff as well as two or three more wardens to look after general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.
- III. Will supervise all matters concerning the functioning of the hostels, and will also hold charge of one of the portfolios, normally Deputy Provost (Administration).
- IV. Will chair the meetings of the Wardens Committee in the hostel, which will be held as regularly as may be necessary, but at least once in a month.
- V. Can impose fines (upto Rs.2000/=) or waive fines.
- VI. Can transfer a resident from one wing of the Hostel to another.
- VII. Can permit the stay of a resident's guest for more than 5 days according to hostel rules.

- VIII. Will regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances in consultation with the Provost.
- IX. Can sanction refund of all kinds of security money after approval of the Provost.
- X. Will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc. in consultation with the Warden (Administration) of respective Hostels.
- XI. Will be responsible to notify/select/elect/nominate different secretaries of the Hostels, editors of Hostel Magazine, Hostel Committees of different Hostels, in consultation with the concerned Warden and Provost.

II.2.2.b. WARDEN (ADMINISTRATION)

- I. Will supervise the allotment of guest rooms. (This function will not be delegated to any staff in the hostel)
- II. Will check and sign the resident students Late Entry/Outing register and the guest room register daily.
- III. Will take disciplinary action for keeping any unauthorised guest.
- IV. Will order double-locking of rooms of resident students and their re-opening, when required.
- V. Will take action for the eviction of defaulting resident students in consultation with the Deputy Provost/Mess Warden for mess bill defaulters.
- VI. Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- VII. Periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.
- VIII. Will look after the maintenance work related to civil/plumbing/electrical etc. with the assistance of the concerned Caretaker, and send the report for repairs/replacement of the required items to the concerned section.
- IX. Draw and settle the Contingency Head of the Hostel and maintain the proper record of the same and its file annually.

II.2.2.c. WARDEN (HEALTH & SANITATION & RECREATION)

- I. Will be responsible for general matters relating to health of the hostel residents with the advice of the Medical Officer of the University.

- II. Will look after the common room and the sports and cultural programmes of the hostel and will regulate disbursement out of the hostel's recreation grant.
- III. Will check the bills prepared by the Caretaker and Reading Room Secretary for purchase of Newspapers and Magazines.
- IV. Will arrange disposal of old Newspapers and Magazines as per GFR and ensure that the sale proceeds are deposited in the appropriate head of account in consultation with the concerned Caretaker and Reading Room Secretary.
- V. Will ensure maintenance of discipline and decorum in the common room.
- VI. Can permit the residents to keep the common room open beyond the prescribed hours on special occasions.
- VII. Will pursue, at appropriate level, all complaints and maintenance relating to common room items like television set, set top box etc.
- VIII. Will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with/on the advice of the Medical Officer of the University.
- IX. Will supervise the work of the Housekeeping/Sanitation staff ensure their punctuality and maintain the Attendance Register.
- X. Will maintain the Sick Register and bring to the notice of the Provost/Deputy Provost details of Sick residents on daily basis.
- XI. Will ensure the sick resident's visit to Health Centre/ Hospital and their diet.
- XII. Will arrange to get medicines from outside Pharmacy if so prescribed by the Medical Officer. The expenses will be borne by the resident.
- XIII. Will visit the Hospital to meet sick residents of the concerned Hostel in case of in-patient treatment.
- XIV. (In case of Girls Hostels), will ensure the presence of a female attendant/care provider with the sick resident during Hospitalisation.
- XV. Will ensure shifting of sick resident to sick room, if necessary and monitoring the health of the sick residents.
- XVI. Will maintain a record of the case history of residents with chronic illness etc.

II.2.2.d. WARDEN (MESS)

- I. With the assistance of the Mess Committee, he/she will supervise the functioning of the mess and the working of the Mess Caretakers, Cooks and Helpers under his/her charge.

- II. Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- III. Will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- IV. Will enforce discipline and decorum in the dining hall.
- V. Will supervise the system of purchases of mess stores, provision etc.
- VI. Will ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- VII. Will ensure that stores are kept in good and efficient condition.
- VIII. Will check and certify the bills received from suppliers with reference to the stock register.
- IX. Will investigate cases of shortage/excess of stores.
- X. Will be responsible for drawl of temporary advance when necessary and for keeping watch over its adjustment.
- XI. Will examine the monthly income and expenditure statement of the Mess.
- XII. Can sanction mess rebate and lunch rebate in accordance with Mess rebate rules.
- XIII. Will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action to the Provost/Deputy Provost for eviction.
- XIV. Will stop mess facilities in respect of those who have vacated the hostel or have been evicted.
- XV. Will supervise the deployment of Cooks and Helpers on daily wage and overtime when necessary as per rules.
- XVI. Can recommend proposal to the Provost, regarding overtime to mess staff, when absolutely essential.
- XVII. Will make recommendations to the Provost/Deputy Provost about refund of mess security/caution deposits to students.
- XVIII. Will arrange disposal of empties, crockery etc. as per GFR and ensure depositing of sale proceeds in the appropriate head of account.
- XIX. Can grant casual leave to Mess Caretakers, Cooks and Helpers and recommend regular leave to the Sr. Warden/Provost as per delegation of powers.
- XX. Will ensure the required number of mess staff in every shift.
- XXI. Will supervise the work of the Mess staff, keep a control over their attendance, maintain and sign the Attendance Register (with incoming and outgoing time of staff).

- XXII. Will prepare the Mess Bill of every month and display the same within stipulated period of every month. Will also notify about the selection of **Food cum Audit Committee** of the Hostel quarterly i.e for a duration of six months and complete its constitution during the third week of the quarterly month and select them before the last day of the quarterly month.
- XXIII. Mess Warden shall prepare records of the monthly Mess dues and make necessary arrangement to recover the dues as per rules. Mess Warden will ensure that the monthly Mess *bill should be deposited by the boarder within stipulated period.*
- XXIV. *Will ensure that quality of meals is never compromised and that food is hygienically prepared and served.*
- XXV. *Will ensure the wearing of caps and gloves by the Mess staff.*

II.3. HOSTEL CARETAKERS:

Hostel Caretakers work under the direct control of the Wardens and are responsible to provide the following services:

- I. Maintain cleanliness of hostel rooms and facilities.
- II. Keep vigil on hostel and student property, and support guests and visitors.
- III. Daily cleaning activities will be carried out at the time fixed by the Section Officer (Hostels), in consultation with hostel representatives.
- IV. Maintain daily cleaning chart signed by student representatives for the hostel / floor.
- V. Monitor the entry of visitors, including outside persons for repairing work into the hostels and keep the Section Officer (Hostels)/respective Wardens informed.
- VI. To provide items relate to purchase of Mess with consultation of Mess Secretaries and Food cum Audit Committee members.
- VII. Maintain all financial and official issues relating to hostels with concerned Wardens/Sr. Wardens.
- VIII. Any other work related to hostel assigned by provost/warden.

II.4. When and Whom to approach:

Residents may approach **Wardens** for

- ◆ Sanction of leave of absence from the hostel.
- ◆ Gate Pass for late return
- ◆ Problems and issues related to the allotted room and hostel amenities and those related to room-partners or other hostel residents.

- ◆ Health problems, hospitalisation and related support.
- ◆ Disciplinary issues (alleged violation of hostel rules).
- ◆ Allotment of room during vacation and other non-academic periods
- ◆ Permission to conduct any group celebration in the hostel such as Hostel Day, etc.
- ◆ Personal issues and to seek advice/guidance to address those issues.
- ◆ Illness and health-related issues.
- ◆ Please keep in mind that your Warden is a busy teacher and has got a family of her/his own. So please visit/call the warden to seek permission/advice during office hours (except in case of unavoidable circumstances and emergencies)

Residents may approach the **Section Officer (Hostels)** for support related to:

- ◆ Maintenance problems/issues related to allotted rooms and common facilities..
- ◆ Make any changes, within the allotted rooms, fix electronic/electric gadgets.
- ◆ Any other issues of the student that require urgent attention.

Residents may approach the **Hostel Caretakers** in case of any kind of support/grievance related to:

- ◆ House keeping
- ◆ Water
- ◆ Electricity
- ◆ Food and Mess
- ◆ Guests
- ◆ Basic Amenities
- ◆ Mess Bill
- ◆ Health
- ◆ *Gate Pass etc*

III. HOSTEL LIFE:

- I. The Residents are encouraged to lead a vibrant life in the hostel full of extra-curricular activities, competitions, academic discussions, cultural events apart from serious studies.
- II. *Since MANUU is a national university, the residents experience the diversity of region, religion, dialect, food and cultural habits of fellow residents.*

- III. *Since MANUU is headquartered in Hyderabad, the menu is basically governed by the local cuisine and local conditions but efforts are made to incorporate the cuisine of different regions and make the menu pan-India as far as possible.*
- IV. *The hostel menu is prepared in consultation with the resident representatives and is subject to availability of provisions and food stuff as per local conditions.*
- V. *MANUU campus is wifi enabled and the residents have free and unlimited access to wifi subject to availability.*
- VI. *Purified and cool drinking water facility is available in each hostel.*
- VII. *In event of shortage of water due to local/unforeseen conditions, the residents are encouraged to manage with the available resources and to bear with scarcity. Due to scarcity of water, its supply may be provided at regular times as decided by the University.*
- VIII. *Hostels are strictly ragging free. Apart from ragging, sexual harassment of any kind and discrimination of any kind is not tolerated on the entire MANUU campus.*
- IX. *Each resident is encouraged to respect the right to privacy and right to dignity of life of all other residents. In case of Girls Hostels, no male person is allowed inside the residential area. The male kitchen staff/helpers are permitted only in the Kitchen area and in the Kitchen stores. They are not allowed even inside the dining hall/mess. Male Caretakers/Office Staff are not allowed in the residential space. They are not allowed entry other than into the kitchen/kitchen stores and into the office of the Warden and in all such cases through the permitted zones only.*
- X. *In case of emergency/technical work/repair work etc, male persons will be allowed inside the residential area of Girls Hostels only with the prior permission of the Warden and will necessarily be accompanied by the female Caretaker/Warden. In and Out Entry with timings is compulsory in the concerned register.*

III.1. MONTHLY OPEN DAY

Every hostel along with the concerned Warden(s) will have an Open Day preferably once a month or at least once in a semester where hostel residents can interact with the Warden(s) to share their problems and experiences.

IV. HOSTEL ADMISSION

Admission to hostel is not a right of all those who have got admission in any regular course at MANUU. The admission to all the hostels will be decided by a **'Centralised Hostel Admission Committee'** constituted by the competent authority of the University which will

lay down criteria for Hostel Admission of each academic year. The decision/recommendation of the ‘**Centralised Hostel Admission Committee**’ would be final and binding on all applicants. Any pressure or any other means by applicants may lead to rejection of their application. Regular admission to the hostels is restricted to full-time, bona-fide, students of Bachelor’s, Master’s, M.Phil., Ph.D. programmes and Polytechnic Diploma/ Diploma in Elementary Education or any other course of the University and who are not employed — either full-time or part-time. This will be subject to availability of accommodation as per rules governing the current admission year. Due to limited capacity, hostel admission is dependent on the availability of accommodation and for the same reason; the University regrets that it is not in a position to offer hostel accommodation to:

- I. Deputed Candidates/Candidates on-study leave (General Category or Scheduled Caste or Scheduled Tribe)
- II. Employed Candidates who are on leave to pursue the programme
- III. Candidates who avail fellowship with HRA facility
- IV. Those who have been expelled from any hostel of MANUU
- V. Those against whom disciplinary action was taken/is in progress.
- VI. One year or part time Diploma Programmes.

Note: i. In case of availability of Hostel Accommodation, the hostel facility may be provided to One year or part time Diploma Programmes, depending on the The decision/recommendation of the ‘Centralized Hostel Admission Committee’.

ii. The Hostel Admission List will be put up on the Notice Board of the office of the concerned Provost and in the office of the Proctor apart from being uploaded on the University website www.manuu.ac.in. It is the responsibility of the applicants to check the status of hostel admission. The Hostel admission schedule will be announced separately each academic year.

IV.1. DURATION OF STAY:

- I. The maximum period of stay in the hostel will be two Semesters, excluding vacations as per the academic calendar. On completion of the period, students will vacate the hostel. The student may, however, be allowed to stay in the hostel for a temporary period, not exceeding seven (7) days, on payment of the required fees. Any stay during vacations and outside the permissible period will be allowed only with prior permission of the Provost. Any student, who is also a hostel resident, if found to be regularly absent from classes and/or the hostel without the prior permission of the

concerned School Dean/Head/Supervisor/Research Guide and the Provost, will be asked to vacate the hostel.

- II. Accommodation in the hostel is allowed initially for the current semester and is subsequently renewed subject to the continuing registration, conduct, result and fulfilling academic requirements, failing which, he/she will be liable to be evicted. All occupants should produce the proof of registration and payment of all hostel dues every month, including depositing of respective fee with the hostel office/ Provost office.
- III. Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the **Prescribed Format (Annexure**) to the Sr. Warden/Warden concerned at least one week in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Sr. Warden/Warden concerned after the clearance of Hostel and Mess Dues by the student concerned is submitted. Mess/Caution Deposit refund may be made as per procedure. Before vacating the hostel, each resident must hand over to the Caretaker the complete charge of his or her room with all furniture and fixtures intact. The resident students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned. Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the resident. The University reserves the right to close any or all hostels suo motto.

IV . An undertaking has to be given at the time of admission that the resident will abide by the rules and regulations as given in the Hostel Manual and as may be enforced from time to time. The student has to submit a undertaking is on Rs. 20/- Non-Judicial Stamp Paper)

I S/o D/o
enrolled inDepartment/College..... do hereby
agree to the following:

- 1) Hostel Admission will not be **granted/cancelled** to a student/scholar whose conduct is unsatisfactory and against whom disciplinary action is taken at MANUU.

- 2) Allotment of hostel accommodation will be withheld till enquiry is pending and final decision taken in case of students/scholars who have been issued Show Cause Notice(s).
- 3) Hostel Admission will be strictly in accordance with the Criteria laid down by the Centralized Hostel Admission Committee.
- 4) Students enrolled in programme/course of one year or less than one year duration/self-financing programme/ITI will not be eligible for hostel accommodation.
- 5) Hostel facility will not be provided to students enrolled in a repeat degree/programme at the same level.
- 6) Students who complete a professional programme from MANUU and enroll in a non-professional programme at MANUU will not be given hostel accommodation.
- 7) Students whose parents reside/work in Hyderabad are not eligible for hostel facility.
- 8) Students who are employed (part-time or full-time) are not eligible for hostel admission.
- 9) Hostel facility will not be provided to those availing JRF/MANF/RGNF or any fellowship/scholarship with HRA benefit. **However, in case of girls, hostel facility will be provided as per criteria subject to availability of accommodation.**
- 10) Hostel Admission/Readmission will not be given/extended in the following cases:
 - a. Failed/Detained in the previous examination due to shortage of Attendance of the same programme.
 - b. Debarred from appearing in the examination by the University.
 - c. Absent in the examination without reasonable reason.
 - d. Discontinuation of Study for one or more years to pursue other programme(s).
 - e. Un-cleared/Pending/ Irregular and late payment of hostel/mess dues with outstanding bill up to of Rs 1000/- at the end of May/June of the current year.
 - f. Not joining the Mess facility for a period of two months continuously without valid reasons..
- 11) **Renewal of hostel admission shall be as follows:**
 - a. UG Programmes/ Diploma Courses/ PG Programmes: Till the end of the minimum duration of the programme/course
 - b. M.Phil: *2 years from the date of admission into the research programme.
 - c. Ph.D: *3 years from the date of admission into the research programme.
(*Hostel facility shall be withdrawn on submission of Dissertation/Thesis)
- 12) Admission to the Hostel will be canceled if incomplete or false information is furnished.
- 13) Admission will be valid for one academic year i.e. July/August to April/May every year.
- 14) Residents shall vacate the rooms within 7 days on the completion of the scheduled examination each year. Research Scholars shall vacate the room within 7 days of submission of Dissertation/Thesis. Guest charges will apply for subsequent stay upto a maximum of 15 days. Thereafter, eviction process will be initiated.

- 15) Fresh application for readmission will have to be filled up for every consequent year of the programme enrolled in.
- 16) Consent for continuing the hostel facilities every consequent year of the programme enrolled in must be submitted as and when called upon by the Hostel authorities.
- 17) MANUU reserves the right to cancel admission of the students if found undeserving without giving any reason.
- 18) MANUU reserves the right to increase the Hostel fee, if necessary.
- 19) MANUU will not be held responsible for any untoward incident happening during the period of stay in hostel.
- 20) Residents shall strictly observe all the rules and regulations in force from time to time. Breach of Rules/ Regulations will lead to initiation of disciplinary proceedings including penalty, expulsion from hostel, rustication from the programme or any other action as deemed fit by the University authorities.
- 21) Residents will be under the direct control and supervision of the Hostel Administration.
- 22) Smoking, consumption of Gutka or alcoholic drinks, use of drugs and spitting (betel leaf juice/Gutka juice) is strictly prohibited in the Hostel premises and across the University campus.
- 23) Every student shall be in his/her Hostel by 8:00 pm. If he/she has to stay out after the said timings owing to any special reason, he/she must obtain prior permission from the Warden for Late Entry. The application for the leave of absence from the hostel shall be made in writing to the Provost through Caretaker and Warden and prior permission must be obtained before proceeding on leave. Late entry/Leave of Absence without prior permission will invite penalty; expulsion; rustication or any other action as deemed fit by the university authorities. Girl Students can avail these facilities subject to undertaking by the parents in the prescribed format at the time of admission/readmission.
- 24) Residents must not enter rooms of the others without the willingness of the inmates. Residents must not go/remain in other's room after 11:00 pm. Boys Students must not leave the campus after 11.00 pm. In case of emergency, he must obtain prior permission from the warden for late entry.
- 25) Residents must be modestly dressed in common areas such as office; dining hall; lounge etc.
- 26) No Event; Function or Celebration shall be organized by the residents except with the prior written permission of the Provost through the Warden.
- 27) Residents are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel/University premises without the prior written permission of the Provost through the Warden.
- 28) Students suffering from the any contagious/infectious diseases will not be allowed to stay in the Hostel. Decision of the Warden in this regard will be final and binding.
- 29) Allotment of rooms at the time of admission is final. No request for change will be entertained except on mutual grounds as per rules. Allotment/Change of the

rooms, furniture etc will be entirely at the discretion of the Warden and no complaints in this regard will be entertained.

- 30) Every resident must keep the room allotted to him/her clean and neat and also avoid littering on the hostel premises. He /She shall take proper care of the furniture and fixtures handed over to him/her. The Hostel authorities have the right to enter and inspect the room at any time, even in the absence of the residents.
- 31) All the matters relating to differences among residents and complaints about the Hostel staff must be brought to the notice of the Warden. Residents are not allowed to take law and order into their hands.
- 32) No police complaint shall be directly lodged by the residents without taking prior permission from the Provost through the Warden.
- 33) Residents must switch off the lights and fans in their rooms every time they leave the room. They are expected to ensure that water does not leak from faucets. Every resident must take precautions to save electricity and conserve water.
- 34) Charges for any damages to the property, furniture, and fixtures caused by the residents' negligence will be recovered from the resident/residents staying in the room. Further, any loss towards crockery items like- Plates, Glass, Bowls, Spoon, Jugs, Tea Cups etc. used for serving foods at Dining Halls of Hostels will be deducted from the 'Mess Deposit/Advance' of the students in the end of the academic year.
- 35) Hostel is meant only for the use of bona-fide students of that particular hostel. Visitors are not allowed to enter in any room without the permission of the hostel officials
- 36) Before vacating the hostel, a student must clear all the dues and handover the charge of the room and other material in satisfactory condition to the Hostel authorities.
- 37) Any kind of verbal or physical abuse by any resident toward any hostel staff and hostel authorities will not be tolerated. Shouting; hurling abuses; using swear words; back-answering; bickering; manhandling; assaulting and misbehavior/ misconduct/indiscipline of any other kind will lead to disciplinary action including suspension/ expulsion from the Hostel immediately and forfeiture of fee paid.
- 38) Prior written Permission (two days in advance) of the Warden is compulsory for staying overnight with local guardians/relatives in and near Hyderabad. Girl candidates can avail this facility through their Parents by sending SMS to the concerned Warden or Provost through the registered mobile number of the Parent.
- 39) Any complaint from the neighbors/roommates will be viewed seriously and result in severe action if found true. Similarly baseless allegations by neighbours/roommates will also be viewed seriously and result in severe action if found baseless.
- 40) The Hostel will be closed during the Summer/ Winter vacation as notified by the University. No Mess facility will be available during the Summer/Winter vacation as notified by the University. CSE Academy residents and Research Scholars and others who continue their stay in the hostel during the University notified

winter/summer vacation will not be given Mess facility during the period of vacation.

- 41) All Hostel residents who complete the duration of the programme enrolled in, must vacate the hostel with luggage within 7 days from the end of the examination/end of programme. Other residents whose programme continues into the next academic year are permitted to vacate the hostel during the summer vacation leaving behind their luggage and belongings to the identified place and handover the room's key to Hostel Caretaker for carrying out necessary repair works.
- 42) Joining the Mess is compulsory for all the boarders. Residents must pay the Mess fee of Rs 2000/* every month within the first three bank working days of each month. The difference amount, if any, will be adjusted in the end of the academic year.
- 43) Research Scholars going for data collection or on field work must submit the request to stop the Mess facility in writing clearly specifying the dates. The request letter must be duly signed by the Head of the Department or Supervisor prior Permission. Prior written permission is essential before proceeding on leave of any kind to close Mess facility during period of leave.
- 44) Gas Stoves, Electric Cooker/ Electrical heater are prohibited in the Hostel. If any student found with said items disciplinary action will be initiated accordingly.
- 45) Food should not be taken outside the Mess/ Dining Hall violation will invite penalty.
- 46) Entry of Male students is strictly prohibited in Girls Hostel premises and entry of Female students in Boys Hostels premises is strictly prohibited. If anyone found violating the same, strict disciplinary action will be taken against him/her.
- 47) University shall not be responsible for loss/damage/theft of belongings and valuables of the residents.
- 48) It is binding on each resident to sign on the undertaking and to abide by the same, failing which disciplinary action will be initiated including expulsion/rustication.
- 49) The Residents must abide by the University Students Charter.
- 50) All the hostel residents are required to adhere to the rules, regulations and guidelines given in the Hostel Manual and as may be notified at a later stage by the office of the Provost. Violation of any act will be dealt with strictly.
- 51) **The University reserves the right to modify any Rule And Regulation without Prior Notice.** Discrepancies, if any, should be brought to the notice of the concerned Provost.
- 52) **The decision of the Vice-Chancellor shall be binding in all cases of Discrepancy.**

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach or violation of the rules and regulations of the Hostels.

Date: _____ **Signature of the Student** **Signature of Parent/ Guardian**

IV.2 HOSTEL FEES AND CHARGES:

- I. The hostel fees must be paid at the time of admission or at the beginning of the semester through the Bank as prescribed by the University and a photocopy of the receipt/ Challan/Credit Card/Debit Card/online pay facility should be submitted at the hostel office. The hostel fee covers charges for the semester only and does not cover vacation periods. The student may stay in the hostel during the vacation for one or two days prior to the beginning of the Semester and for one or two days, after the end of a semester, for which he/she will be exempted from paying any extra amount.
- II. A student staying in the hostel during the vacation, in excess of the limits mentioned above, shall do so only with the prior permission of the Hostel Warden endorsed by the Research Guide/ the Dean/Head of the School/Department/Independent Centres. Such extended stay will be allowed only for educational purposes — for example, completing the research project, supplementary examination, or a field work related to the academic programme pursued by the student at the University, etc. In the case of Internship, it is required to certify whether it is a paid or unpaid internship. Non-payment of hostel fees/dues for more than one month, without authorisation by the Directors/ Deans/Head will result in the expulsion of the student from the hostel.

V. MESS FACILITY:

V.1. ORGANISATION OF THE MESS

Hostel will have a centralized mess which will be run either by a Contractor or by the Hostel Administration on *'No-Loss, No-Profit'* basis. The Mess will not be operational during the period of vacation. The Warden (Mess) will be responsible for proper administration and maintenance of discipline and accounts of the hostel mess.

Each mess will have such strength of staff as may be justified by norms laid down by the University/UGC from time to time.

The Mess Warden, Mess Secretaries and the **'Food and Audit Committee'** shall be responsible for observing purchase procedures & maintenance of records as per rules.

V.2. ELIGIBILITY FOR JOINING THE MESS

All bona-fide students of the University who have been allotted seats in the University hostels will be the members of their respective hostel Mess. All the hostel residents have to compulsorily join mess as provided by the hostel administration, and no student is allowed to stay at the Hostels without mess either permanently or temporarily.

The Provost will arrange for its residents to be allowed to join the mess of another hostel. In exceptional cases, the Provost or Competent Authority is authorised officer may grant mess facility to other bona-fide students of the University whose applications for hostel admission are under consideration. Such students will be non-resident students, and will not stay inside the hostel by virtue of mess facility.

Joining of the mess is compulsory for the residents and they will be charged for all the meals, whether they actually take or not unless they are allowed mess rebate as per mess rebate rules.

V.3. ENROLMENT IN THE MESS

Before a student is enrolled in the Mess, he/she will deposit **Hostel Mess Fee** through **Challan/Cash/POS/Online with the Mess Caretaker/Cashier**. Upon depositing the amount, the student will get a receipt from the Hostel Caretaker/Cashier. The student will show the receipt to the Mess Caretaker. The Mess Caretaker after checking the receipt and also after examining the list of hostel boarders available with him or the caretaker enrolls the student in the mess and includes his name in the **Mess Attendance Register**.

V.4 MESS REGISTER

The boarders are requested to follow the following rule and regulation for maintenance of the diet record:

- I. An account of the diets taken by each member of the mess is maintained in a bound 'Mess Attendance Register', wherein, it is compulsory to register their date-wise sign about the meals (Breakfast, Lunch and Dinner) taken by the boarder.
- II. Before taking a meal, each boarder will sign the register in the Dining Hall. Failure to sign the register will not absolve the student of the liability to pay meal charges. Boarders are requested to sign the 'Mess Attendance Register', to avoid penalty. A boarder is also allowed full rebate if he/she has taken prior permission of the Warden if he/she is not able to take meals in the mess for a minimum of three consecutive days for any of the following reasons:
 - i. If sick when no special meal can be served to the student by the Mess, provided the student concerned submits a prescription to this effect from the

treating Doctor of Health Centre to the Warden concerned; or if with the permission of the Supervisor and the Dean/Head of School/Departments/Director of the Centre, as the case may be.

- ii. Proceeding on field work (exact place and duration of the field work to be mentioned with dates) duly recommended by the Supervisor/ Dean/Head of School/Departments/Director of the Centre. Any extension, thereafter, may be granted only on the recommendations of the Supervisor and Dean/Head of School/Departments/Director of the Centre, provided the request for extension is received in advance.
 - iii. going out of station for an academic event, for an approved excursion, or sports event, prior information should be given with dates in the application for mess rebate to the Warden of the concerned Hostel, provided such requests are recommended by the Supervisor/ Dean/Head of School/Departments/Director of the Centre, as the case may be;
 - iv. in condition of natural calamity;
 - v. in condition of medical emergencies of student or his/her parents, death in the family, marriage of a member of his /her family. For the purpose of this clause, family includes brother, sister, son/ daughter (including step- and adopted ones). Total duration of mess rebate in cases under clause above shall not exceed a total period of 15 days in a month. For this purpose the hostel will maintain proper records.
- III. At the end of each month, the Mess Caretaker will work out the total meals, special dinner (if any), etc. taken by a student and calculate the mess charges accordingly and Mess rebate, if any.
 - IV. Entry regarding stoppage of food should be made in the 'Mess Attendance Register' by the Caretaker duly counter-signed by the Warden.
 - V. Self-service system will be followed in the Mess. Students collect their share of food from the counter in the Dining Hall after signing the Diet Register, daily, available with the Caretaker.
 - VI. Impersonation i.e. eating or signing the 'Mess Attendance Register' for bona-fide student is prohibited and disciplinary action will be taken against defaulter, as per University norms.
 - VII. Only one resident may eat from one *plate or thali*. For more than one person to eat from one *plate or thali* is prohibited. No student is allowed to take the food outside of

the Dining Hall. Disciplinary action will be taken against defaulter, as per University norms.

- VIII. Students including their guests, if any, should adhere to the set timings of the breakfast/lunch/dinner at the Dining Hall. No complaint will be entertained if a student fails to report within the stipulated period.
- IX. All residents and guests should come to the dining hall properly dressed.
- X. The residents are expected to behave with the Mess Caretaker and the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may record the matters in the suggestions book, and the Mess Secretary will bring it to the notice of the Food and Audit Committee of the Hostel.
- XI. Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.
- XII. Students must not take mess utensils out of the dining hall.
- XIII. Students should not waste food.
- XIV. Students should observe cleanliness in the dining hall.
- XV. Students must not ask mess employees to prepare special dishes for them. Students and others not on duty must not enter the kitchen.
- XVI. Dining hours will be as fixed by the Mess Warden in consultation with Food and Audit Committee.
- XVII. Any breach of the above rules will render the student liable to fine and/or disciplinary action including expulsion from the hostel, removal from the University, etc.

V.5 GENERAL INSTRUCTIONS FOR FOOD HANDLERS/MESS WORKERS

- I. Food sanitation is directly dependent upon the state of personal hygiene and habits of the personnel working in the food establishment. All those who partake in food handling, utensils and dish washing should observe the following instructions.
- II. The food handlers must scrub and wash their hands with soap and water immediately after visiting a lavatory and so often as necessary at other times before handling food.
- III. Finger nails should be trimmed periodically and should be kept free of nail dirt.
- IV. They should cover their heads so that loose hair does not fall into food preparation.
- V. They must not cough or sneeze in the vicinity of food. They should cover their face to prevent droplets falling on food.
- VI. They should not smoke in food premises.
- VII. Licking fingers to taste food must be avoided.

- VIII. Known cases suffering from Pulmonary tuberculosis, diarrhoea, dysentery, typhoid fever, viral hepatitis and persons with wounds, discharging ears, boils and other skin infections should not handle food or utensils.
- IX. All mess workers shall report for medical examinations as and when required by the hostel administration.
- X. The mess worker/mess manager will ensure that above instructions are followed by the mess workers.

V.6 RULES AND REGULATIONS GOVERNING MESS

V.6.1 MENU OF THE MESS

- I. Each Hostel Mess Committee will decide the food menu of the mess every month in advance after taking into account the availability of **seasonal vegetables** and fruits, eating habits of the residents who have come from different parts of the country and the paying capacity of the members. Care should be taken to prescribe a balanced diet at a reasonable price.
- II. The menu so decided should be displayed in the Dining Hall by the Warden (Mess), who will ensure its implementation. If due to non-supply of the required vegetables, etc. the menu decided by the Committee needs a change, the Mess Caretaker will immediately bring it to the notice of the Mess Secretary and Warden (Mess).
- III. A student who has fallen sick may give a written requisition to the Warden (Mess) for supply of Special Diet subject to the convenience of the mess and availability of food stuff, the Warden (Mess) may authorise the supply of a special diet to the student.
- IV. Subject to the availability in the mess, a student who asks for any extra item at breakfast/lunch/dinner may be supplied with it at such extra charges as may be fixed from time to time. *The Mess Caretaker will keep an account of such extra messing in the 'Mess Attendance Register', which should be signed by the student concerned.* Charges for extra messing will be recovered from the concerned students along with monthly mess dues.

V.6.2 PREPARATION OF MESS BILL

After the monthly statement of income and expenditure has been prepared and checked, the Mess Caretaker will prepare individual mess bills in Prescribed Format. The amount to be realised from each student should be expressed in whole rupees, paise below 50 being ignored and 50 paise and above being rounded off to the next higher rupee. The bill will be

checked by the Mess Caretaker and generally examined by the Mess Secretaries. The preparation and checking of the bill should be completed by the 6th of the month following the month to which it relates.

Note: The total effect of rounding off should be shown in the monthly statement of income and expenditure.

V.6.3 PAYMENT OF MESS BILLS

- I. The Mess Bill must be paid by the **(3rd-10th of current month)** i.e after the monthly statement of the previous month to which the Bill relates. The last day for payment of hostel dues will have to be by 10th of every calendar month and including the rate of fine.)
- II. If a boarder of the Hostel fails to deposit his/her Mess Dues by 10th of every calendar current month, he/she will be fined Rs. 50/= per day till one month (First Month) and after one month (Second Month) the fine will be Rs.100/= per day. Further, if he/she fails to pay the pending dues till two (02) months, the University may withdraw the hostel facility.
- III. Subsequently, a fine of Re. 50/- each day till one month (First Month) and after one month (Second Month) the fine will be Rs.100/= per day of default shall be payable by the boarder. The fine shall, however, continue to be levied on the defaulting student till the date either he/she is evicted from the hostel (in case of more than two months) or his/her dues are regularised by the Hostel authorities. *(All such residents who do not pay Mess Bills for a continuous period of two months, their rooms are liable to be locked and meals will be stopped and this may ultimately lead to their eviction from the hostel).*
- IV. The amount of Mess Bill, along with fine and re-admission charges, if any, will be deposited by the member with the Mess Caretaker.

While receiving the mess charges, the Mess Caretaker will:

- i. check the correctness of the amount tendered against the monthly mess bill;
 - ii. check the correctness of the amount of fine and re-admission charges, if any;
- and
- iii. note the date of payment in the monthly mess bill in the prescribed column over his initials.

V.6.4 DEFAULTERS' LIST

On the 10th of the next month to which the mess bill relates, the Caretaker/Cashier will prepare a defaulters' List which, after checking by the Section Officer, will be sent to the Warden (Mess) and the Deputy Provost (Administration) for stopping meals of the defaulter. The Mess Caretaker will keep a note of the meal in the diet register.

In case any boarder fails to deposit Mess/ Hostel Fee dues within two months, his/her hostel allotment/facility will be cancelled. Further, if any student has not availed mess facility for a continuous period of two month without prior permission, he/she will be expelled from the Hostel.

V.6.5 ACCOUNTING OF CASH COUPONS FOR GUESTS

- I. Cash Coupons shall be treated as cash and kept in the custody of Mess Caretaker, who will be accountable for them. Their value will be entered in the cash book after realisation is made.
- II. A stock register of cash coupons should be maintained by the Mess Caretaker in Prescribed Register and pages being set apart for each denomination of coupons. Whenever, printed coupons are received, these should be entered in the register. The entries of receipts and issues will be checked by the Section Officer and Warden (Mess).
- III. Printed coupon books when received, should be counted by the Section Officer and a certificate of count recorded on the flyleaf.
- IV. Before coupons are issued to the Mess Caretaker, the Section Officer in charge shall countersign each of them on the top as a safeguard against fictitious issues.
- V. If a coupon book is exhausted, the Mess Caretaker will immediately return it along with the total money collected by him to the Section Officer on the same day on which the coupon book is exhausted or, failing this, on the morning of the next working day. The Section Officer will grant him a receipt. Counterfoils of used coupons will be kept in Cashiers/Mess Caretaker' personal custody. At the end of each month, the Section Officer will conduct a physical verification of the coupons lying in stock and record a certificate of verification in the stock register. Loss of coupons should be treated in the same manner as the loss of cash and the same would be recovered from the person responsible for the job.

V.6.6 MESS REBATE

A member is also allowed full rebate with the permission of the Warden (Mess) if he or she is not able to take meals in the mess for a minimum of three consecutive days for any of the following reasons:

- I. if sick when no special meal can be served to the student by the Mess, provided the student concerned submits a prescription to this effect from the treating Doctor of Health Centre to the Deputy Provost concerned; or
- II. if with the permission of the Supervisor and the Dean/Head of School/Departments/Director of the Centre, as the case may be:
 - i. Proceeding on field work (exact place and duration of the field work to be mentioned with dates) duly recommended by the Supervisor/ Dean/Head of School/Departments/Director of the Centre. Any extension, thereafter, may be granted only on the recommendations of the Supervisor and Dean/Head of School/Departments/Director of the Centre, provided the request for extension is received in advance.
 - ii. going out of station for an academic event, for an approved excursion, or sports event, exact duration of the mess rebate to be given with dates in the application for mess rebate, provided such requests are recommended by the Supervisor/ Dean/Head of School/Departments/Director of the Centre, as the case may be.;
 - iii. in connection with natural calamity;
 - iv. in connection with medical emergencies of student or his/her parents, death in the family, marriage of a member of his /her family. For the purpose of this clause, family includes brother, sister, son/ daughter (including step- and adopted ones) Total duration of mess rebate in cases under clause above shall not exceed a total period of 15 days in a month. For this purpose the hostel will maintain proper records.
- III. Rebate is allowed only once in a month except for sick students.
- IV. Mess rebate will not be granted with retrospective effect.
- V. A student seeking mess rebate is eligible, when the boarder has taken prior permission from the Dean of School, Head of Department/Director of the Centre/Principal and submitted it to Provost Office/Warden/Caretaker office before going for field/research work. failing which rebate will not be allowed.
- VI. In case a student on rebate moves out of town and cannot return in time for some valid reasons, he or she must inform the Warden (Mess) immediately by mail, or letter sent by registered post or under certificate of posting, requesting extension of the

mess rebate period. In such cases, extension may be granted by the Deputy Provost(Administration), if satisfied of the genuineness of the case.

- VII. The room of a student away from hostel on mess rebate will be double-locked during his or her absence.
- VIII. If sanctioned mess rebate and not likely to return to the hostel before the last due date for the mess bill of the previous month, a student must, before leaving, deposit in advance an amount equal to the current rate for mess advance towards mess dues, failing which he will be liable to the penalties specified for delayed payment of mess dues.
- IX. Provost is empowered to sanction rebate to any student on specific grounds.
- X. The Warden(Mess) should keep a strict vigil so that these students do not cook their food in their rooms.

V.6.7 PROCEDURE TO DEAL WITH MESS REBATE APPLICATIONS

The Warden (Mess) will send the sanctioned application of the student to Mess Caretaker who will

- I. give the prescribed acknowledgement to the concerned student (so that there may be no dispute about non-receipt of rebate application);
- II. note, over his initials, the rebate in the appropriate column of the Diet Register against the days for which it has been sanctioned;
- III. get the application noted by the Hostel Caretaker;
- IV. fill up the portion of the application form marked for Sr. Warden(Administration) sign it, and send it to Provost.

V.6.8 PARTIAL MESS BILL

- I. If a student vacates the hostel before preparation of the Mess Bill for that month, his diet charges will be calculated at the same rate as in the last mess bill. To this will be added any other dues on account of extra messing/special dinner etc.
- II. The correctness of the partial bill prepared by the Mess Caretaker should be checked by the Section Officer.
- III. The student will pay the bill before he or she leaves the hostel.

VI. HOSTEL RULES AND REGULATIONS:

The University Hostels are academic spaces and residents are encouraged to foster a spirit of brotherhood, maintain discipline and avoid unlawful activities. Neglect of hostel rules and dereliction in observance of the rules and regulations are punishable by warning; by fine; by suspension or by expulsion depending upon the severity of the case.

VI.1. GENERAL RULES AND REGULATIONS:

Some of the rules given hereunder are later additions. A careful study may please be taken up. The rules and regulations are framed in the larger interests of the residents. The safety, comfort and welfare of all the residents is of great concern to the University. It is mandatory to follow the rules and regulations given hereunder:

- I. Each resident must necessarily wear the id card while entering and leaving the hostel; in the dining hall; during hostel events and must produce the same on demand by the Security personnel/Caretaker/Warden/Provost.
- II. Residents will not indulge in forgery or impersonation under any circumstances.
- III. Residents must have their meals and beverages in the designated dining hall/Mess. They are NOT allowed to carry food and beverages outside the dining hall/Mess except when reported sick and on written permission.
- IV. Newspapers and recreation facilities must be used in the designated areas only.
- V. Sports equipment for outdoor use must be deposited back in the recreation room.
- VI. Gym equipment is for use in the gym only.
- VII. Mess utensils/crockery/cutlery etc are for use in the Mess/dining hall. Residents cannot take them out of the dining hall area.
- VIII. Garbage bins must be used for waste material. Littering the hostel premises is NOT allowed.
- IX. While there is no dress code, residents must be dressed in a modest manner in common areas such as dining hall; office; TV room; recreation room, reading room, common room etc.
- X. Residents must NOT take pictures/videos of other residents without their permission.
- XI. Ragging of any kind is NOT allowed. Cases of ragging should be brought to the immediate notice of the office of the Proctor.
- XII. **Sexual harassment of any kind is NOT allowed. Cases of sexual harassment must be brought to the immediate notice of the Internal Complaints Committee, Room No 22, ADMN Building (email: iccmanuu@gmail.com)**
- XIII. Girl residents are not allowed in or near Boys' hostels. Loitering of girls around the Boys' hostels will be viewed seriously.

- XIV. Boy residents are not allowed in or near Girls' hostels. Loitering of boys/men around the Girls hostels will be viewed seriously.
- XV. Residents are NOT allowed to harbour Guests/Visitors in their rooms/hostel without the permission of the Caretaker/Warden/Provost.
- XVI. Residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Use of narcotics, consumption of alcoholic beverages is prohibited.
- XVII. All complaints relating to hostel inmates/ workers should be brought to the notice of the warden in writing and action will be initiated as required. Mutual polite behaviour is expected of all in dealing with fellow residents and Hostel Staff.
- XVIII. If any student is found misbehaving and indulging in misconduct with any employee of the hostel, he will be expelled from the hostel immediately and fees paid by her will not be refunded. Hostel staff is also expected not to misbehave or indulge in misconduct with any resident.
- XIX. Before vacating the hostel, a resident must clear all dues, handover the charge of his/her room and other materials in satisfactory condition to the Warden.
- XX. Residents are not allowed to change the room allotted to them except with the permission of the warden. Rooms should be kept clean and will be subjected to regular inspection.
- XXI. The rooms of the students will not be opened in their absence, except in case of emergency, or occasions when students have violated the rules of the hostel. The University reserves the right to lock any room and/or force open any room if required.
- XXII. A resident shall not organize/participate in any activity in conflict with the rules of the university and model conduct desired from students and if this happens, student shall be liable to disciplinary action even amounting to suspension and rustication from the University or Hostel or both whichever will be deemed fit.
- XXIII. A resident shall not participate in any campaign/discussion/forum via personal presence or through print/electronic media including social media which spread acrimony/animosity among individual, groups and society, or which are against the law of the land, or which violate the rules of the university or vitiate its atmosphere.
- XXIV. A resident shall take prior permission from the respective authorities for organizing or starting any kind of discussion/campaign/forum involving the mass of students and staff via personal presence or through print/electronic media including social media. Such resident shall be accountable for any adverse effect of these activities on the campus and accordingly shall be liable for disciplinary action.

- XXV. Smoking, storing or consuming alcohol including beer, narcotics/intoxicating substances and other items prohibited by law within the campus are serious offences, which attract penalty, expulsion from hostel / Institute or other disciplinary or legal action as per the recommendations of the Disciplinary Committee.
- XXVI. Disciplinary action will be taken against those entering the campus after having consumed any alcoholic drinks or other narcotic substances.
- XXVII. If empty bottles of alcoholic drinks, remnants of any other intoxicating substances or cigarettes are found in the hostel rooms, all the members in the room will be fined for the first time offence. Further, if a student is found guilty of the offence, it will attract penalty, expulsion from hostel or other disciplinary or legal action as per the recommendations of the Disciplinary Committee.
- XXVIII. University/Hostel authorities reserve the right to conduct surprise checks of all areas in the hostels to ensure compliance to the hostel rules in general. No male person/male official will be part of the surprise check in Girls Hostels except on the written consent of the Provost, Girls Hostels and only when accompanied by female Caretaker/Warden/officer.

VI.2. Hostel Timings:

Every resident should be in the hostel by 8:00 p.m. However they are allowed to return late in case of emergency up to 11.00 pm but such residents have to submit an application/gate pass to the Warden/Caretaker on the same day or before. The residents, who return after 8.00 pm should make proper entry in the Late Entry Register available at the Hostel Security Gate. No hostel resident will leave the campus between 11.00 p.m. and 5.00 a.m., except with prior permission in exceptional cases. In case of travel outside, it is essential to inform the Warden in writing in advance.

Girl residents must give an undertaking in writing from their parents (Annexure) at the time of Hostel Admission for late return facility. This is in addition to the above rule.

Each resident must apply for Gate Pass in advance during the designated timings.

Each resident must sign in the Daily Attendance Register twice: (1) before leaving the hostel to attend classes or before 9:30 am whichever is earlier and (2) on returning to the hostel or before 8 pm whichever is earlier. Presence attendance is compulsory on all days including weekends; holidays; short term vacation etc.

- I. Residents should sign in the Late Register when they return to the Hostel after permissible limit.

- II. Residents returning from visit to their home must sign in the concerned register available at each hostel.
- III. During meal timings, signature in the Diet Register placed in the Mess is compulsory before proceeding to the food/service counter.
- IV. Hostel residents may return to campus after 11:00 p.m. for a maximum of four times in a month with the written permission of the concerned Warden in advance. On their return to the Campus, they must produce their Identity Card to the Security at the Gate. Those who fail to produce the Identity Card or fail to follow the instructions of the security staff will face disciplinary action.
- V. Girl residents must give an undertaking in writing from their parents (Annexure) at the time of Hostel Admission to avail the above facility. This is in addition to the above rule.
- VI. The University has empowered the Security Staff to monitor and document movement of hostel residents out of campus beyond permissible limits and such information may be shared with the parent/local guardian, if necessary.
- VII. Hostel is only for the use of bona-fide students of that particular hostel. Visitors/Guests/Day Scholars (Non Resident Members of the Hostel) of any resident are not allowed to stay in the hostel after 7.30 pm and before 7.00 am in any room without prior permission of hostel officials. The Visitors/Guests/ Day Scholars (Non Resident Members of the Hostel) of the resident should make their entry and exit time in the Visitors' Register available at the Hostel Security Gate.
- VIII. Permission from the warden of the hostel must be sought in writing if the student is going out of the hostel for overnight stay. In case of Girl students, such permission will be considered only after the consent of the parent over phone on the registered contact number only.
- IX. If a resident is to remain absent from the hostel for more than three (03) days due to internship, field work, data collection etc. prior written application should be submitted to the warden of the hostel before proceeding. In case a Research Scholar wishes to stay away from the hostel for more than 15 days (excluding vacation), prior written intimation should be submitted to the Warden duly forwarded by the HOD and concerned Research Supervisor before proceeding.

VI.2.1 RULES RELATED TO LATE NIGHT MOVEMENT:

Your safety is of prime concern to the University. It is important to be aware of the safety hazards of movement outside the campus late in the night and thus, as far as possible try to get back to your place of residence at the earliest. It is advisable to move in groups rather than alone for your own safety. Movement on campus in the late evening /night hours should be avoided due to safety and security concerns. As the University employees and Officers also stay on campus with their families, it is important that their privacy is respected. The following rules for campus events at night have been formulated for your safety and comfort. All residents are required to strictly follow the same.

VI.2.2 HOSTEL NIGHTS - NORMS TO BE OBSERVED

The following norms are to be observed strictly regarding celebrations of Annual functions in the hostels of MANUU.

Timing for Annual Day Functions:

- I. The functions outside the hostel would end at 10 pm. No public address (P.A.) system will be allowed thereafter.
- II. Inside the hostel, functions can continue up to midnight but the music system would be allowed at a low decibel level. In no case residents and neighbours should be disturbed.
- III. The above timings shall be observed by all the residents, and the **Students Hostel Committee** shall take responsibility for its adherence.

VI.2.3 OUTSIDE PERFORMERS/PROFESSIONALS:

- I. No outside performers, including non-professionals will be allowed to participate in the hostel functions.
- II. A non-student shall be treated as an outsider in this context.
- III. Outside sponsorship of any kind and from any quarter is strictly not allowed.
- IV. A detailed programme of the **Hostel Annual Functions** will be worked out by the **Students Hostel Committee** in consultation with the concerned Warden (Health, Sanitation and Recreation), other Wardens and the Provost of the hostel.
 - e. In case of violation of the above norms, the Hostel Committee shall be directly responsible and disciplinary action will be taken as per University rules.

VI.3. Use of Hostel Accommodation:

- I. Hostel is only for the use of bona-fide students of that particular hostel. Stay of any Guests/Parents of hostel residents (**Only Male in Boys Hostel and Female in Girls**

Hostels) is permitted in the hostel for specific reasons on payment of applicable charges and only with prior written permission of the Warden. Permission for the same will be subject to availability of rooms. It is the discretion of the hostel authorities to allow the Visitors/Guests to stay in the hostel and no complaint in this regard will be entertained. A warden will not permit stay of any guest of the resident for more than five (5) days according to hostel norms.

- II. A resident seeking permission to entertain a guest will apply in the form prescribed for the purpose and after obtaining the permission of the Sr. Warden/Warden deposit the guest room charges in cash with the hostel Caretaker against proper receipt.
- III. The accommodation cannot be transferred, sublet. Any violation of this will result in the cancellation of the allotment and consequent eviction. The residents who want to be absent from the Hostel for more than three days must inform the Warden specifying the addresses where he/she can be contacted.
- IV. In case the hostel residents do not get registered for the next semester in the academic year/abscond without informing the hostel office and keep their rooms locked, the hostel authorities will get them to vacate the room. In such cases the hostel office disowns any responsibility for the personal belongings of the residents when they are removed from the abandoned rooms. Also they will be fined **Rs. 2000/-** for leaving the hostel without proper procedure.
- V. Stay of any Visitor in the hostel room when the resident is on leave from the hostel is prohibited. Any resident lodging an unauthorized person may be expelled from Hostel and other disciplinary action may be initiated by the Warden or higher authorities.
- VI. A particular guest of a particular resident shall not be allowed to continue his / her stay as guest of another resident. The Provost/ Deputy Provost/Warden reserves the right to cancel the stay of a guest at any time without assigning any reason. The host will be responsible for the behaviour of his/ her guest during the stay in the hostel.
- VII. In the interest of the privacy, safety and well being of the hostel residents, only bona-fide hostel residents and authorised visitors are permitted inside the hostel rooms. Accommodating or entertaining unauthorised persons/guests in the hostel is an offence and the University reserves the right to take necessary action against unauthorised persons, and the hostel residents entertaining such persons, including asking them to leave the hostel within 24 hours with or without penalty.
- VIII. The hostel administration reserves the right to deny entry into the hostel to Visitor(s) if such visit is likely to disturb peace and order in the Hostel/Campus.

- IX. Cooking in hostel rooms is **Strictly Prohibited**. If found guilty, strict disciplinary action will be taken against the hostel resident, including levying penalty, expulsion from the hostel or a combination of both whichever is deemed fit.
- X. No refund of hostel fee will be applicable in case a student stays for more than 30 days in a semester from the date of joining the hostel.
- XI. Students are required **to hand over charge of their room keys** and furniture to the Wardens of the Hostel, before proceeding on vacation. Otherwise, they will be charged Rs. 100/- per day for the entire duration of vacation.

VI.4 Hostel furniture/equipment/assets

- I. At the time of occupying the room, the allottee shall be given furniture according to the prescribed norms. Demand for additional furniture will not be entertained.
- II. At the time of occupying the hostel, the allottee shall be required to sign the inventory of furniture and other items provided. He shall be personally responsible for the custody of the same.
- III. The residents are responsible for the security of their rooms and their belongings and shall lock their rooms properly before leaving them. The University shall not be responsible for any loss of their private belongings and other property.
- IV. Residents shall switch off lights, fans, water taps etc., before they leave their room failing which they have to pay the cost for the waste/damage incurred due to noncompliance of the rule. In addition they will be fined any proportionate amount up to Rs. 2000/-
- V. Use of electrical gadgets/appliances such as air-conditioner, geyser, immersion rod, room heater, cooking heater, induction, micro-oven, electric iron etc. is not permitted in the rooms. If any hostel resident is found to be using such appliances other than a reading lamp and a tea kettle in his/her room, strict disciplinary action will be taken, including confiscation of the appliances, levying penalty, expulsion from the hostel or a combination of both.
- VI. Tampering with fittings and fixtures in the rooms will be treated as willful damage to the University property and those guilty will be expelled from hostel.
- VII. Walls, doors and furniture should not be disfigured in any way including by driving in nails or sticking pictures on them. If any damage is noticed, the walls or the furniture will be repainted/ polished and the expenses for the same will be recovered from the student.

- VIII. Allotment of rooms, furniture etc will be entirely at the discretion of the authorities and no complaint in this regard will be entertained.
- IX. Lights and fans should be switched off when not required and when leaving the room. If the fans and lights are found switched on, the master switch outside the room will be switched off. In multi seater rooms, the lights in the room should be switched off by 12.30 a.m. and anyone studying can use table lamps, so as not to disturb others.

VI.5 AVOIDING DISTURBANCE TO OTHERS AND OBSERVANCE OF QUIET PERIOD

- I. The time after dinner 10:00 p.m. to 6.00 a.m. is maintained as quiet period in the hostels to facilitate private study or rest. Residents should not play loud music on mobiles, computers, laptops, other gadgets or talk loudly, shout, sing, or make any other noise during this period. Quiet period will also be maintained on the campus. Even at other times, students are advised to play musical instruments at low volume or not to play them at all if others object to it due to disturbance caused to them.
- II. While students are permitted to use the Library and computer facilities till late in the night (**only up to 8:30 pm for Girls**) they are advised to respect the privacy of residents on the campus and families living on the campus by refraining from unwelcome, loud and boisterous behaviour.

VI. 5.1.Noise Pollution:

The University follows rules laid down by Ministry of Environment and Forests (MoEF), which lay down that use of loud speakers in a residential zone have to be restricted and have to be turned off at 10.00 p.m. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit by more than 5 db. The permitted decibel level for residential areas is 45 db. **The complete rules are available on the (MoEF) [website](http://www.moef.gov.in/)**

VI.5.2 TRAFFIC REGULATIONS AND PARKING OF VEHICLES INSIDE THE HOSTEL:

- I. Possession of a valid driving license/registration documents is a must. Driving license/registration documents must be produced on demand by Security Staff/ any official.

- II. The speed limit inside the University is 20 kilometres per hour to avoid accidents. Please do not exceed this speed limit. Strict action will be taken against students who do not adhere to speed limit. Triple riding on two wheelers is strictly prohibited. Strict action will be taken against defaulters.
- III. Two wheeler riders must wear a helmet. Fancy horns are not allowed.
- IV. Over-night parking of commercial vehicles inside the campus, without prior permission, is not allowed. Residents may park their private/personal vehicles in the University at their own risk without creating any hindrance to others.
- V. All students who have a vehicle should obtain a vehicle pass from the Security Office. This will enable the security personnel to identify your vehicle. Visitors may park their vehicles at their own risk and the University will not be responsible for the safety of their vehicles and or for any damage or missing parts thereof.
- VI. Parking of vehicles in front of “NO PARKING” signs is strictly prohibited and vehicles found in such areas will be removed by the security guards. The University will not be responsible for any inadvertent loss or damage to such vehicles parked in no parking zones.

VI.6 VALUABLE ARTICLES

- I. Residents are advised not to keep large amounts of money and/or valuable articles in their rooms. The Bank located at University premises offers facilities for safe keeping of valuables. The University will not take responsibility for the loss of money and/or valuables due to the negligence of the hostel residents.
- II. Any loss or theft of any belongings should be reported immediately to the Proctor office duly forwarded by the Provost/Warden of the Hostel. If any hostel residents are found guilty of theft, they will be asked to leave the hostel immediately and other disciplinary or legal measures will be initiated against them.

VI.7. HEALTH AND ILLNESS

- I. In the case of medical emergencies residents must contact the Resident Doctor/Encharge/Deputy Provost (Administration)/ Caretaker/Warden and go to Health Centre. The Doctor on duty will attend to the resident and if necessary, arrange visit to hospital. Students are not expected to leave on their own without informing the concerned officials of the University or Hostel.
- II. A first-aid kit is available with Hostel Health Secretary/Wardens/Caretakers of the Hostel. In case of infectious diseases and other medical emergencies, the University

may admit the student to a hospital on the recommendation of the University Doctor. Students with infectious disease are not permitted to stay in the hostel. After recovery, they will have to produce a fitness certificate from the concerned Medical Officer to rejoin the hostel.

- III. Girl residents must be accompanied by a female attendant during visit to hospital/ during hospitalisation.
- IV. Sick residents must report their sickness in the Sick Register either in person or through their representative.
- V. Sick residents seeking hospitalization must inform the Caretaker/Warden/Provost through their representative. After discharge, they should report back to the Caretaker/Warden.
- VI. Request for special diet during illness must be placed with the Caretaker.
- VII. Residents suffering from chronic/serious/terminal illness will inform the Warden in writing about their illness and give an undertaking that their stay in the hostel is at their own risk. Confidentiality will be maintained if so requested.
- VIII. A copy of Case History of residents suffering from chronic illness must be submitted in the office of the Warden.
- IX. Residents of Girls Hostels must inform the Warden in writing about their pregnancy, if any, so that special consideration may be given. However, the Girls Hostels and the staff are not equipped to deal with any emergency. Therefore, stay in the Hostel during the period of pregnancy will be at the risk of the resident. Such residents will have to give an undertaking (Annexure)

VII. DISCIPLINARY ACTION AGAINST DEFAULTERS OF HOSTEL RULES AND REGULATIONS:

The following are the authorities for penal action/fines, in the event of breach of discipline and/or misconduct/misbehaviour on the part of a resident or a group of residents:

VII.1 AUTHORITY: EXTENT OF FINE/PENALTY

I. Provost

- i. To impose a fine upto Rs. 5000/- at a time.
- ii. To remove students or a group of students from hostel and for keeping the Hostels out of bounds from such student(s), who have been expelled from the Hostels by the University.
- iii. To transfer a student from one hostel to another hostel.

- iv. To recommend disciplinary action against the resident(s) to the Disciplinary Committee of the University.

II. Deputy Provost (Administration)

- i. To impose a fine upto Rs. 2000/- at a time;
- ii. To transfer a student from one wing to another of the hostel

III. Other Wardens

- i. To impose a fine upto Rs. 1000/- at a time; and
- ii. To transfer a student from one room to another room in his/her hostel wing.

VII.2 MISCONDUCT AND INDISCIPLINE AT HOSTELS

- I. All kinds of Ragging at hostel.
- II. All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and or any act which incites or leads to violence by the resident of hostels.
- III. Laying siege to any space/building at Hostel or staging demonstrations around the Hostels or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus by the boarders.
- IV. Causing or colluding in the unauthorized entry of any person into the Hostel or in the unauthorised occupation of any portion of the Hostels by the boarders.
- V. Damaging or defacing, in any form, any property of the University or the property of any member of the University community by the boarders.
- VI. Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre by the boarders.
- VII. Blockade or forceful prevention of any normal movement of traffic, violation of security and safety rules notified by the University by the boarders.
- VIII. Any other offence under the law of land and University;
- IX. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus by the boarders.
- X. Any intimidation of or insulting behaviour towards a student, staff, or any University staff other person by the boarders.
- XI. Sexual harassment of any kind which shall also include: Unwelcome sexual propositions/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent or sexual jokes and or comments by the boarders among Hostel residents.

- XII. Eve-teasing or disrespectful behaviour or any misbehaviour with a student, women staff member/visitor by the boarders.
- XIII. Committing forgery, tampering with the identity Card or University records, impersonation, misusing Hostel property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- XIV. Furnishing false certificates, or false information in any manner to the Hostel administration.
- XV. Any act of moral turpitude;
- XVI. Arousing communal, caste or regional feelings or creating disharmony among students. Use of abusive, defamatory, derogatory or intimidatory language against any resident member of the Hostel.
- XVII. Unauthorised occupation of the hostel rooms or unauthorized acquisition and use of Hostel furniture in one's hostel room or elsewhere;
- XVIII. Indulging in acts of gambling Hostels;
- XIX. Consuming or possessing drugs or other intoxicants at Hostels;
- XX. Not disclosing one's identity when asked to do so by a faculty member or employee of the University or Hostel staff.
- XXI. Accommodating unauthorized guests or other persons in the halls of residence;
- XXII. Any other act which may be an act of violation of discipline and conduct;

VII.3. UNAUTHORISED GUESTS - ACTION/ FINE ON DEFAULTING RESIDENTS:

The hostel residents on account of harbouring unauthorized person(s) in his/her room would be fined in the first instance with Rs. 2000/- or to face transfer from one hostel to another hostel or may be expelled from the hostel.

VII.4 EVICTION: RULES AND PROCEDURES

A resident may be evicted from the hostel for any breach of discipline, norms of hostel or mess rules or if not conforming to academic requirements as stipulated in the Rules of the University or otherwise notified by the University. The Eviction process will be initiated by the Deputy Provost/Warden/Caretaker in consultation with the Provost of the Hostels. Before eviction, the resident concerned will be served with a five (5) days Eviction Notice by the Deputy Provost//Warden, so that the resident is informed of the proposed action and can take care of his or her personal belongings lying in the room, and vacate the room on or before the

date fixed for eviction. If the resident does not vacate by the date specified in the "**Notice for Eviction**", the lock of the room will be broken/opened in the presence of:

- a The Deputy Provost/Warden
- b Warden Administration of the Concerned Hostel,
- c The Hostel Caretaker, and
- d The Proctor or his/her representative

For this purpose, the Deputy Provost/Warden will inform the concerned officers in **Prescribed Form** (Annexure) in advance. Where the second room-mate or third room-mate is affected by eviction of the defaulting resident, the second/third/fourth or more room-mate will be accommodated by the Sr. Warden/Warden in consultation with Provost in other room(s) as may be possible. If, on breaking open the lock, any personal belongings of the defaulting resident are found in the room, these shall be listed under the signature of all those present at the time of eviction and disposed of by the hostel administration in whatever manner it may deem fit. The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings. The amount, if any, earned by disposing of the personal belongings, will be deposited in the General Fund of the Hostel. If any furniture articles/fixtures allotted to the student are found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price of the article minus depreciation value, as may be decided by the Maintenance Warden.

VII.5 INTERPRETATION

In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.

VIII. COMPLAINTS/GRIEVANCES

- I. Any complaint/grievance from a resident(s) in the first instance should be referred to the Deputy Provost (Administration) of Hostel who will, depending on the nature of the complaint ensure that it is processed by him/her as speedily as possible.
- II. In case the resident(s) is/ are not satisfied with the action taken by the Sr. Warden, the Student/Students, as the case may be, may bring the grievance in writing to the notice of the Provost of the Hostel as soon as the decision of the Deputy Provost (Administration) has been made known and in no case later than three weeks from the date of decision of the Deputy Provost (Administration).
- III. Constitution of a committee to consider and dispose of issues pertaining to violation of hostel rules, disputes and grievances, etc. The committee shall be called

MANUUHGRC ‘Maulana Azad National Urdu University Hostel Grievances Redressal Committee’.

VIII.1 GRIEVANCE REDRESSAL MECHANISM IN HOSTELS:

- I. Hostels in the University exist to provide conditions of congenial living to the residents, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.
- II. In case the resident(s) is/ are not satisfied with action taken by the Provost, the resident(s) is/are free to bring the grievance in writing to the notice of the **MANUUHGRC ‘Maulana Azad National Urdu University Hostel Grievances Redressal Committee.’**
- III. Residents may appeal against the decision of the Provost, within a week in writing to the MANUUHGRC of the Hostel which shall consist of
 - i. Dean Students Welfare
 - ii. Two teachers nominated by the Vice-Chancellor, preferably from amongst persons having adequate experience in hostel administration.
- IV. The Grievance Redressal Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.
- V. The decision of the Grievance Committee shall be final however the student may approach University Disciplinary Committee if not satisfied with the verdict.
- VI. The Committee shall formulate its own procedure.
- VII. The term of the Committee shall be two years.
- VIII. Questions relating to structure of the hostel administration including Rules and Regulations governing the hostel will be outside the purview of the Grievance Redressal Committee.

IX.1 FOOD AND AUDIT COMMITTEE

- I. To assist the Warden (Mess), each hostel will have a ‘*Food and Audit Committee*’, *consisting of the Warden (Mess) as the ex-officio Chairman and three/ five/seven members (including vegetarians and non-vegetarians and representatives of different regions and departments)* elected/selected/nominated by the hostel residents.

- II. The Committee will function in accordance with the rules laid down hereinafter. In general, the Committee will:
 - i. Supervise the working of the Mess;
 - ii. Ensure compliance with the Mess Rules;
 - iii. Prepare the food menu to be adopted by the Mess for each month in advance;
 - iv. Suggest improvements in the quality of food served in the mess;
 - v. Arrange special dinners or other functions in the mess and fix the financial limit of expenditure to be incurred on such occasions;
 - vi. The elected members will hold office for one year.
 - vii. To audit monthly bills towards purchase of the food by the Mess Caretakers.
 - viii. To display the monthly mess/ food bills after auditing at the notice board.

IX.1.1 MONTHLY STATEMENT OF INCOME AND EXPENDITURE:

At the end of each month, the Mess Caretaker will prepare a monthly statement of income (If any) and expenditure in Prescribed Format. The statement of income and expenditure should be checked by the Section Officer in charge and initially examined and checked by the Warden (Mess) and the Mess Secretary and Food and Audit Committee. This should be done by the 2nd /3rd of the month following month to which the bill relates. For this purpose all money realised from the residents students on account of mess advance, monthly messing charges and guest charges will be taken as payments made for running of the mess.

Note: The total expenditure shown in the statement should be in accordance with the total of the bill register.

IX.2 STUDENTS HOSTEL COMMITTEE

- I. For the proper integration of the residents' life, each hostel will have a Hostel Committee Headed by **Sr. Hostel and** consisting of **six (06) members**, all directly elected by the General Body of the Hostel concerned. The General Body shall consist of all resident students of the Hostel. ***Note: The term of the President and other members will be for one academic year only.***
- II. Any vacancy in the Students Hostel Committee will be filled in by election or by nomination by the Deputy Provost (Administration) in consultation with the **Sr. Hostel** and the members of the Committee. The election of the Committee will be held and declared in August/September each year and the following rules will be observed:

IX.2.1 RULES REGARDING THE CONDUCT OF ELECTIONS FOR HOSTEL COMMITTEE:

- I. Candidates will have to submit nominations in the prescribed proforma available in the Hostel Office.
- II. A candidate may file more than one nomination for the same post.
- III. A bona fide resident from the hostel is eligible to contest for the post of **Sr. Hostel**. The name of the proposed **Sr. Hostel** candidate must be in electoral rolls of the Hostel. However, residents will not be eligible to contest hostel level elections if the tenure of studentship falls short of the normal duration of the hostel/mess committee.
- IV. For the post of member of Students Hostel Committee, the proposer, the seconder and the proposed candidate must be a resident of the hostel, and his/her name must be in the electoral rolls of the Hostel. *Note: A student may contest for one post only i.e. either for Students Hostel Committee or Food cum Audit Committee.*
- V. When filing up the nomination form, care must be taken to ensure that the name of the proposer, seconder and the proposed candidate correspond to the name given in the electoral rolls exactly. Addition or deletion or any other change from the original will render the nomination invalid.
- VI. Candidates contesting for the post of member of Students Hostel Committee or **Sr. Hostel** shall abide by the rules, regulations and instructions issued by the Presiding Officer appointed by the Provost to conduct the elections.
- VII. All decisions of the Deputy Provost (Administration) of the Hostel in all matters pertaining to elections shall be final and binding.
- VIII. Candidates must make themselves accessible and available in the Presiding Officer's office as and when required.
- IX. A proposer or seconder can propose and/or second only as many persons as there are number of posts in the hostel.
- X. The voting will be done according to single non-transferable vote.
- XI. No postal-ballot papers shall be allowed.
- XII. Dining Halls of the respective hostel will be the polling booth.
- XIII. The residents shall bring their valid Identity Cards at the time of casting their votes and show the same to the election official, when demanded.

IX.3 STUDENT HOSTEL COMMITTEE

are expected to Represent and interact with the Wardens/Residential Warden and Section Officer (Hostels) on hostel matters in consultation with other students, including day-to-day maintenance, students' concerns, emergencies, keeping rooms in good condition, use of electricity, computer facilities, etc.

- I. Monitor the floor-wise monthly cleaning schedule, which will be displayed on the hostel notice board.
- II. Maintain the first aid kit.
- III. Keep the Section Officer (Hostels) and Wardens/Residential Warden informed about issues that require urgent attention.
- IV. Coordinate with the representatives of other hostels, Students' Union and the Section Officer

IX.4 HOSTEL SECRETARIES

IX.4.1 COMMON ROOM SECRETARY:

- I. Will ensure that Common Room is open and facilities for indoor games are available to residents during stipulated hours;
- II. Ensure cleanliness in Common Room;
- III. Ensure that all electrical fittings, TV, Record Player/Music Player, etc. are in proper order;
- IV. Make purchases of items like TT balls, powder for carom boards, etc. in consultation with concerned Warden and Hostel Committee; and maintain proper records on a permanent register;
- V. Organise the annual events as decided by concerned Warden and Student Hostel Committee;
- VI. Assist concerned Warden in any other function necessary for the smooth and efficient running of Common Room;
- VII. Will be responsible for making sure that the TV is switched off regularly;
- VIII. Will look after the maintenance and functioning of the common room;
- IX. He/she will also take care of the discipline and also ensure the decorum in the Common Room;
- X. Will shall report from time to time the requirements of the Common Room to the concerned Warden.

IX.4.2 CULTURAL AND LITERARY SECRETARY

- I. Will be in charge of cultural and literary activities of the hostel;
- II. Will be in charge of organizing any competitions related to cultural and literature within the Hostel;
- III. Will be in charge of all literary and debating activities of the hostel;
- IV. Is responsible for maintaining record of important cultural and literary events in the hostel;
- V. Is responsible for organizing any other activities related to arts, culture and literature in the hostel.

IX.4.3 MESS SECRETARY

- I. Will convene meetings of the Food and Audit Committee in consultation with the Warden (Mess) and maintain minutes of such meetings duly signed by all members.
- II. Will look after the quality of food and the general services rendered to the residents and bonafide guests in the Dining Hall.
- III. Will put up the complaints of the students, if any, before the Food and Audit Committee for redressal;
- IV. Will examine the monthly Mess Bill;
- V. Will discharge such other duties in connection with the mess as may be assigned to him/her by the Food and Audit and Mess Warden.

IX.4.4 READING ROOM SECRETARY

- I. Is responsible for maintenance of the Reading Room Library, if any;
- II. Is also responsible for maintenance of lounge and subscription to news papers and magazines;
- III. Will maintain proper records of all magazines received in Reading Room and their disposal in consultation with concerned Warden;
- IV. Is responsible for making sure that old newspapers are sold off regularly and he must a record of sale of old newspapers on a permanent register;
- V. Will look after the maintenance and functioning of the common reading room;
- VI. Shall report from time to time the requirements of the Reading Room to the concerned Warden.

IX.4.5 SPORTS SECRETARY

- I. Is in charge of all indoor sports activities in the hostel, if any;

- II. Should ensure hostel participation in sports activities;
- III. Is in charge of maintaining all indoor equipments;
- IV. Should organize sports and games events regularly in consultation with the concerned Warden;
- V. Shall report from time to time the requirements for the Sports to the concerned Warden.

IX.4.6 HEALTH AND SANITATION SECRETARY

- I. Will look after the sanitation of the Hostel;
- II. Will supervise the work of House Keeping Staff Sweepers;
- III. Will ensure that the Hostel space is free from dogs and stray animals;
- IV. Will visit surroundings of the hostel buildings and submit periodical reports about their sanitation/cleanliness;
- V. Will supervise the work of housekeeping staff in maintaining and cleaning of the toilets and other related areas in the hostel premises;
- VI. Will supervise the removal of garbage from the hostel in time;
- VII. Should ensure necessary medicines/first aids are available with him/her;
- VIII. Shall help the residents suffering from ill-health in case of emergencies, in consultation with the concerned Warden;
- IX. Can organize health awareness programmes for residents in consultation with the Warden;
- X. Shall report from time to time the requirements for the maintenance of health and sanitation to the concerned Warden.

IX.4.7 DISCIPLINE SECRETARY

- I. Is responsible for the general maintenance of hostel and hostel property;
- II. Has the right to take disciplinary action against any resident in consultation with hostel authorities;
- III. Is responsible maintaining proper discipline in the hostel;
- IV. Is responsible for putting up relevant notice/instructions for maintaining proper discipline in the hostel;
- V. Has to work in co-ordination with other secretaries to maintain discipline;
- VI. Shall also be responsible to give reports or inform any indisciplinary activities in the hostel premises to the concerned Warden.

IX.4.8 DISASTER MANAGEMENT SECRETARY

- I. Shall prepare a team of dedicated students who are willing to volunteer their services to the cause of helping in the case of emergencies;
- II. Shall prepare a group of students who may help and support voluntarily at the time of any natural calamities etc;
- III. Shall organise programmes on the issues of disaster management with a objective to make them aware about the precautionary measures to be adopted in case of natural calamities etc. for hostel students in consultation with the concerned Warden.

IX.5 EDITORS, UNIVERSITY HOSTEL MAGAZINE (BILINGUAL)

The Resident-Editors shall collect the write-ups from all the hostels for the University Hostel Magazine preferably in Urdu and English.

- I. Shall select a team of Assistant Editors in consultation with the concerned Warden.
- II. Shall distribute the work to all the Assistant Editors as per requirement.
- III. Shall prepare a budget required for the printing the said magazine annually.
- IV. Shall ensure that the magazine should be published in the month of March every year.

Note: The term of all the Hostel Secretaries and Editors will be for one academic year only.

X. COMMITTEES AND OTHER FUNCTIONARIES:

X.1 Hostel Committee/Hostel Advisory Committee (Composition, Quorum, Meetings, Powers & Functions)

I. Composition:

- i. Provost as Chairperson of the respective Hostels
- ii. All Provosts, Members
- iii. All Sr. Wardens, Members
- iv. Senior most Warden of the Hostel, Member
- v. One senior most member among Senior Hostel.
- vi. President, MSU, Member
- vii. Dean Students Welfare, Member
- viii. Dean Academics, Member
- ix. Senior Most Head of the Department by rotation, Member
- x. One member of the Finance Office
- xi. The Proctor, Member

- xii. **Any one nominee of the Vice Chancellor, Member**
- II. **Quorum:** Seven (7) members, including the Chairperson, shall form quorum for holding the meetings.
- III. **Notice of Meetings:**
 - i. Ordinary meeting may be called 10 days advance notice.
 - ii. Emergency meetings: Any time
 - iii. Meetings of Hostel Committee may be held as and when required, at least once in a semester, or as may be decided by the Provost.
- IV. **Powers of Hostel Committee:**
 - i. The Hostel Committee will be competent to consider and decide or recommend to VC/University, as the case may be, all matters relating to hostel administration, students discipline and general health and well-being;
 - ii. any matter referred to the Provost by the Vice-Chancellor for placing before the Hostel Committee.

X.2 PROVOSTS MANAGING COMMITTEE:

- I. **Composition:** Senior Provost as Chairperson, All Provosts Members, A.R./Section Officer, Deputy Provost (Administration), All Wardens of the Hostels
- II. **Quorum for meetings:** 51 % attendance including Chairperson, shall form quorum
- III. **Meetings:** As may be decided by the Provost (Chairperson)
- IV. **Functions:**
 - i. To consider matters relating to hostel administration and to decide such matters which normally fall within the powers of Provosts.
 - ii. To recommend other cases to the **Hostel Committee** or the Vice-Chancellor/University, as may be decided by the Provosts Committee.
 - iii. Any matter referred to it by the Vice-Chancellor/Provost (Chairperson) or Hostel Committee.

XI. HOSTEL MODALITIES AND DUE PROCEDURE

XI.1 ISSUE OF GATE PASS-PROCEDURE FOR TAKING OUT ARTICLES FROM HOSTEL

- I. No articles shall be allowed to be taken outside including personal belongings of residents unless a proper gate pass prepared by the Caretaker and signed by the

Deputy Provost (Administration) is produced to the Security Guard on duty at the hostel gate.

- II. The gate pass will be retained by the Security Guard for record.
- III. Any lapse will be viewed seriously and disciplinary action will be taken.

XI.2 MAINTENANCE, SANITATION AND CLEANLINESS OF HOSTEL FACILITIES:

- I. The Warden-in-charge (Health Sanitation & Recreation), with the assistance of the Sanitary Supervisor and the Caretaker, will keep a proper watch over the sanitation and cleanliness of the hostel. Each Safaiwala & Washermen will be allotted a certain number of rooms and other areas to be cleaned daily. The concerned Safaiwala & Washermen will obtain the signature of the residents every day for having cleaned the rooms and bathroom/toilets from different wings of the Hostels.
- II. **The Warden (Health Sanitation & Recreation)** will keep a watch over the proper use of sanitation articles supplied to the hostel from time to time on an **indent** signed by the concerned Caretaker.
- III. The concerned Caretaker is responsible for maintaining the current stock of such sanitation articles and will be responsible for any pilferage.
- IV. The Sanitary Supervisor is responsible for the distribution and supervision of work among Safaiwalas & Washermen with consultation of concerned Warden and Caretaker.

XI.2.1 MAINTENANCE: CARETAKER'S ROUTINE

- I. The concerned Caretaker has to inspect his hostel at least once a week thoroughly and record any defects etc. in the Caretaker's register.
- II. Once a week the Caretaker has to locate leakages in water pipes, blockage of drainage, etc.
- III. This register will be checked regularly by Deputy Provost (Administration) who will put his/her initials with date.

XI.2.4 REPORTING OF COMPLAINTS:

Electrical:

- I. A resident reports urgent complaints, like "no current" or "fan not working" directly to Engineering Section in its complaint register.

- II. For other complaints (like tube light fused in corridor), the Caretaker will report to Engineering Section in its complaint register.

Civil:

- I. Caretaker will report civil complaint to the Engineering Section.
- II. Caretaker will keep a check on whether the items reported have been attended to or not.

XI.2.5 FOLLOW-UP OF COMPLAINTS

- I. If a complaint is not attended to within two weeks, the Deputy Provost (Administration) or the Provost may bring it to the attention of the appropriate **Assistant Engineer or Executive Engineer or Concerned Head of the Section**.
- II. In case any problem still remains unsolved after a reasonable notice, the Provost/Deputy Provost (Administration) may take necessary approval from Competent Authority for the repair and maintenance of Hostels by the Provost Office.

XI.2.6 FURNITURE REPAIR, SERVICING OF APPLIANCES/GAS SYSTEM, CIVIL, ELECTRICAL, CARPENTRY, PLUMBING WORK etc:

- I. Maintenance Caretaker supervises the repair and maintenance of University furniture in the hostels under the overall control of Sr. Warden/Warden (Administration). This activity includes welding for metal work, caning, polishing; and wood work. Furniture for each hostel is repaired within the hostel for which each hostel is required to send the job card to Maintenance Caretaker listing items of furniture to be got repaired with the approval of the Sr. Warden/Warden (Administration).
- II. Each hostel is entitled to a reasonable margin of furniture over and above its needs at full occupancy. Furniture needing maintenance should be assembled at a central store for repair and its replacement issued from the margin in stock.
- III. Maintenance Caretaker will arrange to take the services of the University Carpenter or hire it from outside and Helper along with material to visit each hostel periodically for repair of furniture items, as required. The Maintenance Caretaker will keep record of repair works undertaken, material purchased consumed and disposed of as per University Rules/GFR.
- IV. Maintenance of various appliances such as television, refrigerator, water cooler and the Gas system required recourse to diverse agencies and appropriate arrangements are in force at any time will be looked by the **Maintenance Caretaker** . The primary

responsibility for getting these repairs done is in the hostel. For advice in case of difficulty, contact office of the Provost.

- V. In emergencies, the concerned Warden, with the prior approval of the Deputy Provost (Administration), draw upon the **Imprest Money** to arrange for a private Carpenter or any technician etc. for minor repairs to furniture, maintenance of various appliances such as television, refrigerator, water cooler and the Gas system, Civil, Electrical and Plumbing repair works.

XII. PREPARATION OF REQUIREMENTS-GENERAL NORMS OF PURCHASE

- I. As far as possible the requirements of stores be foreseen sufficiently in advance, thus obviating emergency purchases which comparatively may cost more.
- II. As a rule, piecemeal purchases be avoided. The requirements of stores for a reasonable period be assessed and arrangements made for the purchase. For this purpose, the Wardens' Committee concerned shall ascertain the requirements periodically being fixed with due regard to the shelf-life of the various items.
- III. Scales of consumption or limits of stores be laid down, where possible, and indents/consumption be scrutinised with reference to such limits/scale.
- IV. In cases of doubts regarding procedure, proprietary items, etc. the Finance Branch/Internal Audit may be consulted through the Provost before purchasing stores.
- V. Wherever the old/unserviceable stores etc is. replaced, such old /unserviceable stores including dismantled/scrap stores, etc., having resale value will have to be periodically sold out as early as possible so as to earn the best out of it, as per procedures of the University.
- VI. Purchases of food articles, crockery, utensils, etc. should ordinarily be made through a Purchase Committee constituted by the competent authority.
- VII. Other purchases of stores like furniture, gas tawa, water coolers or any other items/equipment etc., may be purchased by either calling quotations or through a Purchase Committee, as per procedures of the University.
- VIII. Gas should be procured from approved dealers of the GOI only.
- IX. The Food and Audit Committee and Mess Secretary can help actively in reducing the Mess Bill by resorting to bulk purchases in the whole-sale markets in a manner to be approved by the Provost, Deputy Provost (Administration) and Warden (Mess).
- X. The Food and Audit Committee will supervise the system of purchases to ensure utmost economy in the best interest of the hostel mess.

XII. 1 RECEIPT OF STORES:

- I. All material received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken. The Mess Caretaker will be responsible to ensure that the quantities are correct, the quality is good, and the stores are according to approved specifications where presented, and will record a certificate (to be counter-signed by the Mess Secretary, Food and Audit Committee members and the Mess Warden) to that effect on the relevant bills of the suppliers.
- II. Dry rations which are not charged off immediately, but are kept in stock should be properly preserved in a store room. The Mess Caretaker will ensure that rats, rodents, etc. do not spoil the stores and will take the necessary precautions. The Warden (Mess) will periodically inspect the stores to see that supplies have been kept in good and efficient condition.
- III. The bulk items of Kitchen stores will normally be received during the day, preferably when the Mess Secretary and Mess Warden are also present.

XII.2 ISSUE OF STORES

- I. Food articles will be issued by the Mess Caretaker to the kitchen cooks normally twice a day, once in the morning for breakfast and lunch and once in the evening for dinner. The quantity and the kind of stores to be issued will be determined on the basis of the prescribed menu and the effective strength of the dining members including guests. Where scales of consumption have been laid down, issues should be regulated according to the prescribed scales. Care should be taken to ensure that stores are not issued in excess resulting in wastage. Daily consumption form/quanta to be prepared and signed with date by the Mess Secretary, Mess Caretaker and Cooks of hostel kitchen every day on the **Kitchen Stock Register (Outward)**.
- II. The Warden (Mess) will make surprise checks to assess the correctness of issues and record a certificate as a token of their surprise checks.

XII.3 DAILY SUMMARY OF ISSUES

A daily summary of issues will be prepared by the Mess Caretaker in a register in prescribed Register. At the end of each month, total issues will be worked out and carried to **the Kitchen Stock Register (Inward) and (Outward)**.

XII.4 STOCK REGISTERS

- I. All transactions of receipts and issues of stores should be recorded in **the Kitchen Stock Register (Inward) and (Outward)**. The pages of the register should be machine numbered. The left hand side of the register should be used for recording receipts and the right hand side for issues. Entries of receipts will be made as and when the stores are received while entries of issues will be made in a lump at the end of each month, the total being taken from the daily summary of issues. The closing stock balance and its value should then be worked out in the register by the Mess Caretaker.
- II. Separate page(s) may be set apart in the register for each article or group of articles.
- III. Items of food stuff which are procured for day to day consumption like bread, butter, eggs, vegetables, milk, sweets, meats, fish, chicken, etc. should be charged off as and when received. Similar treatment should be given to gas, washing powder, etc. A separate stock and issue register may be maintained for all such items.
- IV. Entries made in the **Stock Kitchen Register (Inward) and (Outward)** should be attested by the Warden (Mess) and the Mess Secretary.

XII.4.1 PHYSICAL VERIFICATION OF STOCK: At the end of each month, the Mess Warden will physically verify the closing stock in the presence of the Mess Caretaker and Mess Secretary tally it with the balances as per stock register. If there is any shortage, the Warden (Mess) will ask for the Mess Caretaker's explanation and fix responsibility. In case of any other discrepancy, the balance shown in the stock register should be rectified on the basis of actuals over the initials of the Warden (Mess) and the Mess Secretary.

XII.4.2 VALUATION OF THE CLOSING STOCK:

The closing stock of materials will be valued at the last purchase rate. Where items of stores are grouped together like pulses, masalas, etc, the valuation will be made at the average rate (which is determined by dividing the total cost of purchase by the total quantity purchased in a month. The value of the closing stock as worked out will be taken in the monthly statement of income and expenditure.

XII.5 PAYMENT OF SUPPLIES BY MESS

All bills for supplies made to the mess will be received by the Mess Caretaker from the suppliers. The Mess Caretaker will enter them chronologically in the **Bill Register**, as the

pattern adopted being the same as in the case of stock and issue register. Note: Requisition for temporary advances need not be entered in the Bill Register; the Mess Caretaker will keep a separate record for them.

The Section Officer will review the bill register weekly and, if any, bill found outstanding for more than a week, he will initiate action for its immediate disposal.

XII.6 INVENTORY OF CROCKERY/CUTLERY

- I. The Mess Caretaker will maintain a stock register of **Crockery, Cutlery, Utensils, etc.** in **Prescribed Register**.
- II. At the beginning of each semester, the Warden (Mess) along with the Mess Caretaker will conduct a physical verification of the stock; record a certificate in the register and, if any, discrepancy is noticed, investigate it and report it to Provost.
- III. Whenever crockery, utensils, etc. are found unserviceable, a suitable note should be kept in the register along with the particulars of their disposal.
- IV. Entries in the register should be attested by the Warden (Mess).

XIII. BUDGET

The Budget for each hostel will be prepared by the Deputy Provost in consultation with the other Wardens and the Provost. The budget estimates will be sent to the Finance Branch through the Registrar's office, along with justification, where required, for money asked under various heads of account.

XIII.1 IMPREST/CONTIGENCY HEAD

An imprest/contingency is granted to the Wardens of each hostel by the Finance Branch for making certain classes of disbursements. Maintenance of the imprest, its recoument and the rendering of accounts will be regulated in accordance with the instructions issued by the Finance Branch from time to time. The Warden, as the case may be, will be responsible for the maintenance of imprest accounts and for the custody of imprest money in the Hostel.

XIII.2 CASH BOOK:

The Section Officer shall maintain a cash book in the standard form which should be bound in convenient volumes and their pages machine-numbered.

Note: Before bringing a cash book into use, the Section Officer in charge should count the number of pages and record a certificate of count on the first page of the cash book. All monetary transactions shall be entered in the cash book as soon as they occur and attested by

the Section Officer in charge in token of check. The Section Office in charge will count the actual balance of cash in the chest on the last working day of each month and will record a signed and dated certificate to that effect, specifying the actual cash balance in words and figures.

XIII.3 BANK ACCOUNTS OF HOSTEL (HEADS OF ACCOUNT):

- I. There will be bank accounts named '**Separate General Account of each Hostel**', '**Hostel Mess Account- Boys/Girls**', '**Provost, Boys/Girls Hostels MANUU**' and such other accounts as may be required from time to time.
- II. Transfer of funds from one account to another is prohibited except in cases of errors and with due approval of the Competent Authority.
- III. The accounts shall be opened only in nationalised Banks.
- IV. The accounts will be operated upon jointly by the Warden (Mess) and the Provost.
- V. The Hostel Mess Account will be credited with all money realised from the resident students on account of mess advances, monthly messing charges, guest charges, partial mess bills and disposal of waste food and debited with all payments made for running of the mess excluding salaries of the mess staff, the Mess Caretaker and expenditure on Crockery.
- VI. All other receipts such as fines and authorised payments will be credited and debited to 'Hostel General Account'.
- VII. **BANK RECONCILIATION:** At the end of each month the Section Officer in charge will prepare a bank reconciliation statement. The reconciliation will be between the cash balance as per cash book and the monthly balance intimated by the Bank. Any discrepancy should be settled immediately in consultation with the bank.
- VIII. The Deputy Provost (Administration) will ensure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel.

XIII.4 MAINTENANCE OF LEDGERS: In order to identify the balances under various heads, the Cashier will maintain separate ledger in respect of each of the following in **Prescribed Register** which includes wherever applicable:

- I. **Hostel Admission Fee (Yearly)**
- II. **Hostel Accommodation Fee (Yearly)**
- III. **Gas Fee (Yearly)**
- IV. **Crockery and Utensil Fee (Yearly)**
- V. **Newspaper/Magazines and Recreation (Yearly)**

The Ledgers should be checked by the Section Officer Incharge. He/she will maintain the amounts towards account of all Hostel admission fee, establishment charges, charges for crockery and utensils, and newspapers/Magazine Fee etc on **‘Prescribed Register’** and should be maintain the said register. Hostel Caution Deposit in respect of refund after deducting the loss charges/dues from students, if any fines, etc. should be deducted accordingly and should be entered in appropriate columns under debit and credit at **‘Prescribed Register’**. All entries in the ledger will be attested by the Section Officer in charge.

XIII.5 INTERNAL AUDIT OF ACCOUNTS

Accounts and hostel assets of the hostel will be audited every year by the University as per concerned committee/IAO. Deputy Provost will ensure that replies to audit memos are furnished to the Audit Officer through the Provost within three days of their receipts.

XIV. Administrative Matters - Discipline and Leave of the Hostel Staff, i.e. Punctuality in Attendance, Sanction of Leave, Maintenance of Discipline and Confidential Reports

- I. All staff members are expected to be punctual i.e. come to the Office in time and not to leave before time. The lunch hour has also to be strictly observed. In case a staff member comes late, half a day's casual leave should be debited to the casual leave account for each late attendance but late attendance upon an hour on not more than two occasions in a month. **Three lates amount to one (01) CL.** In case such a course does not ensure punctual attendance, suitable disciplinary action may be taken against the staff member as per University rule.
- II. If an official has no casual leave to his credit, comes late without sufficient justification and the competent authority concerned is not prepared to condone the late coming, but does not, at the same time, propose to take disciplinary action, it may inform the official that he will be treated as unauthorisedly absent for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorised absence or to apply for Earned leave or any other kind of leave due and admissible for the entire day and the same may be sanctioned by the said authority.
- III. Strict measures may be taken for the enforcement of punctuality and regularity and supervisory staff would be very particular in scrutinising the attendance registers.

Attendance of Staff:

- I. The attendance of office staff attached to the hostel office and of Mess/Hostel Staff will be controlled by the Section Office in charge/Concerned Warden.
- II. The attendance of the sanitary/housekeeping staff of the hostel will be controlled by the Warden (Health, Sanitation & Recreation) and their attendance register will remain with the Warden (Health, Sanitation & Maintenance).
- III. The attendance of Cooks and Helpers will be controlled by the Mess Caretaker and Mess (Wardens), who will keep the attendance register in his personal custody.
- IV. Mess Caretaker's Role in Relation to Mess Staff: The University has appointed Mess Caretaker for the smooth functioning of various messes. The mess staff viz. Cooks/Helpers work under their supervision, and this sets out their role in the four elements of discipline in relation to mess staff.

Punctuality in Attendance

- I. The Mess Caretaker should see that punctuality in attendance is observed by the staff members under their charge i.e. the staff members come to the hostel in time and do not leave before time and that the lunch/meal hour is also strictly observed. In case of default by any mess worker, the Mess Caretaker should report the matter to the Mess (Warden)/Provost.
- II. Mess Staff submit their applications for leave to their Mess Caretaker, who forwards the same to the Mess (Warden)/Provost concerned along with his recommendations. These recommendations should be given due consideration by the Mess (Warden)/Provost concerned while passing orders.
- III. After the leave sanction order is issued by the Administration Branch, the Mess Caretaker should verify that the staff member's leave period has been correctly and fully accounted for to ensure that no leave applications are lost before reaching the Administration Branch.
- IV. Mess Caretaker should closely watch the performance of mess staff. In case of any lapse on their part, it should be sent to the Mess (Warden)/Provost immediately, who will take appropriate action on it.
- V. Warden (Mess) writes the Mess staffs' CR in consultation with the Mess Caretaker concerned. The report must be based upon and reflect accurately, the Mess Caretaker's opinion about the worker in the day-to-day functioning of the Mess.

- VI. Lunch break should be scrupulously observed not only by the subordinate staff but also by the supervisory officers and periodical surprise checks would be made to ensure this.
- VII. **Surprise checks** will be carried out in the hostels/offices by the Section Officer in charge/ Deputy Provost (Administration)/All Wardens/ Provosts. The Provost may also set up a surprise check committee for the purpose to effectively deal with the punctuality & discipline cases. The Committee set up for the present is as follows: (i) Deputy Provost (Administration) (ii) Mess Warden (iii) Any two wardens nominated by the Provost (iv) Asstt. Register (ER-II) of the University (v) Section Officer (Provost Office).

Sanction of Leave

Cases where staff abstain or wilfully absent from duty will be viewed seriously. Leave, including casual leave, cannot be claimed as a matter of right and leave of any kind may be refused keeping in view contingencies of work. Casual leave should not be exhausted in the early months thereby taking earned leave in a piecemeal manner and practically treating E.L. as casual leave resulting in dislocation of work. The mess staff shall ordinarily be eligible to get Earned Leave during the summer vacation or Winter Break to ensure smooth functioning of messes. Unauthorised absence from duty i.e. absence without prior sanction of leave shall normally constitute a break in service unless the competent authority in exceptional cases converts the unauthorised absence into Extra-Ordinary Leave or any other kind of leave, if so desired by the concerned person, keeping in view the circumstances of each case.

Staff:

- I. Hostel staff is advised not to abstain from duty without applying and without proper sanction/permission of leave from the concerned competent authority. Merely by putting an application for leave does not amount to taking prior sanction/permission and such practices should be discontinued and discouraged.
- II. Violation of the above norms by the staff should be reported to the Provost and at the same time their salary/payment/remuneration should be stopped with immediate effect to avoid over payment. As a matter of standing instruction, in all such cases, leave and release of salary will be made only through the Provost. Any laxity will be viewed seriously.

- III. Such staff that does not submits joining report and/or apply for leave either in advance or after availing of leave shall be treated as cases of indiscipline and shall be strictly dealt with as cases of unauthorised absence from work.
- IV. In cases of pressing circumstances such as leave necessitated by illness of the staff, a medical certificate from a Govt. Hospital/CGHS/ as per rules of the University may be submitted.

WARDEN'S LEAVE:

- I. The Provost's prior approval is necessary for a Warden to go on leave. When applying to agencies for fellowship etc., the Warden should simultaneously inform the Provost of the probable need for and period of leave.
- II. When a Warden is on leave, his/her portfolio and wing will be distributed between other Wardens for the duration of his /her absence.

MAINTENANCE OF DISCIPLINE:

- I. A staff member is expected to perform his/her duties in such a way that the objectives associated with one's job are achieved effectively. To this end, all hostel staff is under the administrative control of Warden/Deputy Provost (Administration)/Provost concerned. The Provost is the Head of the Department in respect of their hostel staff. The Provost/Deputy Provost (Administration)/Warden concerned has the power to issue warning/caution/reprimand to the hostel staff working under them.
- II. In case a staff member fails to perform his or her duties effectively, the Provost/ Deputy Provost (Administration)/Warden can issue simple issuing memos/show cause notice. Copies of such memos should be sent to the Registrar for placing in the staff member's personal file.
- III. For a staff member whose erratic behaviour is persistent, the Warden will make a detailed report, specifying the instances of acts of indiscipline and the action proposed to be taken against the erring staff member and send it through the Provost to the Registrar for further appropriate action.
- IV. All staff who is supplied liveries by the University is supposed to wear uniform while on duty, and keep it neat and clean. The Mess Warden will ensure this and failure to do so will render the staff to disciplinary action.

TRANSFER POLICY OF HOSTEL

The transfer of staff (including mess and office staff) will normally be made after every two years within the Hostel. In order to ensure that work is not dislocated, the transfers may be made in such a way that 1/3 of the staff is transferred at a time. This exercise may normally be undertaken in January/February and July/August every year. The Provost shall be competent to make or approve transfer of staff of the Hostel.

HOSTEL FEE PARTICULARS: (Subject to Revision from time to time):

- I. Hostel Admission Fee (Yearly):
- II. Guest Fee: 100/day
- III. Mess Admission Fee including One month Advance i.e for two months :
- IV. Fine for late payment of Mess Dues Fee:
- V. Guest Coupon Charges:
- VI. Crockery and Utensil Fee (Yearly-Refundable after deduction of lost/damaged articles): (Deposited in Mess Account)
- VII. Gas Charges(Yearly):
- VIII. Newspaper/Magazines and Recreation (Yearly): (Deposited in Mess Account)
- IX. Guest Meal Charges: *Breakfast, Lunch, Dinner and Special Diet/Dish*

The HOSTEL ADVISSORY COMMITTEE is empowered to take decision pertaining to revision of Hostel/Mess Fee, guest charges or any other fee etc., from time to time and submit the same to the competent authority for its approval.

Note: All the hostel residents are required to adhere to the rules, regulations and guidelines given in this Manual and as may be notified at a later stage by the office of the Provost. Violation of any act will be dealt with strictly.

THE UNIVERSITY RESERVES THE RIGHT TO MODIFY ANYTHING GIVEN IN THE MANUAL WITHOUT PRIOR NOTICE.

Discrepancies, if any, should be brought to the notice of the concerned Provost.

THE DECISION OF THE VICE CHANCELLOR SHALL BE BINDING IN ALL CASES OF DISCREPANCY.