

DIBRUGARH UNIVERSITY

HOSTEL RULES, 2015



DIBRUGARH UNIVERSITY
DIBRUGARH
ASSAM - 786004

DIBRUGARH UNIVERSITY

HOSTEL RULES, 2015



**DIBRUGARH UNIVERSITY
DIBRUGARH
ASSAM - 786004**

Preface

Rules and Guidelines are made in a society for maintenance of discipline and peaceful living of all the components of the society within the framework of activities as decided by the society. Such Rules and Guidelines make the life of an individual comfortable and smooth, and encourage the growth of the society towards achieving the targeted goals.

The Dibrugarh University Hostel Rules have been framed with the objectives of providing a disciplined and healthy academic environment to the students of Dibrugarh University involving them as the most important component of human resource development activities undertaken by the University to serve the society after undergoing value based education in the University. The Rules and Guidelines are usually modified from time to time to suite the changing environment and necessity.

The Dibrugarh University Hostel Rules 2015 is the set of rules with necessary modification in the earlier version keeping in view the necessity for new incorporation and modification for a peaceful academic environment in the Dibrugarh University.

DIBRUGARH UNIVERSITY HOSTEL RULES, 2015

1. TITLE

These rules shall be called the "DIBRUGARH UNIVERSITY HOSTEL RULES, 2015" and it shall supersede the rules in existence earlier.

2. DEFINITIONS

- University:** Dibrugarh University.
- Hostel:** Halls of residence for students maintained and organized by the University.
- Hostel Rules:** Dibrugarh University Hostel Rules, 2015 unless otherwise mentioned.
- Student:** An individual enrolled in any academic programme of the University.
- Boarder:** An inmate of a Hostel who is either a regular student in any academic programme of the University or a Fellow/ Research Scholar of the University and admitted to the Hostel through the laid down rules and procedure.
- Guest:** An individual who is not a boarder of the Hostel but visits the University Hostel to meet any Boarder of the Hostel or stays in the Hostel for a short period of time with proper permission from the Chief Warden/Warden.
- Hostel Mess:** An arrangement for providing food to the Hostel Boarders.
- Prefect:** A Boarder appointed by the Warden of a Hostel to assist him/her in day to day management of the Hostel.
- Ward Girl/Ward Boy:** An employee to assist the wardens in the management of the hostel.
- Matrons:** A lady employee who looks after the overall management of the hostel in consultation with wardens of respective girls' hostels.
- Warden:** A Faculty member of the University appointed by the University Authority to look after the overall administration of a Hostel.
- Associate Chief Warden:** A Faculty of the University who has proven records of discharging the responsibility as Warden in the Dibrugarh University Hostels.
- Chief Warden:** A senior Faculty of the University appointed by the University Authority to coordinate and supervise the management and administration of all Hostels.
- Dean, Student Affairs:** A senior Faculty member of the University appointed by the University Authority with responsibility to coordinate all student related affairs including the boarders of all Hostels and the Day Scholars of the University.
- University Authority:** The 'University Authority' shall mean the Vice Chancellor and the Registrar of the University in this rule.

3. GENERAL RULES

- (a) The University may maintain as many Hostels as may be required from time to time for the residence of the Students/Research scholars of the University.
- (b) For the purpose of administrative convenience, Hostels may be divided into 'Blocks'. Each Hostel/Block shall be placed under the supervision of a Warden.

- (c) There shall be a Chief Warden to be appointed by the University Authority from the senior faculty of the University, who is also a resident of the University campus.
- (d) There shall be an Associate Chief Warden to be appointed by the University Authority who has proven records of discharging the responsibility as Warden in the Dibrugarh University Hostels who is also a resident of the University campus.

4. CHIEF WARDEN / ASSOCIATE CHIEF WARDEN / WARDENS

- (a) The Chief Warden/Associate Chief Warden/Wardens shall be appointed by the University Authority for a period of 3 (three) years and may be eligible for re- appointment.
- (b) **DUTIES OF THE CHIEF WARDEN:**
 - (i) The Chief Warden shall exercise such powers and perform such duties in respect of the maintenance of discipline in the Hostels in consultation with the Dean, Students Affairs in accordance with the established rules and regulations of the University.
 - (ii) He /She shall take cognizance of any breach of discipline in the Hostels, and shall take immediate disciplinary action, if required.
 - (iii) The Chief Warden shall be the coordinator and supervise the Hostels in matters relating to the overall functioning of the Hostels and the welfare of the residents.
 - (iv) He/ She shall inspect the Hostels periodically and be in contact with the Wardens, Associate Chief Warden, Staff and Boarders.
 - (v) The Chief Warden shall be the Chairperson of the Hostel Management Committee (HMC).
 - (vi) The Chief Warden shall discuss with the Registrar; Dean, Student Affairs and the Vice Chancellor and take their advice in matters pertaining to maintenance, discipline, order in the hostels and any such matter involving the hostels.
- (c) **DUTIES OF THE ASSOCIATE CHIEF WARDEN:**
 - (i) The Associate Chief Warden shall discharge the responsibilities in consultation with the Chief Warden.
 - (ii) In absence of the Chief Warden, the Associate Chief Warden shall act as Chief Warden in-charge.
 - (iii) In case of vacancies in the post of a Warden, the Associate Chief Warden shall assume the charge of the Warden of that Hostel until fresh appointments are made by the University Authority.

(d) POWERS AND FUNCTIONS OF THE WARDENS:

▪ **HEALTH & RECREATION**

- (i) He/ She will be responsible for general matters relating to health with the advice of the Medical Officer of the University Health Centre and Chief Warden.
- (ii) He/ She will look after the common room and the sports and cultural programmes of the hostel.
- (iii) He/ She will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.
- (iv) He/ She will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account of the University.
- (v) He/ She will ensure maintenance of discipline and decorum in the common room kitchen and dining Hall.
- (vi) He/ She can permit the common room to stay open beyond the prescribed hour on any special occasion(s).
- (vii) He/ She will pursue, at appropriate level, all complaints relating to common room items like television.

▪ **SANITATION & MAINTENANCE**

- (i) He/ She will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with/ upon the advice of the Medical Officer.
- (ii) He/ She will supervise the work of the sanitation staff and Mali, keep a control over their attendance and check regularly the Attendance Register of sanitation staff and Mali/Gardener.
- (iii) He/She will maintain the Attendance Register of the boarders with the help of Prefects regularly.
- (iv) To maintain the entry/stock register of fixtures, furniture, utensils *etc.*
- (v) The Warden shall look after the general discipline and welfare of the boarders, and employees of the Hostels.
- (vi) The Wardens shall supervise Hostel Rooms and Guest Rooms, and shall have the right to inspect such rooms at any time.
- (vii) The Warden shall maintain a Record Register of rooms and the vacant rooms shall be kept under lock & key.
- (viii) Every year after expiry of the academic session, the Wardens shall submit a report to the Chief Warden on the working of his/her Hostel/ Block for record in the University Office in a Proforma provided by the Chief Warden.
- (ix) The Wardens of the Hostels shall perform such duties as assigned to them by the Chief Warden from time to time.
- (x) In case of leaves availed by the Wardens, the Associate Chief Warden/ Chief Warden shall act as in-charge of the hostel for the duration of the leave, if the incumbent Warden fails to arrange such in-charge from/among the fellow Wardens.

▪ **MESS**

- (i) With the assistance of the Mess Committee, he/she will supervise the functioning of the mess and the working of the Mess Managers/Supervisors, Cooks and Helpers under his/her charge.

- (ii) He/ She will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (iii) He/ She will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- (iv) He/ She will enforce discipline and decorum in the dining hall.
- (v) He/ She will supervise the system of purchases of mess stores, provision *etc.*
- (vi) He/ She will ensure that stores are kept in good and efficient condition.
- (vii) He/ She will examine the monthly income and expenditure statement of the Mess.
- (viii) He/ She will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action to the Chief Warden/Associate Chief Warden for eviction.
- (ix) He/ She will stop mess facilities in respect of those who have vacated the hostel or have been evicted.
- (x) He/ She will supervise the deployment of Cooks and Helpers on daily wage and overtime when necessary as per rules.

(e) FACILITIES ENTITLED TO THE CHIEF WARDEN/ASSOCIATE CHIEF WARDEN/ WARDENS

The Chief Warden, Associate Chief Warden and the Wardens of the hostels shall be entitled to the following:

- (i) A Well-equipped Warden Quarter with free running water and electricity
- (ii) A monthly allowance and other facilities including free accommodation with, cell phone allowance as recommended by the Hostel Management Committee from time to time.

5. HOSTEL MANAGEMENT COMMITTEE

- (a) For the overall guidance, general administration and discipline of the Hostels/Blocks, there shall be a central Hostel Management Committee (HMC) comprising of the following members:

Advisors	<ul style="list-style-type: none"> i) Vice Chancellor (ii) Registrar (iii) Dean, Students Affairs
Chairperson	- Chief Warden
Members	<ul style="list-style-type: none"> (i) Deputy/Joint Registrar (Academic) (ii) Associate Chief Warden (iii) All Wardens of Hostels (iv) Three members to be elected by the Prefects from amongst all the prefects. (v) University Engineer (vi) University Medical Officer (vii) The Security Officer (viii) President/General Secretary, D.U.P.G.S.U.
Member Secretary	- Deputy/Joint Registrar (Admin)

- (b) The Hostel Management Committee shall meet at least twice a year to review

the management of the hostels and to discuss on the provisions/suggestions as and when necessary.

- (c) The Committee shall also meet whenever any occasion arises and the Chief Warden deems fit for considering a matter of discipline in hostel(s).

6. WARDENS COUNCIL

For the overall guidance, hostel problems and general administration of the Hostels/ Blocks, there shall be a Warden Council (WC) comprising of the following members which shall meet normally on the **last Friday of every month**:

Advisor : Registrar
Chairperson : Dean, Student Affairs
Members : Chief Warden
(i) All Wardens of D.U. Hostels
(ii) Deputy Registrar (Admin)

Member Secretary : Associate Chief Warden

7. ADMISSION

- (a) For admission into any hostel, application shall be made directly to the Registrar in the prescribed form along with the application for admission into the University.
- (b) There shall be a **Hostel Admission Committee (HAC)** consisting of the following members:
- Advisor : Dean, Student Affairs
Chairperson : Chief Warden
Members : i) Associate Chief Warden
ii) All Wardens
Member Secretary : Deputy/Joint Registrar (Administration)
- (c) No Candidate shall be admitted into a hostel unless he/she has been admitted into any of the University courses. However, the tenure of the course must be a minimum of one year.
- (d) A student, before being admitted as a boarder, must furnish a written declaration from the legal guardian in the prescribed format to the effect that his/her ward will abide by the hostel rules and that he/she shall be responsible for all financial matters relating to his/her ward.
- (e) A boarder shall be admitted only for one academic session and shall be admitted afresh subject to the following conditions:
- (i) The boarder continues to be a regular student of the University and maintains good conduct and discipline to be verified by the Warden of the Hostel last admitted based on documentary evidences.
- (ii) No Boarders shall be admitted in the same Hostel for consecutive enrollments in different courses.
- (iii) No bonafide student will be allotted a seat in the same hostel in his/ her admission to the higher program (e.g., Post Graduate program) after

completing the lower academic program(e.g., Under Graduate program).

- (f) No employed person shall be eligible for seats in the hostel, except those who are on deputation, *lien* or on fellowship programme.
- (g) No boarders shall be allowed a seat in the hostel for more than the normal duration of the course into which he/she is first admitted.
- (h) A boarder of the hostels must vacate his/her seat within one week after completion of his/her last/final examination of the course into which he/she had taken admission. However, under special circumstances, a boarder may apply for more days (Maximum 15 days) to stay in the hostel to the Chief Warden on special grounds.
- (i) Allocation of Seats shall be based on the following criteria:
 - (i) Hostel Seats to each Departments/ Centre for Studies/ branches of DUIET shall be proportionately distributed based on total intake and total hostel seats available for admission (both boys and girls) in each Academic Programme.
 - (ii) Departments/ Centre for Studies/ branches of DUIET shall follow statutory reservation policies of the University while admitting students in the hostels.
 - (iii) The Head of Departments/ Chairpersons of Centre for Studies / Director of the DUIET shall report the list of vacant seats (if any) to the Deputy/Joint Registrar (Admin) in writing within 7 (seven) days of admission by the students.
 - (iv) Admitted students who fail to occupy their seats in the allotted hostels with 7 (seven) days or as fixed by the University Authority shall be considered as vacant and accordingly, the Wardens shall report such cases of vacancies to the Chief Warden within 10 (ten) days.
 - (v) A Second list shall be issued within 15 (fifteen) days of the commencement of the classes of the academic session on the basis of the available vacancies.
 - (vi) Vacant seats as per Clause 7(i) (iv) shall be filled up on the basis of the following criteria:
 - (a) Seats shall be distributed proportionately to each Departments/ Centres/ branches of DUIET as per Clause 7(i) (i)
 - (b) Bona fide students of the University whose present residential address is within 8 km radius shall not be eligible.
- (j) Boarders shall be required to pay the following fees to be prescribed by the Executive Council from time to time:
 - i. Admission Fee
 - ii. Hostel Caution Money
 - iii. Annual Fee
 - iv. Common Room Fee
 - v. Establishment Charge

- vi. Hostel Seat Rent
- vii. Electricity Charge
- viii. Mess Caution Money
- ix. Internet /Wi-Fi Charge
- x. Pipe Gas Charge

8. GENERAL GUIDELINES FOR THE HOSTEL BOARDERS

- (a) As the Dibrugarh University Campus is declared as a RAGGING-FREE ZONE, no boarder will engage or indulge in any kind of Ragging.
- (b) All the boarders, if directed, shall have to submit their room keys to the concerned warden and keep their belongings in the central cloak room of the concerned hostel before they leave for the vacation period (Semester breaks/Summer vacation).
- (c) Hostel Caution Money is to be deposited in the University cash counter and the Mess Caution Money is to be deposited to the Warden of the hostel at the time of hostel admission. These are refundable and a boarder can get the caution money back at the time of leaving the hostel.
- (d) Whenever a boarder is not in the room, he/she has to switch off the lights and fans in the room. If the room is locked and boarders are not present in the room and if the lights and fans are found switched on, disciplinary action may be initiated against him/her.
- (e) Any type of unlawful activity or unwanted situation created by any boarder either inside or outside the room may lead to impose of fine or other form of punishment against the boarder.
- (f) All the boarders will have to take their food in the dining hall of the hostel only. Otherwise, disciplinary action may be initiated against him/her.
- (g) A boarder in the hostel shall be allowed to keep only the furniture supplied/provided to him/her by the University.
- (h) It is the responsibility of the boarder(s) to keep the room or the surrounding of the hostel clean. Any type of garbage i.e. waste paper, packet, polythene, bottle etc., if found in front of the room door and windows of a room, or throwing of such garbage items from the rooms, the respective boarder(s) shall have to face disciplinary action for violating the cleanliness of the hostel.
- (i) Whenever the boarders of a hostel organize any picnic, excursion or educational trip, they must take prior permission in the prescribed proforma from the Dean, Student Affairs. In case, such a tour is organized by a department/ Centre for Studies, the application for seeking permission must be routed through the concerned Head of the Department/Director of the Centre for studies and the Warden.
- (j) Whenever the boarders of a hostel organize any Hostel Freshers' Social programme or Parting Social programme, they must seek prior permission from the Chief Warden through the concerned Warden of the hostel. For organizing or attending such programmes at some other hostel/General Freshers' Social/Parting social or any such other programmes/ events organized in the University by the Departments/ Centre for Studies/ Institutes, outside the hostel, or to stay beyond the specified time as mentioned in D.U. Hostel Rules, they

- shall have to take prior permission from the concerned warden.
- (k) The following time schedule must be maintained while organizing Freshers' social/Parting social programme in a hostel:
 - (i) Freshers' Social/ Parting Social Time: 6:00 pm to 9:00 pm
 - (ii) The Freshers' Social programme must be organized within 15 days from the day of admission into the hostel as notified by the authority, preferably on Saturday, Sunday or on a Holiday.
 - (iii) The Parting Social programme should be organized within last one week of the session preferably on Saturday, Sunday or on a Holiday.
 - (l) Regular presence in the theory and practical classes/lectures in the University is mandatory. Report of non-attendance in the classes/lectures without any valid reason may lead to cancellation of his/her seat in the hostel.
 - (m) All Boarders shall be provided a Hostel Identity Card by the Wardens. Boarders shall have to carry the identity card with them and shall produce on demand by Security personnel and other Officials of the University.
 - (n) No Boarders shall be allowed to keep motor vehicles (both two and four wheelers) inside the University Campus. If found to be in violation of this clause the boarder shall be liable for disciplinary actions leading to even expulsions from hostels.
 - (o) Boarders must obtain prior permission from the Warden in case of overnight stay outside the hostel mentioning his/her place of stay with full details. Such request should be made either by parents or Local Guardian.

9. PREFECT

- (a) Each Hostel/Block shall have one Prefect to be appointed by the Warden of the Hostel/Block with intimation to the Chief Warden and the Dean, Student Affairs for one year. The Prefect shall be exempted from paying seat rent only and not mess dues.
- (b) **Duties of Prefect:**
The Prefect shall take responsibility and undertake duties:
 - (i) To inculcate and maintain a healthy academic atmosphere in the Hostel/Block.
 - (ii) To assist for maintaining a record of Daily attendance of the boarders as well as the employees of the hostel, and to report their absence to the Warden. Leave register of the hostel boarders shall be maintained by the Prefect.
 - (iii) To report to the Warden, any case of misconduct and indiscipline in the hostel on the part of the boarders as well as the employees of the hostel.
 - (iv) To assist to the Warden to maintain cleanliness and gardening of the Hostel/Block by supervising the Cleaning staff and the *Mali*/Gardener. Any case of negligence of duties of the cleaning staff and the *Mali* should be reported to the concerned Warden.
 - (v) To report to the Medical Officer, D.U. preferably through the Warden, any case of illness of the boarders and to take necessary action in this regard.
 - (vi) To assist for maintaining a record of entry/stock register of the fixtures and furniture, in the event of any damage of the hostel building, fixtures and furniture.
 - (vii) To assist to the Warden for maintaining an entry/stock register of the utensils

- and keep them under the safe custody of the Head cook of the Hostel/Block.
- (viii) The Prefect shall take prior written permission from the Warden for holding any meeting of the boarders and the meeting shall conclude by 9.45 pm.
 - (ix) To carry out any other duties and responsibilities that may be assigned by the Warden from time to time for smooth running of the hostel affairs.
 - (x) The Prefect shall take all necessary steps to prevent any kind of ragging in the hostel, failing which he/she shall also be held responsible for the crime and may lead to the termination of his/her responsibility as Prefect.

10. CHANGE OF HOSTEL SEAT/ROOM

Normally once a student is allotted a room/seat in a hostel on regular basis, he/she can seek change/transfer room within the hostel only after one year of stay in the allotted hostel provided seats are available in the desired hostel. Such requests may be considered by the Hostel Admission Committee, if the Warden of concerned Hostel has no objection to such change. Provided, however, in very exceptional circumstances, the Hostel Admission Committee may permit change of hostel at discretion. However, the applicant has to give undertaking that hostel life is not unduly disturbed or tampered with.

The newly admitted boarders are allotted preferably in separate hostel(s) as per convenience.

11. RESPONSIBILITY OF SECURITY GUARD POSTED IN HOSTELS

- (i) Watch and ward.
- (ii) Ensure that no property belonging to the hostel/University is removed by unauthorized person.
- (iii) Safe custody of keys of entry points and office rooms in the hostel.
- (iv) Check the entry of unauthorized persons.
- (v) To remove stray cattle/dogs, etc. from the hostel and its surroundings.
- (vi) Patrolling of buildings and other installations. Report cases of theft, sabotage or fire, etc. to hostel authorities and security officer at once.
- (viii) Any other duty assigned by hostel authorities /Security Officer of the University.

12. CONDUCT

- (a) The Warden shall maintain a conduct register for the Boarders as well as for the employees of his/her hostel, and all cases of serious indiscipline shall be reported to the Chief Warden.
- (b) A boarder may be expelled from the hostel on the basis of the following:
 - (i) If in the opinion of the Wardens Council his/her stay in the hostel is considered detrimental to the interest of the other boarders, if he/she is guilty of insubordination or disrespect to University Authorities or of misconduct towards the employees of the hostel or towards fellow-boarders and if he/she violates any hostel rules or discipline.
 - (ii) If a boarder of the hostel found to be in violation of the following, the warden of the respective hostels may expel him/her from the hostel immediately with prior permission from the Chief Warden.

- (a) Addicted to Drug and Alcoholism
 - (b) Physical assault to fellow boarder/boarders; employees; authorized guests
 - (c) Any acts that pose as serious threats to the public perception of the University
- (c) The Hostel Management Committee may recommend expulsion from the University in addition to the expulsion from the hostel in case of gross violation by a boarder.
- (d) The following sets of Rules and Guidelines adopted by the Dibrugarh University will be additionally applicable for management and smooth running of the hostels:
- (i) Dibrugarh University Students' Conduct and Discipline Rules
 - (ii) Dibrugarh University Guidelines on Safety of Students' On and Off Campus
 - (iii) Prohibition of the sale and use of Tobacco product in and around, Dibrugarh University Rules, 2014.
 - (iv) Dibrugarh University Regulations for Prohibiting Ragging and Anti-Ragging Measures
 - (v) Any other such Rules, Ordinances, Regulations framed by the University from time to time.

13. CLEARANCE OF DUES

- (a) A boarder must pay his/ her seat rent in time and must pay the annual dues at the beginning of the academic session.
- (b) Boarders once admitted into the Hostel must be members of the mess and they will have to pay the prescribed dues on the due dates.
- (c) If a student fails to clear any of his/ her dues in the hostel for more than two months consecutively, his/her name will be liable to be struck off from the hostel rolls, and such a defaulter student would be debarred from enjoying any facility admissible to a boarder. Such boarders shall not be permitted to stay in a hostel.
- (d) A defaulter of hostel dues will be treated as a defaulter of University dues and, without prejudice to any other action which may be taken, a defaulter may be debarred from appearing in any University Examinations.
- (e) Before issuing Hostel Clearance Certificate by the Warden, he/she shall ensure that the allotted room is not damaged.

14. ATTENDANCE AND LEAVE

- (a) A boarder cannot remain absent from the hostel for more than one month except on medical ground and on purposes related to academic tours and field studies. Absence due to medical ground or academic tour/field study should be informed to the authority with proper documents. If he/she remains absent for more than one month without valid reason, his/her hostel seat is liable to be cancelled.
- (b) All boarders must remain present in the hostel between the hours of 9:00 p.m. to 6:00 a.m. Permission for temporary leave or absence from the hostel for one or more days on valid reasons must be obtained in advance from the Warden. The

Research Scholars and International Students shall follow separate Guidelines/Rules/SoPs issued by the competent Authority from to time in this regard.

- (c) All the hostels shall remain closed (Except Research Scholars' hostels) during the Semester Breaks/vacations and the boarders will not be allowed to stay in the hostel during these vacations/breaks. Boarders desiring to stay in hostel during these vacations/breaks for academic reasons or for some other valid reasons, must write to the Chief Warden through the Warden and must obtain permission in writing from the Dean, Student Affairs at least 7 days before the commencement of the vacation/break.
- (d) All the boarders must vacate their rooms during the vacations/breaks, if they are directed to vacate by the University Authorities.

15. DISCIPLINE

- (a) The hours from 6:00 am to 9:00 am in the morning and 7:00 pm to 10:00 pm in the evening shall be treated as study hours. Boarders must observe strict silence and discipline during these hours.
- (b) The Boarders shall not be allowed to go outside the campus after 9.00 p.m. However, in cases of (i) medical emergency and (ii) Chief Warden's special permission through warden on specific cases not covered by this rules, a boarder may be allowed to go outside from the University Campus recording the destination in the University Security Office.
- (c) The Chief Warden in consultation with the Dean, Students' Affairs may notify separate timing for entry and exit of the boarders when Varsity Week or such other events are organized by relevant statutory bodies of the University or Departments and Centre for Studies. The Clause 13 (b) shall not be applicable during the notified period.
- (d) The boarders must not take any intoxicating drinks, alcohol, drugs or indulge in gambling in the hostel or outside. For rowdy and indiscipline behaviour inside or outside the hostel, a boarder is liable to be expelled.
- (e) Except charging of mobile phones, laptops and desktop the use of other electrical appliances like Heaters, Cookers, Electric Iron, high volume music system etc. are forbidden.
- (f) Cooking in the rooms or in the corridors is not allowed.
- (g) No meeting/function shall be held in the hostel without the prior permission from the Warden.
- (h) The boarders shall not use hostel materials for their personal service.
- (i) All boarders should maintain a cordial relationship among them and with the employees of the hostel.
- (j) Boarders must not damage or remove any property belonging to the hostel or to any fellow boarders. In case of violation, he/she is liable for payment of fine or other penalty as may be imposed by the Hostel Management Committee.
- (k) Dibrugarh University Campus is a Tobacco and alcohol-free zone and the boarders of the hostels must refrain from smoking, chewing of tobacco/betel nut or spitting in the hostel.
- (l) RAGGING IN ANY FORM IN THE HOSTELS IS STRICTLY PROHIBITED.

BOARDER(S) FOUND INDULGING IN SUCH ACTIVITIES WILL BE DEALT UNDER THE RULES OF LAW.

16. GUESTS & VISITORS

- (a) No boarder shall keep any guest in their rooms without permission from the Warden. Any violation may lead to the suspension of the boarder from the hostel.
- (b) The living rooms of the boarders shall not be used for hosting visitors except on prior permission from the Warden. Entertaining visitors in the living rooms is strictly forbidden.
- (c) Guest cannot be kept in the hostel for more than 5 days without written permission from the Chief Warden.
- (d) The concerned boarder must pay a lodging charge of Rs. 100/- (Rupees one hundred only) and food charges as decided by hostelmess committee per day of stay in the hostel for each guest, in addition to the mess charges. The lodging charge up to 5 days maybe allowed by the Warden and the amount must be paid in the University Cash counter. A copy of the cash deposit receipt must besubmitted to the warden. Beyond five days, special permission mustbe taken from the Chief Warden through the Warden and the lodging charge shall be paid to the University cash counter. A copy of the cash deposit receipt must be submitted to the concerned Warden.
- (e) No guest shall be allowed in the hostel from the date of declaration of Dibrugarh University Post Graduate Student Union (DUPGSU) election to the date of oath taking ceremonyof the DUPGSU.
- (f) The guests shall be subject to all the rules in force for the boardersof the hostel.

17. HOSTEL MESS

- (a) There shall be a Mess Committee in each hostel formed by the Warden in consultation with the boarders for each month.
- (b) The meeting of Mess Committee in presence of the warden will decide about the food menu and the mess budget. The Mess dues shall be deposited to the Warden or to the Mess Secretary as decidedin the Mess Committee meeting.
- (c) All boarders including the Prefect will have to pay the normal mess dues of the hostel in due time, i.e. within 10th of each calendar month, or within the date as fixed by the Mess Committee. A relaxation of five days may be allowed by the Warden on specialcircumstances against written application.
- (d) Each boarder shall deposit a Mess Caution Money to the University at the time of hostel admission, an amount that has been fixed by the Hostel Management Committee from time to time. The amount will be refunded after adjustment of the dues (if any) when the boarder leaves the hostel. The adjustment amount shall be calculated as advised by the Warden.
- (e) The clearance of the Hostel Mess dues shall be ensured before filling up of examination form.
- (f) The following model shall be adopted for mess dues payments. However, the Hostel Mess Committee in a hostel may make suitable modification in a particular

month depending on the length of the mess period.

No. of days	Amount to be paid
25 days or more	Full Mess Dues
15 days to 24 days	90 % of Total Mess Dues
Less than 15 days	50% of Total Mess Dues

- (g) For payment of rental for pipeline gas in the hostel during semester breaks/vacations (January and July), an amount of Rs. 100 (Rupees one hundred only) for each year of stay in the hostel shall be adjusted from the deposited Mess Caution Money which shall be deducted at the time of the refund of the amount.
- (h) No boarder shall be allowed to cook his/her own individual item in the hostel mess.
- (i) The Mess Committee shall maintain all account of the mess. However, the Warden of a hostel may adopt any suitable method for maintenance of accounts and the running of the mess smoothly, if need arises.
- (j) All boarders should be ready to accept the responsibility of running and managing the hostel mess whenever necessary.
- (k) The Hostel Common Room shall remain open from 9:00 am to 11:00 am and 4:00 pm to 8:00 pm during weekdays and 7:00 am to 7:00 pm on Sundays and holidays.
- (l) The hostels where the mess system is out sourced, shall have a separate rule for the mess adopted by the University Authority which may be amended from time to time.
- (m) The Kitchen employee shall report for work at the hostel on time as fixed by the Warden/ Mess Committee from time to time.
- (n) Whenever a kitchen employee takes leave, he/she should arrange someone from the staff in consultation with the Warden in order to ensure adequacy of support staff in the kitchen.

18. SPECIAL RULES FOR GIRLS' HOSTELS

- (a) There shall be one Resident Matron (Female) in each Girls' Hostel with qualification and scale of pay as prescribed by the University.
- (b) **DUTIES AND FUNCTIONS OF THE MATRON:**
The Matrons shall deliver the following duties:
 - (i) To oversee health of boarders and sanitation of the hostel.
 - (ii) To take care of sick-boarders.
 - (iii) To perform any duties to be assigned by the Warden.
 - (iv) To maintain a record of the fixtures and furniture and report to the Warden in the event of any damage of the hostel building, fixtures and furniture.
 - (v) To maintain a stock of the utensils and keep them under the safe custody of the Head Cook of the Hostel/Block. She shall also send a copy of such record with proper endorsement from the Head Cook to the Warden.
- (vi) To take responsibility of some functions of the Warden in her absence. The Matron cannot remain on leave during the leave period of the Warden.
- (c) Visitors shall be allowed only up to the Visitors Room of a Girls' Hostel during

the Visiting Hours as given below:

OCTOBER TO MARCH:

- (a) 3:00 pm to 6:00 pm on week days.
- (b) 11:00 am to 6:00 pm on Sundays and Holidays.

APRIL TO SEPTEMBER:

- (a) 3:00 pm to 6:30 pm on week days.
- (b) 11:00 am to 6:30 pm on Sundays and Holidays.

19. PROCEDURE FOR EVICTION

- (i) A boarder may be evicted from the hostel for any breach of discipline or if not conforming to academic requirements as stipulated in the Academic Ordinances of the University or otherwise notified by the University.
- (ii) The Eviction process will be initiated by the Warden in consultation with the Dean, Student Affairs.
- (iii) Before eviction, the boarder concerned will be served with a 5 days Eviction Notice by the Warden so that the resident is informed of the proposed action and could take care of his or her personal belongings lying in the room, and vacates the room on or before the date fixed for eviction.
- (iv) If the resident does not vacate by the date specified in the "notice for eviction", the lock of the room will be broken open in the presence of: (i) The Warden (ii) The Security Officer or his representative, where necessary. For this purpose, the Warden will inform the University authority in advance.
- (v) If, on breaking open the lock, any personal belongings of the defaulting resident are found in the room, these shall be listed over the signature of all those present at the time of eviction and disposed off 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, realized after disposing off the personal belongings, will be deposited in the General Fund of the Hostel.
- (vi) 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.

20. SPECIAL RULES FOR INTERNATIONAL HOSTELS

The Dean of Students' Affairs in consultation with the Vice Chancellor and the Director, Office of the International Affairs shall develop Rules and SoPs in addition to existing rules/guidelines/Regulations for accommodation, conduct, disciplines and other hostel related matters. (ANNEXURE-I)

21. SPECIAL RULES FOR RESEARCH SCHOLAR HOSTELS

The Chief Warden in consultation with the Dean, Students Affairs shall develop Rules and SoPs in addition to existing rules/guidelines/Regulations for admission/conduct, discipline and other matters for the research scholar hostels. (ANNEXURE-II)

22. Amendment / Modification of Hostel Rules

The Executive Council, D.U. reserves the right to modify or amend any of these rules whenever felt necessary.

SPECIAL RULE FOR INTERNATIONAL HOSTELS**Selection of Prefect:**

The prefect will be selected by the warden in consultation with the hostel boarders. Seniority and ability to work efficiently will be considered as a priority. The maximum tenure of a prefect will be 2 years.

Travel rule:

- (i) Boarders must take written permission from the Office of the International Affairs (OIA) and Warden, International Hostel before travelling outside Dibrugarh city jurisdiction.
- (ii) In case of overnight stay outside the International Hostel, boarders must take written permission from the OIA and warden with submission of the complete address of stay.
- (iii) Boarders must take written permission from the appropriate authority with information to the warden before organizing any event like a picnic or get-together inside/outside the university campus.
- (iv) Boarders must submit room keys to the prefect if he or she needs to stay out of the hostel overnight.

Medical treatment:

- (i) All boarders must subscribe to Health Insurance to meet any medical treatment-related health expenses.
- (ii) Boarders must pay for any additional expenses arising out of arranging attendants for the boarder during hospitalization.

Mess Related Rules:

- (i) All hostel boarders must join the hostel mess. There will be a mess committee comprising three boarders from the hostel who will collect the mess dues from individual boarders and coordinate with the cook in purchasing food items. The mess committee will be changed every month on a rotation basis. All boarders must take responsibility for running the mess. The mess contribution is presently fixed at Rs. 3000/ per month, which may be revised once a year. Boarders must pay the mess dues during the first week of every month, or as decided by the mess committee.
- (ii) There will be a standard food menu and any minor change in the menu can be done by the mess committee in consultation with the fellow boarders and cook. The menu may be changed depending on the availability of the seasonal vegetables. Boarders can request for any change in the menu only through the mess managers and not directly to the cook. Mess managers must submit an account of monthly collection and expenditure on the last day of every month.
- (iii) The boarders are not allowed to cook any food items inside their room or anywhere in the hostel except the kitchen provided. Users must keep the gas stove and utensils clean before leaving the kitchen.
- (iv) The total gas bill has to be equally shared by all boarders even if any boarder is out of the hostel for some time due to academic or personal activity.
- (v) Boarders must collect the food during the specified hours and no complaints will be considered valid for asking for food beyond these hours.

Guest rule:

- (i) No Indian students are allowed to stay in the hostel and their visit time will be as per the Dibrugarh University Hostel Rule, 2015
- (ii) To host a guest, the boarder must write to the warden asking for permission for the same with supporting documents like a copy of passport, students Identify card etc. Boarder can apply for accommodation in the guest house subject to the availability of rooms.

Restricted Entry into Girl's Room:

Male boarders are not allowed to enter the girls' room.

SPECIAL RULE FOR RESEARCH SCHOLARS' HOSTEL**DEFINITIONS****Guest Boarder**

: (a) A Research scholar of this university who pursue his/her research in other recognized Institutions or affiliated colleges. Such Research Scholars can avail the benefit of the hostel for a period of one month at a stretch. However, after the expiry of the tenure, the Research scholar may renew his/her period of stay with due approval from the Chief Warden.

(b) A Research Scholar who is a bona-fide Research Scholar of the University but are not availing hostel seats. During the period of the Course Work Examinations or Submission of thesis, or in such other urgent works, such Scholars may be allowed to stay for the duration of the Examination or the Period of the submission of the thesis not exceeding one Month. However after the expiry of the tenure, the Research scholar may renew his/her period of stay with due approval from the Chief Warden.

Guest Boarders shall join the mess and shall pay mess fees as per the provision of the individual hostel mess guidelines.

On recommendation of the Dean, R&D, scholars of other Universities may also be facilitated a seat in the Hostel not exceeding one month. However, such stay may also be extended on recommendation of the Dean, Research & Development.

GENERAL RULES

- (a) As per the provisions of the Dibrugarh University Hostel Rules, 2015 (amended upto date)
- (b) Any other rules/guidelines/SoPs issued by the competent authority of the University.

ADMISSION

The following procedure shall be followed for admission of the research scholars

Eligibility:

- (a) As the Academic Council (vide resolution no. DU/DR-A/43-1/124 AC/22/200 dated 03.03.2022) resolved to consider the date of Ph.D admission as Provisional date of registration, therefore, a candidate upon admission to the Research Programme shall be eligible for admission in Hostels.

(b) A candidate must be a bona-fide full time researcher of the University in order to get admission in the Hostel. Further, he/she must not be engaged in any other organization/institution for monetary benefits (except fellowships/ scholarships) during the tenure of his Research Programme. If a boarder accepts job offers/assignments (part time or full time) in Government or Private Institutions/Agencies during the stay in the hostel, he/she shall have to vacate his/her seat in the Hostel immediately. An Undertaking to that effect shall be obtained by the Wardens of the Hostels facilitating Research Scholars.

Criteria of Selection:

(a) Admission in the Research Scholar Hostel for a particular year from a particular center/ department will depend on the number of scholars enrolled in the department/center in the Research Programme.

(b) The Departments/Centres shall prepare a list on the basis of merit (as per Statutory Reservation Policy followed by the University) and shall forward the same to the Chief Warden. The Chief Warden on the basis of vacancy in the respective Research Scholar's Hostel shall allocate seats to the Departments and Centres proportionate to the number enrollments in the research programmes in consultation with the Wardens of the Research Scholars' Hostel and the Dean, Students' Affairs, Dibrugarh University.

Renewal:

The scholar should renew her stay in the hostel every year till the completion of the Research Work.