

DISCIPLINARY & HOSTEL RULES

(A) MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS OF THE UNIVERSITY:

1. ACT OF INDISCIPLINE:

No student of the University shall indulge in an Act of indiscipline which includes:

- a. misconduct;
- b. an act violating the rule of discipline;
- c. an act punishable under any law for the time being in force;
- d. an act violating the provisions of the University Act, Regulations or rules framed from time to time;
- e. an act in breach of any undertaking;
- f. refusal to obey the direction of the University Officers, Proctors, Wardens, Teachers or any other authority of the University;
- g. an act involving physical violence or use of abusive language or destruction of University property.;
- h. participation in any activity which disturbs the peace in the University or administrative or academic atmosphere of the University;
- i. an act which brings the University into disrepute;
- j. an act of ragging;
- k. an act affecting adversely the modesty of any girl student or lady staff.;

2. DISCIPLINARY ACTION:

The University or the officer so authorized may take one or more of the following actions:

- a. rustication of a student for all time under intimation to other Universities
- b. expulsion of a student from the University for a specified period from specified activities or for all time to come under intimation to other Universities.
- c. suspension of a student for a specified period either from all privileges of the University or only from specified activities.
- d. entry of adverse remarks in the character roll of a student
- e. imposition of fine of a stipulated amount
- f. issuance of warning to a student

3. PROCEDURE:

- a. disciplinary action stated in clause 2 (a), (b), (c) and (d) above shall be taken by the Vice-Chancellor.

- b. disciplinary action stated in clause 2 (e) and (f) above shall be taken by any officer, teacher, Proctor or Warden with the approval of the Vice-Chancellor.
- c. No student shall be subjected to any disciplinary action unless the concerned students is given opportunity to represent his case.
- d. the Vice-Chancellor, in case of acts of indiscipline attracting the disciplinary action stated in clause 2 (a), (b), (c) or (d) as the case may be, shall appoint an Inquiry Committee to enquire into the matter and the Inquiry Committee shall submit its recommendation to the Vice-Chancellor.
- e. The Vice-Chancellor, after receiving the report of the Inquiry Committee shall pass necessary orders in that regard which shall be final.
- f. Nothing in these provisions shall be deemed to affect the power of the disciplinary authority to review his orders or to suspend the operation of a disciplinary action taken by him until the erring student commits another act of indiscipline.
- g. Nothing in these provisions shall be deemed to affect the plenary powers relating to the proper maintenance of discipline in the University vested in the Vice-Chancellor under sub-section (10)(d) of Section 27 of the Act.

(B) ¹PROHIBITION OF RAGGING IN THE UNIVERSITY:

1. WHAT CONSTITUTES RAGGING :

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

- (a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

¹ This Regulation was approved by the Academic Council in its meeting held on 03.07.2009 and the Executive Council in its meeting held on 03.07.2009 ratified the decisions taken by the Academic Council

- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affect the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

2. BAN ON RAGGING:

There shall be a total ban on any act of ragging performed directly or indirectly by any student of the University. No student shall commit, abet, propagate, or participate directly or indirectly in ragging in or out side the University.

3. ANTI RAGGING BODIES:

- (i) There shall be the Anti Ragging Committee and Anti Ragging Squads to be appointed by the Vice Chancellor to keep strict vigil and to report any incident of ragging to the Vice Chancellor.
- (ii) Any fresher or junior student who apprehend or is victimized of ragging may report the matter to the Anti Ragging Committee which may after proper inquiry report the matter to the Vice Chancellor.
- (iii) The Anti Ragging Committee may also *suo moto* take cognizance of any apprehension or act of ragging and report the matter to the Vice Chancellor.
- (iv) The fresher or junior students will be supplied by the University the mobile/telephone number of the Members of the Anti Ragging Committee

and Anti Ragging Squad and they may directly contact them in case of any need.

- (v) Any teacher, non-teaching staff of the University, the Member of the Proctorial Board, any employee working in the Canteen of the respective hostels or any student may also inform the Anti Ragging Committee of any apprehension or act of Ragging in the University.

4. SUPERVISION OF THE RAGGING ACTIVITIES:

- (i) The student taking admission as a fresher or a student continuing to the higher classes, shall be required to give an affidavit signed by the student and endorsed by the parents/guardian that the students shall not indulge in any form of ragging and that in case he is adjudged guilty of indulging in any act of ragging, he shall be liable to be proceeded against this Regulation and/or law of the land for the time being in force.
- (ii) The Members of the Proctorial Committee, appointed by the Vice Chancellor, shall take frequent rounds in the respective hostels and the University Campus to keep strict vigil and report any incident of ragging.
- (iii) The Members of the Anti Ragging Squad will also take frequent rounds of the respective hostels, and sensitive locations where ragging may be possible. The Anti Ragging Squads shall submit daily report to the Anti Ragging Committee and a copy thereof for information to the vice Chancellor. The Squads shall also generate a feeling of confidence in the fresher and junior students against fear of ragging.
- (iv) The Members of the Anti Ragging Committee shall take every day stock of any act of ragging in the University. The Members shall also take frequent round of the respective hostels and sensitive locations each day and submit a daily report along with the report of the Anti Ragging Squads to the Vice Chancellor.
- (v) The Anti Ragging Committee will initially inquire into any act of ragging in the University. The Committee may, while inquiring into the matter, give an opportunity to students victimize and those who are alleged to be involved in the act of ragging to present their view points.

- (vi) The Anti Ragging Committee will then submit its report to the Vice Chancellor for further action in the matter.
- (vii) It shall be the responsibility of the Warden(s), Anti Ragging Squads and the Anti Ragging Committee to inform from time to time any act of ragging in the University to the Vice Chancellor.
- (viii) Unless permitted by the University authority, entry of senior students or outsider shall be prohibited during 10.00 PM to 6.00 am to the wings of the respective hostels where the freshers are allotted rooms. This prohibition will remain valid during one month from the date of admission of the freshers to the respective hostels.

5. PROCEDURE FOR ACTION:

- (i) The Vice Chancellor may constitute a Inquiry Committee, consisting of members appointed by him, to inquire into any act of ragging.
- (ii) The Inquiry Committee shall be supplied with all the details alongwith the reports of the Anti Ragging Committee, Anti Ragging Squads and the Proctorial Board, if any.
- (iii) The Inquiry Committee shall give due opportunity of hearing to the victims and the students involved in ragging.
- (iv) After detail inquiry into the matter, the Committee will submit its final report to the Vice Chancellor
- (v) On the report of the Inquiry Committee, the Vice Chancellor, may take necessary action in the matter.

6. PUNISHMENT:

- (i) Those student who have been adjudged guilty of any act of ragging in the University shall be subject to one or more of the following punishment, namely
 - (a) Suspension from attending classes and academic privileges.
 - (b) Withholding/withdrawing scholarship/ fellowship and other benefits.
 - (c) Debarring from appearing in any test/examination or other evaluation process.
 - (d) Withholding results.

- (e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (f) Suspension/expulsion from the hostel.
 - (g) Cancellation of admission.
 - (h) Rustication from the institution for period ranging from 1 to 4 semesters.
 - (i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - (j) Fine which may extend upto Rs. 2.5 Lakh
- (ii) An FIR may be filed with the nearest police station against a student indulged in any act of ragging.
 - (iii) In case of ragging involving lose of property of the victim or the University; the concerned student shall also be liable to compensate the loss to the property. In such case the Vice Chancellor may impose fine and/or also order to compensate the loss so caused.
 - (iv) In order to partially compensate the loss, the Vice Chancellor may order for the forfeiting of any caution money deposited by the said student with the University as an interim measure to compensate the loss so caused and such amount may be used to compensate the loss.
 - (v) In case the student involved in ragging or abetting ragging is not identified, the Vice Chancellor may impose collective punishment and/or fine.
 - (vi) An appeal against the order of punishment shall lie to the appropriate authority of the University.

7. REMOVAL OF DIFFICULTY:

The Vice Chancellor, on the recommendation of the Committee to be constituted by the Vice Chancellor, shall have power to make such modification, alteration or amendment in this Regulation as may be necessary to remove any difficulties arising during a period of first five year from the date of commencement of this Regulation. The amendment so made will be reported to the Executive Council in its next meeting.

(C) ²**MAINTENANCE & THE MANAGEMENT OF THE UNIVERSITY HOSTELS:**

1. These Regulations shall be called "The Regulations Regarding the Maintenance & the Management of the University Hostels".
2. These Regulations shall come into force from such date as the Executive Council gives approval on these regulations.
3. The University shall maintain the following hostels:-
 - a. Boys' Hostel (UG)
 - b. Boys' Hostel (PG)
 - c. Girls' Hostel
4. Management of the Hostel:-
 - a. For each hostel, there shall be a Management Committee which shall comprise of the following Members:-
 - i. Warden of the hostel.
 - ii. Assistant Warden
 - iii. One Member from amongst the Proctorial Board of the University to be nominated by the Vice-Chancellor on the recommendation of the Warden of the Hostel.
 - iv. One Member from amongst the staff members to be nominated by the Vice-Chancellor.
 - v. Two inmates of the respective hostel to be nominated by the Vice-Chancellor on the recommendation of the respective hostel warden.
 - b. The Management Committee shall generally meet once in a month and give general suggestions on hostel matters to the Warden of the respective hostel.
5. a. There shall be constituted an Advisory Committee for the hostels. The Advisory Committee shall comprise of the following members:-
 - i. The Dean (Academics), if any
 - ii. All the Heads of the Departments
 - iii. The Dean, Student Welfare, if any/The Chairman, Student Welfare
 - iv. The Chief Proctor

² Inserted vide the approval of the Executive Council in its meeting held on 09.04.2012.

- b. The Vice-Chancellor shall be the Chairperson of the Advisory Committee and he may nominate Dean (Academics)/any Head of the Department to act the Chairperson.
6. The Advisory Committee shall:-
 - a. determine the General Policy in regard to the administrative matters of the hostels.
 - b. advise the Vice-Chancellor in hostel matters.
 - c. determine the maximum number of seats for the research students in the hostel.
7. Such students only shall generally be allowed to reside in the hostel, who have been admitted/registered for a course of the University.

Provided that the Vice-Chancellor may give permission to any student to reside outside the campus under special circumstances.

Provided further that no such student shall be allow to stay in the hostel who has been debarred/expelled from the hostel facility.
8. Appointment of the Hostel Warden/Associate Warden/Assistant Hostel Warden and their powers and duties, remuneration and other facilities.
 - a. The Warden of the hostel shall be appointed from amongst the regular faculty members of the University by the Executive Council on the recommendation of the Vice-Chancellor.
 - b. The tenure of the Hostel Warden shall be two years and he/she shall be eligible for re-appointment again.
 - c. The Hostel Warden shall be responsible for the General Administration of the Hostel. He/she shall have the powers to allot the room to such student only; who has been admitted/has got himself registered for a course of study in the University. Such allotment shall be valid for the academic session in which student has been admitted/ registered.
 - d. In exceptional circumstances the Hostel Warden may delegate the power of such allotment in writing for a limited period to the Associate/Assistant Warden with specific instructions but the Associate/Assistant Warden will take ex-post facto approval on the allotments made by him from the Warden.
 - e. The Hostel Warden shall initiate disciplinary action under the Hostel Rules made by the University from time to time. He/she shall make an inquiry in matters of the breach of discipline and shall forward the report with recommendations, which include the imposition of fine or suspension from the hostel facility of an inmate as well, to the Vice-Chancellor for necessary action.

He/she shall not give admission to the student, who has been expelled from the hostel.

- f. Till the adequate posts for teaching are approved by the State Government, the Vice-Chancellor shall appoint the Assistant Warden either on contractual basis or on outsourced basis. On the availability of the adequate posts of teaching in the University, the Vice-Chancellor shall appoint the Associate Warden/Assistant Warden from amongst the teachers of the University on the recommendation of the Warden for a term of two years, which can be extended for a further period of two years.
 - g. The Associate/Assistant Warden shall be responsible for maintaining the general discipline as well as the upkeep of the hostel. He shall keep a register recording the details of students who are allotted the rooms in the hostel along with the inventory as well as he shall maintain the Stock Register of the respective hostel. He/she shall also be responsible for ensuring that the hostel rules are obeyed by the inmates of the hostels and in case of any breach of any rule of the hostel by any inmate he shall report the matter in writing to the Warden of the respective hostels.

Besides the Associate/Assistant Warden shall get the rooms of the hostel vacated fully within three days of the date of commencement of the Summer Vacation. However, the research scholar or students doing their internship at Lucknow and who have sought permission from the Vice-Chancellor to reside in the hostel during their internship in Summer Vacation shall not be required to vacate the hostel during Summer Vacation.
 - h. The management of mess facilities shall remain under the general control of the Hostel Wardens. The Hostel Warden shall constitute such committees as he/she deems necessary for the maintenance of the arrangement of mess facilities, quality control of food, hygiene, health, sanitation and other hostel related affairs.
 - i. The Hostel Warden/The Associate/The Assistant Warden shall supervise the maintenance work of the hostels during summer vacation.
9. The Wardens shall be given such remuneration and such facilities as are made admissible by the Executive Council from time to time.
10. The Hostel Warden may take disciplinary action against a boarder for indulging in any indiscipline or misconduct in accordance to the Hostel Rules Appendix-1 Maintenance of Hostel Discipline.

³(D) **HOSTEL RULES:**

1. These Rules shall be known as the Dr. Ram Manohar Lohiya National Law University, Lucknow Hostel Rules.
2. Every boarder of the Dr. Ram Manohar Lohiya National Law University Boys' Hostel & Girls' Hostel shall abide by these Rules.

3. ADMISSION:

- a. Students who have joined a regular course of law in the University shall be eligible for hostel accommodation for the duration of his/her course. However, allotment of the Hostel to the students shall not be a matter of right and the University shall have discretion to allot or not to allot the Hostel accommodation to a particular student or a group of students based on the parameters of suitability and need, in the broader interest of the academic environment of the campus.
- b. Allotment of the hostel generally shall be made on the double sharing basis. However, in especial cases Vice-Chancellor, on the recommendation of the Warden, may consider single room allotment on the payment of such higher fee as may be decided by him.
- c. The hostel admission shall be renewable at the start of each academic year.
- d. Every boarder shall be admitted or re-admitted to the hostel within fifteen days of the opening of the University. Thereafter, no admission or readmission shall be allowed except with the prior permission of the Vice-Chancellor.
- e. Every boarder shall vacate his/her room within three days of the completion of his/her End-Term examinations.
- f. Those students, who have been expelled, rusticated or suspended for any reason by the University, shall not be considered for hostel admission. In case such action is taken during the continuance of the course of study, such boarder shall not be entitled to continue to enjoy any hostel facility.
- g. Unauthorized occupants shall be expelled from the hostel. It is the responsibility of the boarders to report such unauthorized occupation to the authorities. Provided that permission to stay in the Guest rooms in the hostel may be given on availability of Guest room with the prior permission of the Warden for a maximum period of two days to the parents/guardians of the boarders on payment of Rs. 250/- per day excluding mess charges or on such revised higher charges as prescribed by the University from time to time.
- h. If a boarder entertains an unauthorized person in any manner in the hostel/University premises, he/she shall be subject to disciplinary action as per rules.

4. RESIDENCE:

- a. Hostels will remain closed during the vacations as specified in the Academic Calendar of the University from time to time. Boarders will not be allowed to stay in the hostels during that period. However, in exceptional cases, Warden with the approval of the Vice-Chancellor

³ Inserted vide the approval of the Executive Council in its meeting held on 20.03.2009.

can permit a boarder to stay in the hostel for a specific period of vacation.

- b. Boarders shall not remain absent from the hostels except under conditions prescribed under these Rules.
- c. No boarder shall be allowed to remain absent from the hostel after 9.00 p.m. unless he has taken special permission of the Wardens.
- d. No boarder shall remain in the hostel during the class hours except with prior the permission of the Warden.
- e. No boarder shall leave the hostel or remain outside when the University is in session except with the prior permission of the Wardens on a prescribed form.
- f. No boarder shall leave the hostel without the prior written permission of the Warden except in an emergency. In the latter case the Warden shall be informed in writing at the earliest possible opportunity.
- g. Boarders going out on authorized tours or for participation in academic activities or games or sports etc. shall inform the Warden in writing before leaving the hostel.
- h. Every hostel room is provided with the essential furniture & fixtures. Occupants of the room shall be responsible for the safety and security furniture and fixtures of his room. He shall handover the charge of the articles to the appropriate authority at the end of each academic session at the close of the hostel.
- i. A boarder may requisition for the ambulance of the University with the prior permission of the Warden in writing strictly on medical grounds. All the medical expenses shall be borne by the boarder himself/herself.
- j. Use of air conditioners and electric heaters, irons by the boarder is strictly prohibited. Use of desert coolers during summer may be permitted by the Warden on the request of the boarder.
- k. Extension or alteration of the existing electric wiring or any fittings of any water or sanitary fittings by any boarder is strictly prohibited.
- l. No furniture shall be removed in the hostel from one place to another without the prior permission of the Warden.
- m. Bulbs, holders, switches must not be changed by the boarder without the knowledge of the Warden.
- n. Boarders desirous of keeping expensive items, like personal computers, lap-tops, tape recorders, radio, camera, mobile set etc. shall do so at their own risk and the University shall not be responsible in any manner for the loss of such items.
- o. Boarders shall not play any music or musical instruments in their hostels between 9.00 p.m. to 9.00 a.m. However, during the permitted hours, the boarders shall keep the sound at a level which does not disturb the other boarders. Violation of this Rule may result in a disciplinary action.
- p. No licensed or unlicensed fire arms or any or lethal weapons including dagger etc. or any contraband materials whatsoever in any form shall not be allowed in the hostel under any circumstances. Breach of this Rule by any boarder shall result in not only expulsion of the boarder from the hostel but also rustication from the University.

- q. No boarder shall be permitted to use any hallucinogenic drugs or alcoholic drinks in the hostel. Even possession of these prohibited articles shall call for not only expulsion of the boarder from the hostel but also rustication from the University.
- r. No boarder shall be allowed to hold any political meeting with any outside bodies whomsoever within the hostel premises.
- s. In and out timings at the campus gate shall be decided by the University administration and boarders shall abide by these timings.
- t. No female visitor including any girl student shall be allowed inside the Boys' hostel and no male visitor including any male student shall be allowed inside the Girls' hostel.
- u. Close relatives may visit the hostel for a short period of an hour or two only during the day time with prior written permissions of the Warden. In case of emergency the permission may be given on verbal request but all such cases must be reported in writing at the earliest.

Over and above these Rules, a boarder shall also abide by the Regulation governing maintenance of discipline amongst the students of the University framed from time to time.

5. HOSTEL MESS:

- a. All boarders shall accept the responsibility of the membership of the Mess Committee by rotation.
- b. All the boarders shall deposit the mess charges in advance as per schedule fixed on the date fixed by the University administration failing which suitable disciplinary action shall be taken against the defaulters.
- c. It shall be compulsory for every boarder to take their meals in the hostel.
- d. A boarder who declares a no meal in the hostel with the prior written permission of the authority shall continue to pay the hostel establishment fees. Provided that a boarder shall not pay meal charge when he is away from the hostel on an authorized leave of absence for more than fifteen days.
- e. Boarders shall take their breakfast normally from 8.00 a.m. to 9.00 a.m., lunch from 1.30 p.m. to 2.15 p.m. in the day time and evening tea between 4.45 p.m. to 5.30 p.m. and dinner from 8.00 p.m. to 9.45 p.m. No meals shall be served after the above timings.
- f. Boarders shall, unless they are ill, take their meals in the dining hall. Meals may be served in the room provided it is recommended by the Medical Officer or the Warden and timely intimation for such service is given. Mess crockery/utensil shall not be taken out of the dining hall.
- g. No boarders shall ill treat or punish any staff of the mess or the hostel including a safaiwallah. Complaint against them shall be made in writing to the Warden who shall take appropriate action.

At the time of granted feast, the Mess Committee shall inform the Warden about the number of guests invited in writing including their names etc. Under no circumstances unauthorized guests shall be entertained in the hostel mess.

- h. Proper discipline, etiquette and manner of the Dinning Table shall be maintained. Discussion in high pitch over Dinning Tables should be avoided.
- i. Boarders are required to maintain proper uniform i.e. suiting and shirting in the Dinning Hall, loose fittings, Chappals should be avoided.
- j. In case of non availability of room in the Dinning Hall boarder should wait for the change over, system of first come, first serve shall be followed in Dinning Hall.
- k. Boarders are not permitted to enter into the Pantry, Cooking are unless specifically authorized by the competent authority.

6. HOSTEL CAMPUS:

- a. Boarders are advised to restrict in their room and avoid the visit of fellow/friends rooms unless it is necessary for discussion or exchange of notes.
- b. Visit to others room beyond 23:00 hrs is forbidden. Boarders found in other rooms than their allotted rooms beyond specified time shall be dealt strictly.
- c. Consumption of liquor or drugs or smoking within the hostel/University campus is strictly forbidden. Defaulters will be dealt strictly.
- d. Playing of outdoor games within the plinth area of the hostel is prohibited in order to avoid damage to glass, panes, furniture's etc.
- e. Hostel gates shall be closed at 2345 hrs and entry of the boarders in the hostel shall be permitted after recording the details. In order to verify the reasons of delay. Boarders found without valid permission shall be dealt as per the rules.
- f. Boarders are required to maintain the property of University Campus and articles issued to them by the University for the Bonafide Use. Any damage/loss the property shall be borne by the student concerned in addition to the disciplinary action as per the merit of the case.
- g. Boarders are strictly forbidden to keep/store, Lathi, Rod, Knives, bolder, crackers or fire arms either in their rooms or any where in the University Campus. Strict disciplinary action shall be taken against the erring students if noticed or bound during the visit of the Chief Proctor, Wardens, CSO or any other authorities of the University.

7. VISITORS:

- a. Boarders are advised to inform about the visiting hours to their parents, friends so that visit of the guest inside the Campus can be facilitated smoothly.
- b. Visitors are permitted to visit up to the Visitors Room boarders are required to meet their honoured guests at visitor's room only.
- c. Visitors should not to be taken in the rooms allotted to the boarders in the Hostel Campus.
- d. Visitors shall be subject to frisking/checking before visiting the complex or at the time of leaving the complex.

- e. Visitors vehicle shall not be permitted beyond the parking area due to Security reasons however in case of old parents/lady members permission can be accorded by Chief Proctor/CSO.

8. SECURITY:

- a. Boarders shall be responsible for the safety and security of their valuables, cash, mobile, lap-top and other items which can be easily pilfered.
- b. Boarders must ensure that their locker are intact and lock system fully functional, if not, they should have their own brief with lock system to keep their valuable cash etc in safe custody.
- c. Boarders must obtain out pass from the warden in case they have to go out of Campus for any reasons beyond permitted hours in order to establish their identity and to avoid any complications outside the Campus.
- d. Boarders should avoid taking meals or any edibles from out side for hygienic and safety reasons in the wake of increasing cases of food poisoning or "Zahar Khurane"
- e. Boarders must not keep knives beyond the prescribed size or the lethal weapons even if it is licensed.
- f. Permission to allow boarders to keep two wheeler/four wheeler is generally dissuaded but in exceptional cases permission can be granted by the Vice-Chancellor of the University in the request of the parents if security norms are fulfilled.

Boarders who are granted permission for keeping two wheeler/four wheeler are required to obtain security clearance from CSO of the University for that purpose.

Certified copy or x copy of following documents are required to be submitted for permission of two wheeler/four wheeler.

- (I) Ownership along with Registration No.
 - (II) Validity and fitness certificate.
 - (III) Insurance Certificate if any
 - (IV) Driving License of the individual.
- g. Parking of vehicles inside the Hostel Campus is strictly forbidden. Parking of permitted two wheeler/four wheeler shall be done only in the notified area.
 - h. Timings of incoming and outgoing of boarders to /from the University Campus shall be regulated as per the instructions issued on the subject from time to time.
 - i. Boarders shall be liable to make entry in the incoming/outgoing registers maintained at gate in order to ascertain their whereabouts safety incase of any emergency.

9. EXTRA-CURRICULAR ACTIVITIES:

- a. Boarders may, with the prior approval of the Sports Committee and the Warden, organize sports, games, programmes and competitions for the healthy promotion of their academic, cultural, athletic and social welfare activities.

- b. Such sports, games, programmes and competition shall be organized with the permission of the Warden having concurrence of the Vice-Chancellor in this regard.
- c. Boarders shall follow the rules in respect of usage of common sports facilities e.g. gymnasium, swimming pool. University shall have right to levy appropriate charges for usage of these facilities.

10. DISCIPLINARY CONTROL:

- a. Every boarder living in the hostel shall be subject to the disciplinary control, primarily of the Warden and in the absence of the Warden, the Chief Proctor or any other officer authorized in this regard.
- b. There shall be Disciplinary Committee consisting of the Chief Proctor as *ex-officio* member, the Warden of the hostel as a Convenor and any other teacher as a member thereof.
- c. Where a hostel boarder(s) is found involved in a case of indiscipline in the hostel, he shall be dealt with strictly.
- d. Any contravention or violation of these Rules shall be subject to punishment provided in Appendix-1.

11. JURISDICTION OF AUTHORITIES:

All cases of indiscipline in the hostel shall be dealt with by the Hostel Warden. He shall be competent authority to impose penalties subject to the quantum and conditions prescribed in Appendix-I (Maintenance of Hostel Discipline) of the Hostel Rules.

12. POWER OF INQUIRY FROM BOARDERS:

Any authorized person of the University shall have the power of demanding from the boarders their identity cards and such other information as may be desired by the aforementioned persons concerned. Boarders failing to provide the concerned information, shall be liable to disciplinary action vide Appendix-1.

13. VIOLATION OF LAW OF THE LAND:

All cases of indiscipline amounting to the violation of the law of the land shall be reported to the Chief Proctor of the University, who may after proper investigation, report the matter to the Vice-Chancellor for necessary action.

14. SAVINGS CLAUSE:

Any question of discipline in hostel or conduct not dealt with in these Rules shall be dealt with by the Vice-Chancellor.

15. APPEAL:

A boarder who has been subjected to any punishment by the Warden or other authorized officer may within two weeks of the order imposing punishment appeal to the Vice-Chancellor. The Vice-Chancellor, after being satisfied may pass necessary order in the matter. The decision of the Vice-Chancellor shall be final in the matter.

Appendix-1

Maintenance of Hostel Discipline

Without prejudice to the generality of the foregoing provisions "indiscipline" and "misconduct" in the hostel shall include the following and if the allegation of indiscipline/misconduct against a boarder is found correct, he will be liable to disciplinary action as indicated below:

	Acts	Punishment
A.	Indiscipline in the Hostel:	
1.	Act of ragging in the Hostel	Rustication from the University and an FIR with the police authority.
2.	Leaving the hostel over-night without obtaining prior permission in writing.	Warning and on repetition of this thrice, the boarder shall be expelled.
3.	Irregularity in attendance in hostel and/or classes and default in payment of Hostel dues.	do
4.	Accommodation of unauthorized guest in the hostel room.	do
5.	Failure to inform about the number of guests during grand feast.	do
6.	Failure to accept the membership of the Mess Committee intentionally.	Imposition of fine at the discretion of Warden.
7.	Taking meals frequently from outside while residing in the hostel.	A fine of Rs. 100/- at least on each occasion.
8.	Holding political meeting with outside bodies whatsoever in the hostel.	Warning by the authorities and imposition of fine up to Rs. 500/-. Two such offences shall result in expulsion.
9.	Organizing games, sports other programmes etc. without informing the Warden.	Imposition of fine as shall be decided from time to time by Warden.
10.	Playing of music or musical instruments between 9.00 p.m. and 9.00 a.m. or during permitted hours with interfering sound.	do
11.	Use of air conditioner, electric heater etc.	Warning by the authorities and imposition of fine up to Rs.1,000/-. When such mistake is repeated twice the boarder shall be expelled.
12.	Change of seat in the Hostel without prior permission of the Warden.	do
13.	Entertainment of guests/outsider without written permission of the Warden.	Warning by the Warden with a fine up to Rs. 500/-. Two such offences shall result in expulsion.
14.	Smoking/chewing of Pan Masala/Gutka/ Tobacco.	Rs.100/- maximum up to three occasions subsequently expulsion from the hostel.
15.	Damage in any form to the hostel property.	Recovery of the actual loss, apart from the punishment as decided by the Vice-Chancellor or the recommendation of Wardens.
16.	Remain in the hostel during the class hours without any prior permission.	Warning by the appropriate authority. Incase of repetition of such act thrice the boarder may be suspended from hostel pending inquiring in the matter.
B.	Mis-behaviour in the Hostel:	
1	Manhandling or physical assault of any Hostel or mess staff.	Suspension from hostel, pending inquiry. The Punishment at the discretion of disciplinary committee.
2	Manhandling, assault or battery of any one in the Hostel premises.	do
3	Removing any furniture or fixture of the Hostel without permission.	Rs. 200/- fine on each occasion. Repetition of this thrice shall result in expulsion from the hostel.
4	Abuse of drugs/indulgence in intoxicants.	Expulsion from the Hostel.
5	Keeping arms and other contraband material etc.	do

Appendix-2⁴

ARRANGEMENT FOR STAY IN THE HOSTEL DURING SUMMER VACATION & PENALTIES FOR SPECIFIC DEFAULTS

One wing of each hostel be used as summer hostel. The Wardens will entertain the written request of an inmate to stay in the hostel during summer vacation on such terms and conditions as they deem fit.

In case the walls of a room allotted to the inmate/inmates is found damaged by posters or painting by the inmate/inmates or damaged in any other manner, the following procedure will be adopted:-

for first default - a fine of Rs. 500/-

for second default - a fine of Rs. 1,000/-

if the similar default is committed third time, the disciplinary action will be taken by the Vice-Chancellor in consultation with the respective wardens.

In case any inmate who does not eat in the dining hall and carries his food from the mess to his or any other inmates room, penalty of Rs. 100/- will be imposed.

Provided that an inmate who is sick shall be served food by the mess manager/contractor with the prior information to the Warden.

Normally an inmate shall pay the mess charges for full month when he/she takes food for 15 days or more but in cases where an inmate with the prior permission of the Warden leaves the hostel and takes food for less than 15 days, he/she shall be charged half of the amount of the monthly mess fee fixed for the respective month.

⁴ Incorporated on the basis of the minutes of the meeting presided by the Vice-Chancellor with the Hostel Wardens on dated 06.05.2013 and in the light of the resolution of the Academic Council in its meeting held on 22.06.2013 under agenda submitted as other item no. 3.

FORM FOR APPLICATION OF LEAVE

1. Name in block letters : _____
2. Class : _____
3. Roll Number : _____
4. Room Number : _____
5. Destination with Address : _____
6. Contact No. : _____
7. Purpose of leave
(Supporting document) : _____
8. Duration of Stay : _____
9. Time of taking leave : _____
10. Approximate date of return : _____

Date.....

Signature of the boarder

Whether granted/declined
Number of days leave granted

Signature of the Warden

(E) ⁵ADDITIONAL RULES REGARDING HOSTEL AND CAMPUS DISCIPLINE

1. APPLICATION

Without prejudice to the generality of the existing discipline rules, the following additional rules are made to supplement the same.

2. THE COMPOSITION OF PROCTORIAL BOARD

The Proctorial Board shall consist of the following members:

- i. Chief Proctor
- ii. Deputy Registrar
- iii. Additional Proctor
- iv. All Wardens of the Hostels
- v. All Associate Wardens

3. SECURITY OFFICE

There shall be a security office, headed by a security officer. The Security Office, the Security Officer and all security staff shall work under the general direction of the Chief Proctor.

4. WORKING OF PROCTORIAL BOARD

Unless otherwise provided, the normal allocation of business of the Proctorial Board will be as follows:

(a) CONDUCT OF INQUIRIES

- (i) In cases of any student violence/clash/unrest etc. inside the hostel premises - the inquiry shall be conducted by the respective hostel Warden and Associate Warden jointly and report to be forwarded to the office of the Chief Proctor.
- (ii) In case of any student violence/clash/unrest outside the hostel but within the campus- the inquiry shall be jointly conducted by Additional Proctor and Wardens of respective hostels where the inmates reside and report to be forwarded to the office of the Chief Proctor.
- (iii) In case of inter-hostel violence/clash/unrest- the inquiry shall be conducted by respective Wardens and Additional Proctor jointly and report to be forwarded to the office of the Chief Proctor.
- (iv) In case of problems of discipline involving students and officers/ employees of the University, the inquiry shall be conducted by a committee constituted by the Vice-Chancellor.

All such inquiry reports shall be submitted to the office of the Chief Proctor who shall ensure disciplinary action in accordance with the provisions of the University rules/regulations. Serious cases of indiscipline shall be brought to the notice of the Vice-Chancellor also.

⁵ added vide the resolution passed by the Academic Council in its meeting held on 22.06.2013 under the agenda proposed as other item no. 3.

5. CAMPUS ENTRY PROCEDURE

There shall be an Entry Pass Office at University main gate of the University and the visitors shall be allowed entry through pass only. The University students shall carry their identity card at the time of in and out from the main gate. They shall be required to show their ID cards as and when required for the security reasons. Suspended/debarred students shall be required to show their ID proof to the security personnel. Their entry and stay in the campus shall be subject to the approval of the Chief Proctor. Present system of making in and out entry in the main gate register shall continue till the pass system implemented.

6. CAMPUS AND HOSTEL DISCIPLINE RULES

- (i) All the hostel wardens, associate wardens and assistant wardens along with the respective hostel supervisors /matron etc. shall take a surprise inspection of the entire hostel at least twice every week. The reported cases of indiscipline shall be recorded by the warden and the copy of record to be forwarded to the office of chief proctor for the purposes of record/documentation.
- (ii) All students are directed to remain present inside the hostel between the 9:30 pm to 5 am. The girl students must return inside the University Campus by 8:30 pm and get inside the hostel by 9:30 pm.
- (iii) Use of music system, loudspeakers in the University hostel/room is strictly prohibited. A fine of Rs. 500/- may be imposed by the Warden in case of first breach of this rule. If a student repeats the same offence, the disciplinary proceedings shall be initiated against him by the Warden and the Proctorial Board.
- (iv) Consumption/possession of liquor, drugs and smoking inside the University premises/hostel is strictly prohibited. Student found guilty shall be debarred from the University hostel/and campus for the entire academic session/course duration as the case may be according to the gravity of the breach. The students found in inebriated conditions will also be subject to the same treatment.
- (v) Because of safety and security reasons of the university inmates the students are not permitted to bring their vehicles inside the University campus. They may however be permitted to park their vehicles in the dedicated parking area in front of the University main gate on the payment of prescribed parking charges.

7. GENERAL RULES OF CONDUCT FOR STUDENTS AND PARENTS

- (i) The students and their parents shall enter in the office of the University Authorities only by asking for a due permission. The offices/departments dealing in confidential matters shall not be accessible to the students/parents without a due permission of

the \officers/employees on duty in the concerned department/cell.

- (ii) There is restricted hours of visiting for the parents for meeting with their wards in the University Hostels. Generally, on all working days, this period will be from 04.30 P.M. to 07.30P.M. On holidays/weekends, the parents are allowed to visit their wards during the day hours from 8 a.m. extending up to 07.30 P.M. in the evening hrs. After 7.30 p.m. entry of the visitors/their vehicles shall be strictly prohibited.
- (iii) Parents are directed to park their vehicle at the parking place just opposite the main gate of the University. The entry of vehicles inside the campus will be allowed only in cases of special permission of CSO/Proctor/Warden or any other Authority of similar status and such entries will be permitted only on special grounds. Parents are advised not to visit the inside the hostel room without the permission of Warden or Chief Proctor.
- (iv) All the officers/authorities/faculties have the necessary authority to communicate any fact to the parents of the students in case of any urgency/act of indiscipline etc.
- (v) For breach/noncompliance of any rule/regulation/order or direction of any University Officer or Authority including Proctor, Warden and Security Officer/Security Staff, a fine of Rs. 1000/- to 5000/- may be imposed as per the gravity/severity of the breach or noncompliance.
- (vi) The refusal to receive the copy of suspension/ expulsion letters etc. shall be treated as an act of indiscipline and this will automatically extend the period of suspension/expulsion etc for One Week in addition to the time of suspension stipulated in the suspension or expulsion letter.

8. SUPERVISION OF MESS AND FOOD QUALITY

- (i) There shall be daily supervision of mess hygiene and food quality by the respective hostel wardens.
- (ii) The quality of food in the lunch hours will be verified by the respective hostel wardens and the food quality in the dinner hrs. to be verified by the respective associate wardens.
- (iii) There shall be a register in which the remarks relating to food quality will be entered on the basis of routine supervision.

9. IMPACT OF DISCIPLINARY ACTIONS

- (i) The student against whom any kind of disciplinary action has been taken, the following consequences shall ensue:
 - (a) Suspension from all the student bodies/committees for the entire academic session.
 - (b) Issuance of recommendation letters and other privileges shall not be possible in the entire academic session.
 - (c) The student shall also not be eligible to represent/participate in any intra or outside academic/cultural/extra-curricular events etc. anywhere.

- (ii) The record of punishment shall be kept in the office of the warden. One copy shall be sent to the Proctor office also. The students may be declared ineligible for hostel facility once the number of the warnings given to him/her exceeds three in a one academic year.

10. USE OF AMBULANCE BY STUDENTS

- (i) Ambulance will provide only the drop facility in cases of serious illness affecting the general locomotion/movement of limbs. After that the students will have to make their own arrangement for return.
- (ii) The student using the ambulance has to submit the prescription paper of the doctor within 48 hrs. in the office of warden. In case the prescription paper of the doctor is not produced, a fine of Rs. 500/- may be charged from the student.

CAMPUS ENTRY TIMINGS

FOR GIRLS

CAMPUS ENTRY	LATEST BY 8.30 PM
HOSTEL ENTRY	LATEST BY 9.30 PM

FOR BOYS

CAMPUS ENTRY	LATEST BY 9.30 PM
HOSTEL ENTRY	LATEST BY 9.30 PM