



SANCHI UNIVERSITY OF BUDDHIST-INDIC STUDIES

Sanchi, District-Raisen
Established under Act 1, 2013 of 2012

RULES AND REGULATIONS GOVERNING HOSTEL ADMINISTRATION

1. Short title and Commencement

These rules shall be called "Sanchi University of Buddhist-Indic Studies Hostel Rules & Regulations" and these rules shall be applicable for managing the Hostels for the students of Sanchi University of Buddhist-Indic Studies. These rules shall come into force with effect from the date of its notification.

2. Definitions and Interpretation

- (a) "University" means Sanchi University of Buddhist-Indic Studies.
- (b) "Executive Council" means Executive Council of University.
- (c) "Vice-Chancellor" means Vice Chancellor of University.
- (d) "Registrar" means Registrar of the University.
- (e) "Hostel" is a unit which shall provide lodging and boarding facility to the students.
- (f) "Hostel Management Committee" means Hostel Management Committee of the University.
- (g) "Hostel Regulations" refers to the principles or rules of generic nature employed in managing day to day functioning of the hostels.
- (h) "Warden" shall refer to any teaching staff, deputed for running of the Hostel activities.
- (i) "Hostel Fee" refers to the charges paid by the student for availing the hostel facility.
- (j) "Hostel Caution Money" means an amount of money deposited by the student as the security for good conduct.
- (k) "No Dues Certificate" means a certificate which a student has to obtain from all the departments of the University which are concerned with the student before vacating the hostel. This is to confirm that the no fees/charges are left over with the student.

Section A Rules for Governing Hostel

एष धर्मः समातम्

3. Hostel Management Committee

3.1 **Structure:** There shall be a Hostel Management Committee which shall be consisting of following members nominated by the Registrar :

- | | | |
|------|--|------------------|
| i. | Deputy Registrar/ Assistant Registrar | Chairperson |
| ii. | Assistant Director Hostel | Member |
| iii. | Professor/Associate Professor/Asst. Professor to be nominated by the Vice Chancellor | Member |
| iv. | Two Wardens to be nominated by the Registrar (atleast one member for girls hostel) | Member |
| v. | Assistant Engineer Estate | Member |
| vi. | Any Officer of the University to be nominated by the Registrar | Member |
| vii. | Hostel Incharge | Member Secretary |

3.1.1 In the absence of Chairperson, Assistant Director Hostel shall be Chairperson of Hostel Management Committee.

- 3.1.2 In case any member is not available then the person on the next senior most post shall be nominated.
- 3.1.3 Nominated members can be changed by the Registrar from time to time as and when required.
- 3.2 **Term:** The term of Hostel Management Committee shall be one year.
- 3.3 **Quorum:** The quorum for all meetings shall be minimum fifty percent of existing members of Hostel Management Committee.
- 3.4 **Meetings:**
- 3.4.1 Meeting of Hostel Management Committee shall be called before the start of each semester.
- 3.4.2 The Hostel Management Committee meeting shall at least be held in every quarter.
- 3.4.3 Member secretary of the Hostel Management Committee is authorized to call a meeting after giving the minimum notice period of 7 days.
- 3.4.4 The decisions of the meeting shall be taken generally by consensus but in case of dispute, voting shall be conducted. In Case of equal votes on both sides, the decision of Chairperson shall be final.
- 3.4.5 The record of voting and attendance of every member and participant of the meeting of Hostel Management Committee will be kept for documentation.
- 3.4.6 The Chairperson shall put up the minutes of the meetings to the Registrar for the approval and circulate the same to the members of Hostel Management Committee after the approval.
- 3.4.7 Any member of Hostel Management Committee may request the Chairperson of Hostel Management Committee to call an Emergency Meeting. Twenty four hours shall be required for such a meeting to be called.
- 3.5 **Functions:**
- The functions of Hostel Management Committee include:
- 3.5.1 To supervise the working of hostels in coordination with Hostel Incharge.
- 3.5.2 To ensure welfare of resident students, their discipline and the administration and security of the hostels.
- 3.5.3 To ensure the proper maintenance and upkeep of the hostel.
- 3.5.4 To ensure that peace and order is observed at all times by the residents of the hostel.
- 3.5.5 To ensure proper hygiene and cleanliness in hostels.
- 3.5.6 To ensure strict compliance of the hostel rules.
- 3.5.7 To discuss and propose the hostel fees, hostel caution money and late fees fine time to time as and when required for the approval.
- 3.5.8 To prepare Hostel forms and formats required for the functioning of hostels subject to approval from the Registrar.
- 3.5.9 To propose the changes, addition and deletion in the Hostel Rules and procedures as and when required for the approval.
- 3.5.10 To propose changes in "Hostel Regulations" time to time as and when necessary, subject to approval from Registrar.
4. **Warden(s) of the Hostel(s)**
- 4.1 There shall be Warden(s) from teaching staff for the hostel(s). Warden(s) shall be responsible for the proper functioning of the assigned hostel(s).
- 4.2 The Warden(s) of the Hostel shall be deputed on the recommendation of Assistant Director Hostel and to be approved by the Registrar.

4.3 The Warden(s) of Hostel shall perform duties as assigned to them by the Hostel Management Committee from time to time and they shall function under the overall charge of the Chairperson of Hostel Management Committee.

4.4 **Functions of Warden:**

In addition to the specific duties assigned by the Chairperson, the Warden/Wardens shall perform the following functions:

4.4.1 The Wardens shall be responsible for the proper upkeep and maintenance of properties of the concerned hostel as are under his or her charge.

4.4.2 Each Warden shall ensure that the residents in his or her charge properly observe the hostel rules and maintain discipline and decorum and shall promptly report to the Hostel Incharge all cases of misbehavior, indiscipline, and sickness of the residents in his or her charge.

4.4.3 To supervise the absenteeism and maintain records of leave granted to students by the appropriate authority on his/her recommendation.

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

4.4.5 To take measure to prevent ragging.

4.4.6 To attend the cases of illness and accidents of students residing in the hostel.

4.4.7 In the absence of Hostel Incharge, Warden shall perform duties as Hostel Incharge.

5. **Hostel Incharge**

5.1 There shall be a Hostel Incharge to look after the entire functioning of the hostel.

5.2 Hostel Incharge shall perform duties as assigned by the Assistant Director Hostel from time to time.

5.3 **Functions of Hostel Incharge:**

In addition to the specific duties assigned by the Assistant Director Hostel the Hostel Incharge shall perform following functions:

5.3.1 To ensure upkeep and maintenance of hostel amenities, furniture, electric and other fixtures.

5.3.2 To ensure upkeep and maintenance of hostel buildings.

5.3.3 To ensure proper hygiene and cleanliness in hostels.

5.3.4 To ensure strict compliance of the hostel rules.

5.3.5 To check strict compliance of timings of hostels.

5.3.6 To attend the cases of misbehavior and indiscipline of students residing in the hostel.

5.3.7 To take disciplinary action for keeping any unauthorized guest.

5.3.8 To allot Hostel rooms in coordination with Hostel Management Committee.

5.3.9 To issue hostel room amenities to the students.

5.3.10 To maintain an Admission Register for all the students admitted / readmitted to the hostel in the beginning of each semester.

5.3.11 To take action for the eviction of defaulting resident students in consultation with the Warden and Mess Incharge for mess bill defaulters.

5.3.12 To ensure overall security of the hostel and shall coordinate his/her responsibility with the Security officer of the University.

5.3.13 To ensure adequate supply of water in hostels.

5.3.14 To prevent any wastage of electricity and water in hostels.

6. Admission in Hostel

Admission in the hostels of the university shall be given to all the students as far as possible who are admitted to any full term/ short term courses in the university on demand.

6.1 Admission Rules:

- 6.1.1 Right to admission in SUBIS Hostel is reserved with the Hostel Management Committee.
- 6.1.2 The allotment of rooms to the applicants shall be made by the Hostel Management Committee.
- 6.1.3 Students belonging to SC/ST/ OBC & P.H. categories shall be given reservation in hostel seats as per the quota fixed from time to time by the State Government.
- 6.1.4 Hostel Rooms shall be provided on first come first serve basis. In case of any dispute Hostel Management Committee decision shall be final.
- 6.1.5 Research Scholars, who have confirmed to Ph.D. programme, shall get first priority; Second priority shall be given to M.Phil candidates, third priority shall be given to Post graduate candidates. Few seats shall be reserved for short term courses.
- 6.1.6 Some rooms shall be reserved for non-resident foreign nationals (i.e. those foreign nationals not residing in India) joining the various full-time/ Short Term programs of study of the University, so as to provide accommodation at the earliest.
- 6.1.7 Accommodation shall not be provided to any student whose registration is cancelled.
- 6.1.8 The hostellers are not permitted to change their rooms once occupied without the written approval from the Assistant Director Hostel.
- 6.1.9 Rooms are allotted to each student on his/her personal responsibility. They should see to the upkeep of their room, hostel and its environment.
- 6.1.10 Hostel accommodation (room) can be changed by the Hostel Management Committee if found necessary at any point of time.
- 6.1.11 Students suffering from contagious disease shall not be allowed to stay at hostel.
- 6.1.12 If a student is expelled from the University for any Reason he/she should immediately vacate the hostel on the day of expulsion from the university. His/ her continuance in the hostel shall be treated as unauthorized occupation and action shall be initiated.

6.2 Admission Procedure:

- 6.2.1 After admission in the course, Hostel Accommodation Form shall be issued to the candidates on request.
- 6.2.2 Students have to fill Hostel Accommodation Form and deposit it to the Assistant Director Hostel.
- 6.2.3 Students shall be provided with basic room amenities, which shall be issued to them by signing in Hostel Material Issue Register.
- 6.2.4 Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.
- 6.2.5 Before vacating Hostel candidate has to get No Dues Certificate from the concerned Hostel and departments.

7. Termination of Admission from Hostel

- 7.1 In case a student does not deposit mess fees, he/she shall be expelled from the hostel.
- 7.2 In case a student is involved in indisciplinary and illegal activities like ragging, fight or damaging the property etc. shall be liable to be expelled from the hostel and no hostel fees and caution money shall be refunded in that case.
- 7.3 If the student is fined for indisciplinary acts or violation of hostel rules and regulations more than three times his/her case shall be presented in the Hostel Management

Committee and he/she shall be liable to be expelled from the hostel as per the discretion of Hostel Management Committee.

7.4 Termination/ Expulsion of student from the Hostel shall be decided by the Hostel Management Committee. Hostel Management Committee shall issue a detailed order on expulsion of the student.

7.5 If any student is found indulging or guilty in any criminal activity he/she shall be expelled from the hostel and neither the hostel fees nor the caution money shall be refunded.

7.6 Expelled student can appeal for reconsideration within 7 days of expulsion to the Dean of Student Welfare. In this context, the final decision shall be taken by a body consisting of the Vice Chancellor, Registrar and Dean of Student Welfare.

8. **Hostel Fees & Hostel Caution Money**

There shall be a Hostel fees which shall be taken from students for availing hostel facility.

8.1 Hostel fees & hostel caution money amount shall be proposed by the Hostel Management Committee every year and to be approved by the Registrar.

8.2 Hostel fees for each course/ term/ semester has to be paid by students before the starting of the course/ term/ semester fully in advance.

8.3 An amount of money shall have to be paid towards hostel caution money once in the start of hostel stay as a part of hostel fees, which shall be refunded when the student finally vacates the hostel after deducting the dues, if any.

8.4 In case Hostel fees is not deposited in time, late fees fine shall be taken from the hostel student which is fixed every year by the Hostel Management Committee.

9. **Fine**

9.1 In case of damage to or loss of hostel property, the cost shall be recovered from the students responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the Hostel Management Committee.

9.2 If a damage is done outside the room i.e., in common places like corridors, bathrooms, recreational halls, mess etc., and the person(s) is/ are not identified, then the cost shall be recovered, floor wise or block wise or on the whole decided by the Hostel Management Committee.

9.3 In case the student is involved in indisciplinary acts and violation of hostel regulations (like keeping unauthorized guests in hostel room, not following timings of hostel, wastage of electricity etc.) he/ she shall be fined as per the table shown in Section B, Hostel Regulations- 19. Assistant Director Hostel shall be authorized to impose fine on the students.

10. **Prohibition**

10.1 Following are strictly prohibited in the hostel premises:—

- i. Smoking
- ii. Consumption of alcoholic drinks
- iii. Drugs
- iv. Gambling
- v. Intimidation or violence
- vi. Willful damage to property
- vii. Entering the hostel premises in an intoxicated state.
- viii. Shouting and using abusive language in the hostel premises campus.
- ix. Employing unauthorized persons for personal work.
- x. Cooking in hostel rooms.

- 10.2 The residents of the hostels must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical appliance/gadget.
- 10.3 No hostel inmate shall take the law into his/her own hands. If any of the hostellers find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel hostellers, he/she should lodge a complaint in writing with the Assistant director Hostel.
- 10.4 No secret activities or meetings are permitted on the hostel premises. For holding any meeting in the hostel room or anywhere in the hostel area, prior written permission should be obtained from the Hostel In-charge.
- 10.5 Keeping of any weapons like Arms, knives, sticks, rods, chains etc. in the hostel rooms is strictly prohibited.
- 10.6 Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters shall be punished. Repeated acts shall render cancellation of allotment of Hostel room.
- 10.7 Hostellers should not fire crackers on any occasion inside the hostel or within the premises of the hostel.

11. **Arrangement at the time of vacation**

- 11.1 All students shall vacate their rooms before proceeding on summer vacation.
- 11.2 A separate cloak room shall be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/ boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept with the in-charge of the cloak room. Please avoid keeping any valuables, for which SUBIS is not responsible, if lost.



Section B **Hostel Regulations**

1. Students must individually fill in and out register at the Main Gate properly every time they go out and come into the campus.
2. All students must return to hostel before 7:30 pm.
3. If any student needs to stay out of the hostel after 7:30 pm due to any reason, he/ she will have to apply for and take prior written permission from the Hostel In-charge. Violation of this rule shall lead to disciplinary action.
4. In case any student has to stay out of hostel for a day or more for any reason, he/she has to inform the Hostel In-charge and take prior separate permission in written application.
5. Male students/visitors are not allowed inside the girls' hostel and vice versa.
6. No overnight guests are allowed in a student's room without prior permission of the Assistant Director Hostel.
7. Students have to return all non-consumable amenities issued to them at the time of hostel admission to the Hostel In-charge before leaving the course.
8. Students must cooperate with the maintenance and cleaning work in the hostel premises and must get cleaning and maintenance of hostel rooms done in their own or attendant's presence.
9. Students must take care of their own belongings; University shall not be responsible for any loss of luggage/ items kept in the rooms. In case of expensive items like laptops, mobiles etc. students are advised to take extra care.

10. When the students go out of their room, they should switch off all the electrical appliances like fans, tubelights etc. Violation of this shall attract suitable penalty and punishment as decided by authorities.
11. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint shall be lodged by the student before taking prior permission from the hostel management.
12. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. shall be punished. Further, they are liable to be expelled from the hostel/ university.
13. The hostellers of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Hostel in-charge. However, for any accident or fatality that may occur during picnic/excursion, the responsibility does not lie with the institute or Hostel authorities.
14. All the residents of the hostels are directed to be in their rooms latest by 10.30 p.m.
15. No function or celebration shall be organized at hostel premises without the permission of the Hostel In-charge.
16. Research Scholars who have to continue their projects, dissertations etc. may be permitted to stay in the hostels during the summer vacation on the specific recommendation of the Department Heads and Supervisors.
17. The residents of ongoing classes who are to undertake summer training/summer placements/internship as a part of their course requirement during the summer vacation can stay in the Hostel on normal room rent on production of a certificate to that effect from their respective Department Heads. However, they shall be required to seek admission to the Hostel afresh on the reopening of the University after summer vacation as per the normal practice.
18. Before vacating the rooms, the electrical installations including the fan, coolers etc. should be handed over intact, in addition to the furniture to the Hostel Incharge. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from Hostel Incharge.
19. Violating of hostel rules and regulations shall lead to fine as follows:

S.No.	Particular	Fine Amount
01	First Violation	Rs. 200
02	Second Violation	Rs. 500
03	Third Violation	Rs. 1000