

Rules and Regulations
Governing the Management of
University Hostels
and
Delegacies



गति शक्ति विश्वविद्यालय
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(A Central University under the Ministry of Railways, Government of India)
लालबाग, वडोदरा, गुजरात / Lalbaug, Vadodara, Gujarat 390004

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Subject to the general control of the Academic Council, the following Ordinances are applicable for the proper management of students' residences and also for regulating and maintaining discipline among the students residing in University Hostels.

1. PROLOGUE

The university is running fully residential programmes for its undergraduate students (UG) and also for its female postgraduate students (PG). Some hostels are university-owned hostels (will be referred to as UHs in further elaborations), and some are not university-owned but university-hired and administered hostels (further referred to as UHAH). Besides, PG male students and local UG students may be permitted not to stay in UHs or UHAHs. The university will provide mess facility either separately for a hostel or for a group of hostels.

2. HOSTEL ADMINISTRATION

All the UHs and UHAHs will be managed by the Dean (Students' Welfare), Wardens, Deputy Wardens and Caretakers. The Dean (Students' Welfare) will be the overall in charge of all the hostels and the mess for the students. The wardens will be the executive head of their respective hostels. Deputy wardens and caretakers will be working under the Wardens and the support and maintenance staff to their respective Deputy Wardens.

3. MESS MANAGEMENT

The centralised mess shall be managed by a Mess Committee comprising the Dean (Students' Welfare) as the Chairperson and all Wardens as members. This committee shall select student representatives from each hostel every academic year to form the Student's Mess Committee. The Mess Committee shall meet regularly and as needed to ensure the provision of healthy and quality food and snacks to the students.

4. WARDENS

This authority, a teacher of the University, shall be appointed by the Vice-Chancellor for a period of three years. The wardens shall be the administrative and executive heads of the concerned hostels and shall be assisted by deputy wardens/caretakers in the performance of following duties or any other duties entrusted to them by the Dean (Students' Welfare) or the Vice-Chancellor time-to-time related to their hostels:

- a) general administration, supervision and control of the concerned hostels.
- b) assignment, in the beginning of each academic year (or at such time or times as may be necessary) of duties of staff allocated to their hostels, such as the supervision of hostel, of matters connected with hostel, managements of messes, work of the paid employees and purchase of materials; and of all other activities associated with the concerned hostel.
- c) assignment of rooms to such students as have been allocated to their hostels.

- d) maintain discipline and activities of student residing in their hostels in accordance with rules framed therefor.
- e) hospitalisation of students residing in their hostels who are suffering from illness and reporting this matter to all the superior authorities related to hostel administration.
- f) taking disciplinary actions, as specified in hostel regulations for students, against students involved in cases of misbehaviour, indiscipline and ragging, and reporting this matter to all the superior authorities related to hostel administration.
- g) maintain a list of students along with permanent address of guardians and such other information as may be required or specified, on a form prescribed by the appropriate authority;
- h) enforce the rules relating to residence, management of messes, extra-curricular activities and all other rules and orders connected with the residence of students in the hostel.
- i) attend to all matters of health, sickness, diet, sanitation and cleanliness of the premises of the concerned hostel in accordance with the advice of the Medical and the Health Officers.
- j) do all other such things and acts as many be assigned to him by the Vice-chancellor, the Dean (Students' Welfare) as may be required of them under relevant ordinances, regulations, rules and orders.
- k) shall be responsible for the safe custody and maintenance of such properties of the concerned hostel as entrusted to them and also for their repairs/replacement with the help of relevant authorities for hostel administration.
- l) shall inspect the mess/canteen in his/her concerned hostel regularly.
- m) plan and supervise the cultural activities of students residing in the concerned hostels.
- n) shall plan and supervise social service, etc.
- o) shall supervise the work of the Deputy Wardens/Caretakers and other staff allocated to his/her Hostel.
- p) shall meet the Dean of Students' Welfare at least once in a month and keep him posted with the affairs of the Hostel. He/she will assist the Dean in the discharge of his/her duties.
- q) expeditiously decide the matter of grievance of a student or clerical or subordinate staff within the limitations of his/her powers,
- r) seek the guidance of the Vice-chancellor, Dean (Students' Welfare) on unusual matters or any matter that can help in taking a sound decision in overall perspective.

- s) he/she, will discharge duties and exercise powers, which even have not been specifically assigned to any other person or body.
- t) will exercise powers and discharge duties, in consultation with the higher hostel administration authorities or the Vice-chancellor, in ease of emergency, which under ordinary circumstances would have been done by a person/ persons or by a body/bodies.
- u) being the administrative head of the hostel office, the details of duty assignment and timings (for the subordinate staff under him) shall be decided by him/her and intimate the same to all the higher hostel administration authorities and the Vice-chancellor. The maintenance, of all official records shall be his/her responsibility.
- v) shall take an undertaking from each hosteller to abide by the Act, Statutes, Ordinances, Regulations, Rules and Orders of the University regarding payment of mess dues, maintenance of hostel discipline, ragging and regarding misuse of room, electricity, furniture, fittings, water and treatment with the hostel and mess employees.
- w) will be available in his/her hostel office every day for at least for an hour in a day (either in the morning and in the evening on working days, any time otherwise) and shall attend to the problems of the students of his/her hostel.
- x) shall ensure that the name of all the hostel employees and their attendance are recorded in an Attendance Register.

Subject to continuing as an employee of the University, a teacher shall hold the office of the Warden for a term of three years unless earlier relieved of his duties as the Warden by the Vice-Chancellor. The Vice-Chancellor may renew the appointment of a teacher as the Warden for an additional term.

6. DEPUTY WARDEN

They will be non-teaching staff of the University. They will work under the control of the warden of the concerned hostel. They will also be responsible for all the duties meant for the warden. They are support staff to the wardens. Since they are full-time employee for the hostel, a prompt service from them is naturally required from them in performance of all the duties related to welfare of students and maintenance of orderly environment in the concerned hostels. Regarding this, timely reporting (immediately in the case of urgent matters) to the Warden is also required. Other duties, but not limited to the following, assigned to the Deputy Wardens are as follows:

- a) shall allot rooms to the students in their respective Blocks, and shall assist the Warden in all matters of administration and supervision which have been referred to them by the Warden. They shall also perform such duties as are delegated to them by the Warden.

- b) shall maintain a list of students along with permanent addresses of guardians and such other information as may be required on a form prescribed by the appropriate authority.
- c) shall enforce the rules relating to residence, management of concerned hostel mess, extracurricular activities and all other rules and orders connected with the residence of students in the hostel.
- d) shall report in writing to the Warden concerned the cases of ragging indiscipline and misbehavior of students.
- e) shall follow all other such things and acts as may be assigned to him/her by the any of the higher hostel administration authorities.
- f) shall be responsible for proper upkeep and maintenance of properties of the concerned hostel and also for taking appropriate actions for their repairs.
- g) shall be responsible for general discipline, and sanitation and cleanliness of hostel and its mess, including health, sickness of students.
- h) shall make rounds of the hostel to ensure tidiness and cleanliness and also to ensure that the hostel staff including hostel-security personnel are carrying out their duties properly and punctually.
- i) shall inspect the hostel mess regularly.

7. CARETAKERS

They will be non-teaching staff of the University. They will work under the control of the deputy warden/warden of the concerned hostel and also the authorities related with the hospital administration. They will also be responsible for all the duties meant for the deputy warden. They are support staff to the deputy wardens/wardens. Since they are full-time employee for the hostel, a prompt service from them is naturally required from them in performance of all the duties related to welfare of students and maintenance of orderly environment in the concerned hostels. Regarding this, timely reporting (immediately in the case of urgent matters) to the Warden is also required. Besides, he/she shall be responsible for the safe custody of all hostel records and properties of the concerned hostel. They shall also be working proactively for timely actions for the repairs of hostel furniture, electrical and plumbing fittings, etc.

8. HOSTEL RESIDENCE

It is university's prerogative to admit a student to its hostel. Payment of all fees is the essential prerequisite for hostel admission. Students may be admitted to the University hostels according to the criteria laid down for the purpose and subject to availability of accommodation. Such students of the University, who fail to secure accommodation in any hostels, may be permitted to reside outside under the supervision of a local guardian, subject to such conditions as may be prescribed from time to time.

- 8.1 The University hostels should be vacated during vacations (summer and winter vacation) every year to enable the administration to attend to the maintenance and other associated matters of the hostels. If the presence of certain students is considered essential, the University may declare any one of the hostels as a *Summer/Winter Hostel* and keep it open during the vacation.
- 8.2 Students failing to secure a seat in a hostel shall ordinarily reside with their parents or guardians, making their own arrangements for residence outside the University premises.

9. DISCIPLINARY CONTROL

- 9.1 Every student living in a University Hostel or outside shall be subject to the disciplinary control of the Dean of Students' Welfare and Warden or any officer appointed by the Vice-chancellor for the purpose, as the case may be. There shall be a Student Disciplinary Committee (SDC) to deal with all matters arising out of indiscipline and misconduct in the Hostels. This Committee shall function under the overall disciplinary control of the Vice-chancellor.
- 9.2 The Dean of Students' Welfare, or an Officer appointed by the Vice-chancellor, will deal with all the cases of indiscipline of such students as are residing in various hostels or otherwise.
- 9.3 So long as a student is on the Roll-Call (Registered Student) of the University, he/she shall be under the disciplinary control of the University authorities.

10. RULES OF HOSTEL RESIDENCE

A. Legal Compliance

- 10.1 Ragging, including under the pretext of introduction, is strictly prohibited both inside and outside the campus and is considered a cognizable offense under the law. Strict disciplinary action will be taken against any student found involved in ragging activities. It is the collective responsibility of all students to immediately report any such incident to the University Authorities without delay.
- 10.2 If any student is found violating or failing to abide by any hostel rules, strict disciplinary action shall be taken against the erring student. Such action may include expulsion from the University, in accordance with the University's norms and regulations.
- 10.3 Students are strongly advised not to keep excess cash or valuables such as jewellery, expensive accessories (e.g., wristwatches), laptops, mobile phones, or similar items in the hostel. Any loss, theft, or damage to such personal belongings shall be at the student's own risk, and the University will not be held responsible under any circumstances.

- 10.4 At the end of each academic semester, or upon leaving the University, students must hand over the charge of their hostel room, along with all furniture and fixtures, to the hostel Warden. The student shall be liable to pay for any damages or shortages identified during the handover inspection of the room.

B. Movement Regulations

- 10.5 Students residing in the hostels shall not absent themselves from their respective hostels except under circumstances permitted by the hostel regulations. They are required to strictly adhere to all rules and guidelines laid down in the hostel regulations.
- 10.6 Every student is required to return their hostel room by 10:30 P.M. each day, unless prior permission has been obtained from the concerned Warden.
- 10.7 No student shall leave the hostel or stay outside Vadodara while the University is in session, except with prior written permission from the Warden, obtained through the prescribed form. Such permission shall be granted only after the student has obtained leave from the concerned competent authority. While granting the permission, the Warden shall ensure that the period and purpose of the leave are clearly stated in the application.
- 10.8 No student shall leave the hostel without prior permission from the Deputy Warden or Warden, except in cases of emergency. In such cases, the student must inform the Deputy Warden or Warden at the earliest opportunity and seek formal permission as soon as possible.
- 10.9 Students who intend to go out on authorized tours or for participation in conferences, camps, tournaments, or similar events must inform their Wardens in writing before leaving the hostel. They must submit relevant documents as proof and state clearly that permission has been granted by the concerned University authorities for the specified purpose and period. Permission from the Warden must be obtained prior to departure.

C. Upkeeping of Hostel Provisions

- 10.10 Students shall be responsible for all furniture, electrical items, and other fixtures provided in their hostel rooms. They must not disfigure, write on, or paint walls, doors, windows, or cause any form of damage. In the event of any damage, the student(s) concerned will be held accountable, and the full cost of repair or replacement shall be borne by them.
- 10.11 Each hostel room is provided with a mattress. Students are required to use their own bed sheets, blankets, and pillows. Any damage to the provided items due to misuse or negligence will result in the cost being charged to the concerned student.
- 10.12 Students are expected to keep their rooms clean and tidy, and must use the dustbins provided to them for waste disposal.

- 10.13 The University will provide housekeeping services regularly for common areas, staircases, and washrooms.
- 10.14 Bringing outside furniture into the hostel room, including items from other hostel rooms or common areas, is strictly prohibited. Violation of this rule will attract disciplinary action.
- 10.15 Any complaint regarding furniture or fixtures in the rooms or washrooms must be recorded in the complaint register available in the Warden's office.

D. Conduct & Behaviour

- 10.16 Students are expected to maintain decorum and dignity at all times. They shall not engage in any behaviour that causes nuisance or disturbance to other students or members of the campus community.
- 10.17 Hostel residents must refrain from unnecessary arguments, quarrels, or altercations with the hostel staff. If any student has a complaint against a hostel employee, it must be submitted in writing to the Warden. The use of abusive, vulgar, or un-parliamentary language with anyone is strictly prohibited. Any complaint in this regard will be treated seriously and may result in disciplinary action.
- 10.18 Students are expected to cooperate with the Warden and fellow residents, and to strictly follow the Warden's instructions on all matters related to the hostel and mess.

E. Activities Forbidden

- 10.19 The use of unauthorized electrical appliances, such as electric kettles, refrigerators, heating rods/plates, room heaters, cooking equipment/appliances, etc., is strictly prohibited in the hostel. If any such items are found in use, they will be confiscated and will not be returned under any circumstances.
- 10.20 Students are strictly prohibited from cooking inside the hostel premises using induction stoves, gas or kerosene stoves, hot plates, or any other fuel-operated equipment.
- 10.21 Students shall neither cook in the hostel rooms nor take mess utensils or food from the dining area to their rooms.
- 10.22 Students shall not form any hostel society or association on their own, nor shall they publish or circulate any material related to any matters without prior written permission from the Competent Authority.
- 10.23 Students shall not display or circulate any notice, nor shall they post anything on the hostel notice board, without prior written permission from the Warden.
- 10.24 Students shall not remove newspapers, magazines, televisions, gaming materials, or any other items from the Common Room to their hostel rooms,

nor shall they mishandle or damage such items. Any loss or damage will be recovered from the responsible student(s) as per the decision of the University.

11. EXTRA-CURRICULAR ACTIVITIES

- 11.1 Apart from the official organisations approved by the University, students residing in the hostels may, with the permission of the Dean of Students' Welfare, organise Societies and Associations for the healthy promotion of academic, cultural, athletic and social welfare activities. The functions and activities of such Associations and Societies shall be governed by such Regulations as may be prescribed for the purpose from time to time.
- 11.2 The Societies and Associations for promoting the academic, culture and other activities of the inmates of the Hostels shall be subject to the guidance and control of the Warden. On the recommendations of the Warden, the Dean of Students' Welfare shall forward the names of such Associations or Societies along with their constitutions to the Registrar as soon as possible for getting recognition to such Societies and Associations by the Executive Council/Academic Council, as the case may be.
- 11.3 For any function in the hostels, including those to be conducted by these Societies and the Associations in these hostels, loud speaker shall be used only after obtaining a written permission from the Dean (Students' Welfare) on the recommendation of the concerned Hostel Warden.
- 11.4 Students shall not hold any meeting or organise any activity in the hostel without the written permission of the Warden.
- 11.5 In all functions and meetings organised in the University, or even otherwise, the students shall maintain due decorum. Students violating the decorum shall be liable to disciplinary actions vide Appendix 2.

12. BOARDERS IN GIRLS' HOSTELS

Female students residing in the Girls' Hostels, shall be governed by the following Regulations;

- 12.1 Hostel Timings: (a) To be in the hostel campus at night, latest by: 10:00 pm
(b) To be in the respective hostel rooms latest by: 10:30 pm
- 12.2 Female students residing in the Girls' Hostels shall report in their respective rooms by 10:30 pm every day for the Roll-Call, administered by the caretakers/ Deputy Warden. Any student not found in the room shall be reported as absent, and appropriate action shall be taken against such student.
- 12.3 The University Officials may also conduct surprise checks to ensure students' presence after the designated time (of returning to the rooms).

- 12.4 Female students must seek Girls' Hostel Warden's permission before going out of station. They shall also report to the Warden immediately on return. The Warden may demand a written request from parents and/or their concurrence before granting permission to go outside the campus or out of the station.
- 12.5 If a female student is likely to be away from the Hostel for one or more nights, he/she must fill out an Outstation Form and submit it to the Warden at least 48 hours in advance before the trip. The student must obtain prior permission from their parent(s) before filling the Outstation Form and declaring the same in the Outstation Form. The Warden may grant or decline permission for an outstation trip.
- 12.6 Males are prohibited from entering the girl's Hostel. Similarly, the female students are also not permitted from entering the boy's Hostel.

13. DELEGACIES

- 13.1 Students residing outside the precincts of the Hostel shall be termed as 'Day Scholar'. Such students shall reside outside with the approval of the Dean (Students' Welfare) under a local guardian duly consented by their parents.
- 13.2 All such students not residing in the university hostels shall inform the Dean (Students' Welfare), through their concerned Program Coordinator, regarding the same.
- 13.3 Such students will not pay hostel related fees but will pay such fees as may be prescribed by the University and shall abide by the Ordinances Regulations and Rules of discipline of the University.
- 13.4 Any change in the guardianship or change in residence shall be reported to the Dean (Students' Welfare) through the concerned Program Coordinator, who shall, on being satisfied, permit the student to stay with his/her new guardian or at the changed accommodation. Students, giving false statements regarding their guardianship and residence, shall be liable to disciplinary action vide Appendix-2.
- 13.5 The Dean of Students' Welfare shall be in-charge of the discipline of such students, having necessary powers to deal with all cases of indiscipline of these students in the same manner and to the same extent as in the case of students residing in hostels. The Dean of Students' Welfare shall take measures to promote physical, moral and cultural growth of such students through a Warden.

14. POWER OF ENQUIRY FROM HOSTELLERS

Every Officer of the University and every member of the teaching staff shall have the power to demand from the students, found in any university hostels, their identity cards and such other information as may be desired by the Officer or teacher concerned.

Students, failing to provide the correct information, shall be liable to disciplinary action vide Appendix-2.

15. PENALTY FOR VIOLATION

For any contravention or violation of the Ordinances and Regulations relating to discipline, misconduct or moral turpitude, the guilty students shall be liable to such punishments as is provided for in the Regulations.

Punishment for any omissions or commissions or for breach of discipline or any misconduct shall be awarded in accordance with the regulations mentioned vide Appendix-1.

- 15.1 In a case of serious indiscipline, the name of the student shall be entered in the Conduct Book maintained with the Warden of each Hostel. If the name of a student has been entered *thrice* in the Conduct Book for indiscipline, the student shall be liable to expulsion from the hostel for which purpose the Conduct Book shall be sent to the office of the Dean of Students' Welfare or an Officer appointed by the University. The cases of serious indiscipline/misconduct shall be reported to these authorities by the Warden/Program Coordinator concerned and vice versa by such officers to the concerned Warden/ Program Coordinator.
- 15.2 Students found guilty of misconduct will be denied hostel facility.
- 15.3 Students who have been found to change their place of residence without prior permission of the Warden, shall be liable to disciplinary action vide Appendix-2.
- 15.4 For acts of indiscipline and/or misconduct, a student may be penalized by the Warden. In either case, the name of the student so fined will be entered in the Conduct Book maintained by the Warden. If the number of such acts of indiscipline of a student becomes three, the student concerned shall be liable for disciplinary action vide Appendix-2.

16. JURISDICTION OF VICE-CHANCELLOR, DEAN (STUDENTS' WELFARE), WARDEN OR ANY OTHER OFFICER

All cases of indiscipline/misconduct within the premises of the University or otherwise shall be dealt with by the concerned Program Coordinator. The cases of indiscipline/misconduct in the Hostel shall be investigated by the Dean of Students' Welfare or an Officer appointed by the Vice-Chancellor for the purpose. The cases of indiscipline/misconduct outside of the university premises or university hostels, shall be dealt with by the student disciplinary committee (SDC). In all these cases, the Officers conducting the enquiry shall take such disciplinary actions as may be within their power (or seeking consent and approval of the Vice-Chancellor) and shall also send a copy of their report to the respective Warden for entry in the *Conduct Book*.

17. ARTICLES PERMITTED/PROHIBITED IN THE ROOM

- 17.1 Every boarder shall be provided at least the following articles for his use in the hostel:
(i) Cot (one) (ii) Mattress (one) (iii) Table (one) (iv) Chair (one) (v) Wardrobe
- 17.2 Judicious use of air conditioner, heater and other electrical appliances are expected from each boarder.
- 17.3 Any other electrical appliances, such as Induction Stove, Refrigerator, etc will be considered as prohibited articles and the boarder shall be liable for disciplinary action vide Appendix-2.
- 17.4 Hostel students are not permitted to keep or hire Motor cycles/Scooter.
- 17.5 Students desirous of keeping costly items other than those provided by the University, e.g., Laptop, Mobile Phone, Camera, etc., may do so at their own risk.
- 17.6 Students shall not be permitted to keep even licenced firm arms, knives and other contraband material etc. in the hostel room under any circumstances whatsoever. A breach of this regulation will lead to the expulsion of the student from the hostel without any enquiry.
- 17.7 Students shall not be permitted to use any hallucinogenic drug or alcoholic drinks. Even possession of these prohibited articles will render them to severe disciplinary action vide Appendix-2.

18. INVITATION TO GUESTS FOR INAUGURAL AND OTHER FUNCTIONS

Students of the University may invite any person from outside the University for the inaugural and other functions of the Hostel Societies and Associations only after obtaining prior permission of the Warden.

19. BREACH OF GENERAL RULES OF THE UNIVERSITY

Students of the University shall abide by the general rules of traffic, health, sanitation, messing, extra-curricular activities and security of property that may be announced by the University from time to time. Any breach on their part will render them liable to such disciplinary actions as may be taken by the University vide Appendix-2.

20. VIOLATION OF THE GENERAL LAWS OF THE LAND

All cases of indiscipline/misconduct, amounting to the violation of the Law of the Land, shall be reported to the Dean (Students' Welfare), who may hand over the person concerned to the Police for instituting a case in a Court of Law after preliminary investigation.

22. SAVING CLAUSE

Any question of discipline/misconduct not covered by these Ordinances and Regulations and other rules framed by the Academic Council, shall be dealt with by the Vice-Chancellor.

APPENDIX-1

CATEGORY OF UNIVERSITY HOSTELS AND PERIOD OF STAY

Category of Hostels

The University has its own hostels for male and female students within the University premises. Besides the university-owned hostels (UHs), there are University-Hired and Administered Hostels (UHAHs). Because of the limited accommodation available in these hostels, the University is not in a position to provide accommodation to PG male students.

Eligibility

Only those students who have enrolled in a regular Undergraduate degree course (male and female) or a regular Postgraduate degree course (female only) in the University shall be eligible for hostel accommodation, provided they have paid all the University fees for the semester in which they are seeking hostel accommodation.

Duration of stay

- i. The duration of stay in UHs or UHAHs shall ordinarily be for the specified minimum duration of the academic program to which a student is admitted. The stay may be extended for one year in two instalments of 6 months each, on the recommendation of the Dean (Students' Welfare), subject to availability of accommodation (additional to that required for the regular students). Accommodation for further period may be granted on merit and as a special case by the Vice-chancellor.
- ii. All hostel students are required to vacate their hostel rooms at the end of each semester and must apply for fresh accommodation at the time of registration for every new semester.
- iii. No student shall have the right to retain the same hostel room in the next academic session.
- iv. At the beginning of each academic session, fresh allotment of accommodation will be made, subject to the production of a No Dues Certificate.
- v. A room once allotted may be changed either as a result of disciplinary action against the student or for any other reason deemed appropriate by the Warden or other competent authorities.

Debarment from the Hostel Accommodation

- i. Students, who have been expelled, rusticated or are under suspension for various acts of indiscipline/misconduct during the course of their studentship, shall not be considered for allotment of rooms in the Hostel.
- ii. Unauthorised occupants will be expelled from the Hostel by the Wardens. It is equally the responsibility of the hostellers to see that no unauthorised guest stays

in his/her room. If they persist in disobeying the orders, then they will be subjected to severe disciplinary actions, including rustication for a specified period or even expulsion from the University.

- iii. It shall be necessary for the boarders of the hostel to fulfil the requirements of attendance in the classes as laid down in the related academic ordinances and regulations.

APPENDIX-2

MAINTENANCE OF HOSTEL DISCIPLINE

Students residing in university hostels (UHs or UHAHs) shall abide by the rules and regulations stated hereby. Any breach of these, lack of decorum, indiscipline, improper conduct or wilful damage of hostel properties or of the belongings of any fellow student shall entail disciplinary actions including expulsion from the University.

Without prejudice to the generality of the foregoing provisions, and unless there is anything repugnant to the subject or context, "indiscipline" and "misconduct" shall include the following. If the allegation of indiscipline/misconduct against a student residing in hostel is found to be correct, he/she will be liable to disciplinary action as indicated below: -

Sr. No.	Acts of Indiscipline/ misconduct	Punishment
1	Leaving Hostel overnight without obtaining prior permission in writing.	Warning letter to be issued by Warden and repeated violation entail expulsion from the Hostel.
2	Accommodation of guest in the Hostel Room without obtaining prior permission in writing.	Warning letter to be issued by Warden and repeated violation entail expulsion from the Hostel.
3	Use of oven, induction cooker, etc in the Hostel Room	Warning letter to be issued by Warden and repeated violation entail expulsion from the Hostel.
4	Playing music louder and disturbing the roommate and inmates of the Hostel.	Warning letter to be issued by Warden and repeated violation entail expulsion from the Hostel.
5	Changing the Hostel Room without prior permission in writing/ email.	Severe warning and entry in the Conduct Book of Dean – Students' Welfare
6	Non-vacation of Hostel Room after the prescribed period of stay	Rustication from the Hostel till the study period.
7	Misbehaving with the staff or persons charged with duty to entry entry/exit and identity of the student.	Suspension from the hostel pending enquiry in cases of prima facie guilt.
8	Manhandling / Physical assault on anyone in University / Hostel premises.	Suspension from the hostel pending enquiry in cases of prima facie guilt.

Sr. No.	Acts of Indiscipline/ misconduct	Punishment
9	Removing or replacing the furniture or hostel property	Disciplinary action after completion of enquiry.
10	Abuse of alcohol/ drugs /indulgence in intoxicants	Expulsion from the Hostel/ University.
11	Keeping fire-arms, contraband material, etc	Expulsion from the Hostel/ University.
12	Ragging in any form inside or outside of the university / Hostel.	Students found indulging in ragging shall be summarily expelled from the University

In the case of reports of indiscipline/misconduct, other than those specified above, the matter shall be considered by the Student Disciplinary Committee or the one appointed by the Dean – Students’ Welfare. If in the opinion of the aforesaid Committee, the allegation against student is found to be correct the Committee shall report the matter along with its specific recommendations to the Vice-Chancellor.

APPENDIX-3

APPLICATION FOR MESS BILL REDUCTION

(This form is to be submitted to the Warden, two days in advance excluding the day of leaving with the approval of respective program coordinator)

Note: Reduction in mess bill allowed only if a student is absent for 10 days or more for valid reasons, which is officially permitted or due to sickness)

Name of the student :
Roll. No. :
Program, Branch & Year :
Duration : ____/____/ to ____/____/
Approximate no. days :
Reason of absence :

Date:

Signature of the Student

Faculty Mentor : Recommended / Not-recommended; **Signature:**

Program Coordinator : Recommended / Not-recommended ; **Signature:**

For official use

Approved no. of days for mess reduction:

Signature of the Warden

APPENDIX-4

PROFORMA FOR TAKING LEAVE FROM THE HOSTEL

Date of application:

Name of the student :

Roll. No. :

Program, Branch & Year :

Room No. and Hostel :

Period of Absence : ____/____/____ to ____/____/____

No. days of Leave :

Reason of Absence :

Address while on Leave :

Signature of the Student

Faculty Mentor : Recommended / Not-recommended; **Signature:**

Program Coordinator : Approved / Not Approved ; **Signature:**

Warden : Permitted/ Not Permitted ; **Signature:**

APPENDIX-5

RULES FOR HOSTEL AND MESS BILL REDUCTION

No hostel or mess refund applications will be processed for the students, if they are expelled from the hostel or university due to disciplinary issues. This is considered as a penalty along with the punishment.

However, if a student wants to leave the hostel for medical/ valid reasons, then his application for hostel and mess refund shall be processed with consideration.

Mess Bill Reduction

1. Mess bill reduction is not applicable for absences less than 10 days, irrespective of the reason.
2. Reduction in mess bill is allowed only if the student is absent for 10 days or more, due to: Officially permitted leave, or for medical reasons, duly certified.
 - The Mess Bill Reduction Form is available with the Dy. Warden (Appendix-3). The form must be duly filled in all aspects, recommended by the Faculty Mentor and the Program Coordinator.
 - Submit the form to the Deputy Warden/ Warden, at least two days in advance, excluding the day of leave commencement.

Refund of Hostel Fee (8th Semester Students)

1. GSV permits 8th semester students to undertake their graduation thesis project at their internship location.
2. Before December: If the internship offer letter is obtained before the month of December, in the odd semester itself, then the student need not have to avail hostel facilities for the even semester, Jan–May (8th) semester. They may vacate the hostel by submitting the hostel clearance form/ No dues certificate. No hostel or mess charges will be applicable for Jan-May, 8th semester.
3. After December and till February: If there's a delay in obtaining the internship offer letter, students may avail hostel facilities, then the charges will be:
 - Hostel: ₹5000 per month
 - Mess: ₹4000 per month
 - For 15-day periods, 50% of the above charges will be applied.
4. After February: If the internship offer letter is received after February, no hostel fee reduction will be granted to such students. However, mess fee reduction may be processed as per the mess reduction policy, ONLY if they vacate the hostel.