

# **TEZPUR UNIVERSITY**

# **HOSTEL RULES 2019**

*(Approved by the Board of Management vide resolution No. B.93/2019/2/5.5  
dtd. 27.06.2019)*



**TEZPUR UNIVERSITY**  
**Napaam Tezpur 784028**

## PREFACE

Tezpur University was established on 21<sup>st</sup> January 1994 by an Act of Parliament of India, Tezpur University Act, 1993 (Act No. 45), as a residential Central University. The University is located at Napaam, about 15 Km. east of Tezpur town in the Sonitpur District of Assam. The sprawling, serene and green University Campus of about 262 acres provides the best of atmosphere including modern infrastructure conducive for learning and dedicated research. The academic programmes offered in the University have a distinct focus on science, technology, humanities and social sciences reflecting the objectives of the University. Presently the University is offering Doctor of Philosophy, Masters (including Integrated masters), Bachelors (B.Tech., B.A B.Ed. and B.Sc. B. Ed and Vocational), Diploma and Certificate Programmes across a variety of discipline.

Since its establishment, the University has engaged itself in the process of capacity building, both in terms of infrastructure and human resource development. The University has already developed state-of-the-art laboratories, computing facilities, internet connectivity, a dedicated power supply system and Central Library having connectivity to several digital libraries. While students' accommodation is provided in 12 Hostels inside the campus, some make-shift temporary hostels have also been provided to the students for meeting growing needs of accommodation in each year. Besides, several residential quarters have been built for accommodating teachers and non-teaching staff inside the campus. Other basic amenities like Central Water Supply, Campus Security, Guest House, Canteen, Gymnasium, Outdoor and Indoor Sports Facilities, Post Office, Banks with ATMs, Schools etc. are also available to cater to the various needs of the University Community.

Rules are necessary for maintenance of discipline and creating a peaceful and congenial atmosphere for education, research and human resource development. Being a Central University, the University is guided by the MHRD, UGC and University Rules and Regulation to provide equal opportunities to all segments of society. Rules create a paradigm of social norms and equality in order to afford freedom of expression and growth without allowing the scope for friction and fragmentation. The University serves, therefore, as a microcosm of the nation with the multicultural Indianness and beyond allowing freedom within a boundary.

Objectives of the hostel life are

- (a) to create residential facility for regular students of the university inside University campus.
- (b) to provide an enabling environment to students for their studies and research.
- (b) to ensure that students from different regions of the country and abroad learn to live together with mutual respect and bonhomie.
- (c) to provide a climate and platform for enhancing cultural space by promoting co-curricular activities including sports.

The University takes care to see that rules are followed as it believes that only through discipline each and every member can benefit and achieve his/her goal. Mutual cooperation helps to run the institution smoothly, creates an atmosphere of peace and gratification. The ultimate goal is to create sensitive human beings who, through knowledge, skill, understanding of each other contribute to a harmonious society and the nation.

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## **TEZPUR UNIVERSITY HOSTEL RULES, 2019**

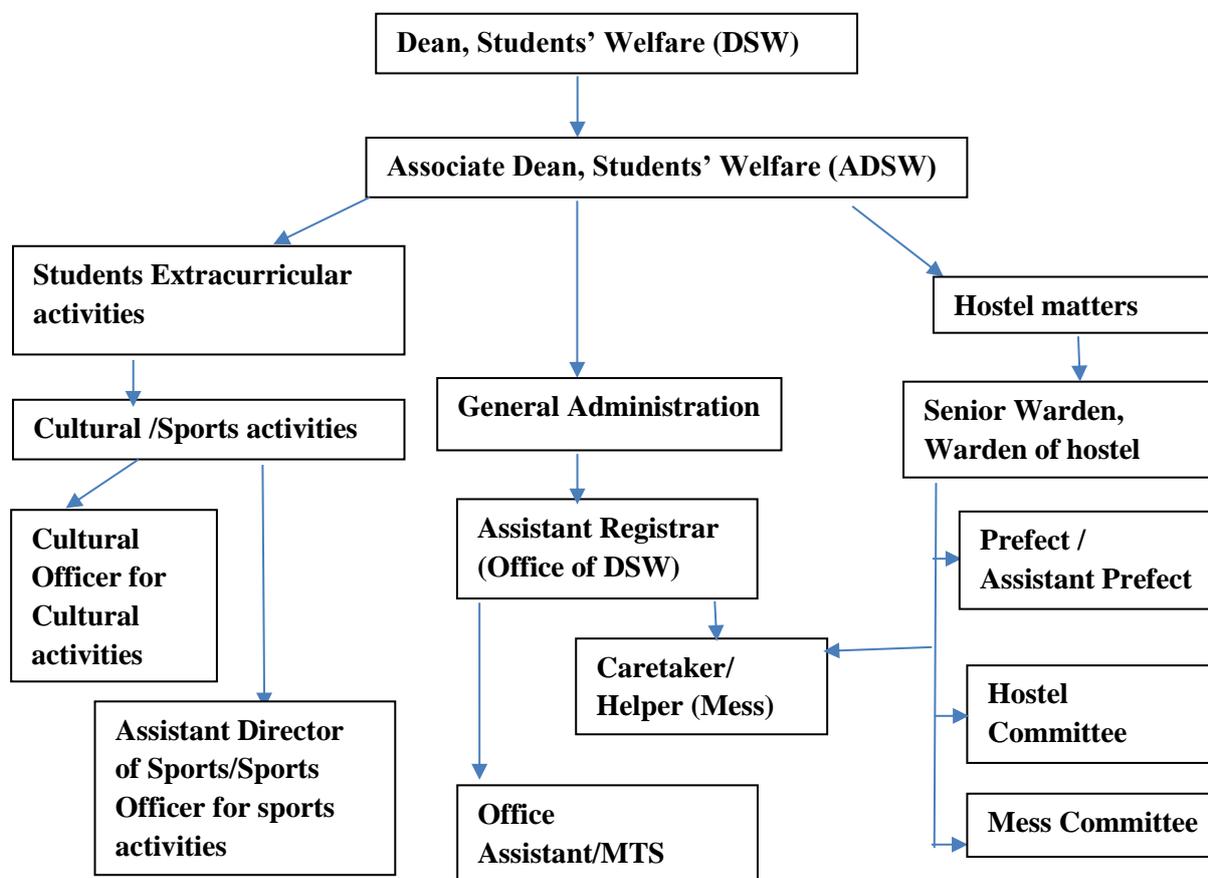
These rules, called Tezpur University Hostel Rules, 2019, as amended from time to time, shall apply to all the boarders of Tezpur University Hostels for maintenance of discipline and good conduct within and outside the Hostel premises. Discipline related rules are also applicable for the day scholars as and when required.

### **General Definitions of Terms Used in Tezpur University Hostel Rules, 2019**

<b>Term</b>	<b>Definition</b>
University	Tezpur University.
Hostel Rules	Tezpur University Hostels Rules, 2019 unless otherwise mentioned.
Dean, Students' Welfare (DSW)	The Dean, Students Welfare appointed by the competent authority of the university who looks after the general welfare of the students and their residential life in hostels.
Associate Dean, Students' Welfare (ADSW)	A duly appointed faculty member of the University who assists the DSW in managing the overall student affairs including hostel administration.
Senior Warden	A duly appointed faculty member of the University who is the principal authority and executive in all matters relating to resident students' welfare and maintenance of student discipline.
Warden	A member of the faculty of the University who is appointed to assist the Senior Warden in overseeing the day-to-day affairs of the hostels including Mess, sanitation and health and recreation of the residents of the Hostel and maintenance of student discipline.
Assistant Registrar	Administrative official in DSW office for students' affairs and hostel administration.
Caretaker	An employee of the University (either permanent or temporary) who provides ministerial assistants to the Warden(s) in day to day running of the Hostel.
Prefect	A boarder of the Hostel who is appointed to assist the Warden(s) in day to day administration of the Hostel.
Assistant Prefect	A boarder of the Hostel who is appointed to assist the Prefect in day to day administration of the Hostel.
Student	An individual who is enrolled in any regular programme of study in the University.
Boarder	An inmate of the Hostel who is either a regular student in any programme of study in the University or a fellow/associate/assistant engaged in any project/research work of the University and admitted to the Hostel through proper procedure.
Day Scholar	Tezpur University student but not a Hostel boarder.
Project Staff	A person who is employed in Project/Research works of academic nature in a capacity of fellows, associate or assistants
Guest	An individual coming to the University for work/business and stays in the Hostel for a short period of time with proper admission.

Hostel Mess	An arrangement for providing food to the Hostel boarders and managed by boarders.
Mess Committee	A Committee of the hostel consists of Warden (Mess) as <i>ex-officio</i> Chairman and six students of the Hostel to supervise functioning of the mess.
Mess Secretary	A boarder of the Hostel who is appointed by Hostel Mess committee to oversee the overall management of the Hostel mess.
Mess Manager	Mess committee of the hostel shall nominate mess manager.
Mess Auditor	A boarder who is appointed by Warden (mess) for a specific term to audit the Hostel mess accounts and present the same to the Chairperson of the Hostel Mess Committee.
Helper (Mess)	A person engaged for assisting in the preparation and serving of food in the mess including cleaning and gardening in the Hostel premises.
Hostel Committee	An elected committee at the hostel level among the boarders.
Category 1 Offence	A specific set of serious indiscipline/activities for which boarder/student may be penalized.
Category 2 Offence	A specific set of indiscipline/activities for which boarder/student may be penalized.
Rustication	Temporary removal of a boarder from the hostel/University.
Expulsion	Permanent removal of a boarder from the hostel/University
<b>(All other terms mentioned in the Hostel Rule 2019 have usual meaning)</b>	

## 1.1 Organisation of the Hostel Administration



## 1.2. Hostel Administration

**1.2.1. Dean Students' Welfare (DSW):** The appointment, functions and responsibilities of the Dean of Students' Welfare will be as per Statute No.- 52 under Section 27(2) and Statute 39, (1)(i) of Tezpur University Act. The DSW looks after the discipline, general welfare of the students and their residential life in hostels. DSW also provides appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University, which contribute to their growth and development as matured and responsible human beings. He provides general instructions and guidance to the Senior Wardens and Wardens on matters concerning their functions. The DSW shall be the Head of the offices such as Hostels, Sports, Health Centre, Cultural activities, NSS, NCC and Day Scholars are concerned.

**1.2.2. Associate Dean Students' Welfare (ADSW):** He/ She is appointed by the Vice Chancellor from the teachers of the University for Three (3) years to assist the DSW in managing overall matters related to of hostel administration and students' affairs.

**1.2.3. Senior Warden:** Senior Warden is the principal authority and shall ensure proper discipline in the Hostel and shall deal with any violation of discipline in accordance with the provisions of Hostel Rule. There shall be an office for the Wardens in each Hostel with necessary facilities. The Senior Warden is assisted by the other wardens i.e. Warden (Maintenance & Sanitation); Warden (Mess); Warden (Health and Recreation); etc. The Senior Warden is also assisted by full-time office staff.

### **1.2.3.1. Power and functions of Senior Warden:**

- (i) Senior Warden shall supervise the duties of the Hostel employees (including contractual employees engaged for the services of the Hostel) and shall maintain records of leave granted to them by the appropriate authority on his/her recommendation.
- (ii) Senior Warden shall recommend Casual Leave (CL) to the regular employees if engaged in the Hostel and keep the record of CL with him/her. The application of Earned Leave (EL) and other kind of leave shall be recommended by the Senior Warden and forwarded to the Registrar for further action.
- (iii) The Senior Warden shall maintain an Admission Register for all the boarders admitted / readmitted to his/her Hostel in the beginning of each semester and perform other related duty not specified in the Hostel Rules, as assigned by the authority from time to time.
- (iv) The Senior Warden shall be granted an imprest fund as decided by the competent authority to meet day to day sundry expenditure required for maintenance of the Hostel.
- (v) The Senior Warden shall give a *Hostel clearance certificate* to the boarders after the Final End Semester Examination or whenever required.
- (vi) Proper account of the Hostel Fund shall be maintained by the Senior Warden as per approved policy. Collection shall be deposited to the appropriate account on daily basis. Warden (or authorised person) may withdraw any amount from such deposits that might be required for the upkeep of the Hostel. Appropriate annual auditing of the Account shall be the responsibility of the Warden.
- (vii) Senior Warden shall maintain permanent record (Stock Book) for all non – consumable articles of the Hostel(s) provided by the University. Stock should be verified every Semester

and stock verification report should be submitted to the DSW and Registrar for record and necessary action.

- (viii) Senior Wardens will prepare the regular Hostel visiting schedule of Wardens in addition to the visit on emergency reason.

### **1.2.3.2: Senior Warden Appointment:**

- (i) Once the Senior Warden's position falls vacant, the Dean, Students' Welfare shall invite applications from the teachers within a specific time limit for submission of the same through proper channel on the prescribed format.
- (ii) The Dean, Students' Welfare shall constitute a committee with the following for screening and selection of Senior Warden from amongst the applicants.
- |   |            |
|---|------------|
| Dean, Students' Welfare                               | : Chairman |
| Controller of Examinations                            | : Member   |
| One Senior Professor nominated by the Vice-chancellor | : Member   |
- (iii) The Dean, Students' Welfare shall forward the recommendation of the committee to the Vice-Chancellor for approval and shall appoint the Senior Warden, after the approval of the Vice-Chancellor.
- (iv) If no suitable application is received after the first advertisement the Dean, Students' Welfare shall propose the names of a few teachers for consideration and approval of the Vice-Chancellor.
- (v) The term of office of a Senior Warden shall be for a period of three years. On special circumstances such term of office may be extended maximum up to one more term of three years.
- (vi) When the Senior Warden is on leave and /or remains outside the headquarters, the DSW shall appoint one of the Wardens of the concerned Hostel or Senior Warden of some other Hostels or some other member of the teaching staff in charge of the concerned Hostel for the period.

**1.2.4. Warden:** The Dean, Students' Welfare with the approval of the Vice-Chancellor, will appoint Warden for each Hostel. The procedure of appointment of Warden is same as that for Senior Warden as stated in 1.2.3.2. above. The term of office of a Warden shall be for a period of three years. The Warden(s) shall assist the Warden for smooth functioning of the Hostel. There may be maximum three wardens in each Hostel to assist Senior Warden viz. Warden (Health & Recreation), Warden (Mess) and Warden (Maintenance & Sanitation) for smooth running of each hostel. However, in case of small size hostel, the number of wardens may be reduced proportionately.

#### **1.2.4.1. Power and function of Wardens:**

##### **1.2.4.1.1. Warden (Health & Recreation):**

- (i) He/ She will be responsible for general matters relating to health with the advice of the Chief Medical Officer (CMO).
- (ii) He/ She will look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
- (iii) He/ She will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.
- (iv) He/ She will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.

- (v) He/ She will ensure maintenance of discipline and decorum in the common room.
- (vi) He/ She can permit the common room to stay open beyond the prescribed hour on a special occasion.
- (vii) He/ She will pursue, at appropriate level, all complaints relating to common room items like television.

#### **1.2.4.1.2. Warden (Sanitation & Maintenance):**

- (i) He/ She will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with/ upon the advice of the CMO.
- (ii) He/ She Will supervise the work of the sanitation staff, keep a control over their attendance and check regularly the Attendance Register of sanitation staff.

#### **1.2.4.1.3. Warden (Mess):**

- (i) With the assistance of the Mess Committee, he/she will supervise the functioning of the mess and the working of the Mess Managers/Supervisors, Cooks and Helpers under his/her charge.
- (ii) He/ She will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (iii) He/ She will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- (iv) He/ She will enforce discipline and decorum in the dining hall.
- (v) He/ She will supervise the system of purchases of mess stores, provision etc.
- (vi) He/ She will ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- (vii) He/ She will ensure that stores are kept in good and efficient condition.
- (viii) He/ She will check and certify the bills received from suppliers with reference to the stock register.
- (ix) He/ She will investigate cases of shortage/excess of stores.
- (x) He/ She will be responsible for drawl of temporary advance when necessary and for keeping watch over its adjustment.
- (xi) He/ She will examine the monthly income and expenditure statement of the Mess.
- (xii) He/ She can sanction mess rebate and lunch rebate in accordance with Mess rebate rules.
- (xiii) He/ She will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action to the Sr. Warden for eviction.
- (xiv) He/ She will stop mess facilities in respect of those who have vacated the hostel or have been evicted.
- (xv) He/ She will supervise the deployment of Cooks and Helpers on daily wage and overtime when necessary as per rules.
- (xvi) He/ She can recommend proposal to the Dean/VC through the Senior Warden regarding overtime to mess staff when absolutely essential.
- (xvii) He/ She will make recommendations to the Senior Warden about refund of mess security to students.
- (xviii) He/ She will arrange disposal of empties, crockery etc. and ensure depositing of sale proceeds in the appropriate head of account.

(xix) He/ She will ensure the required number of mess staff in every shift provided by the private manpower supplier and shall ensure implementation of the Minimum Wage Act and the contractual obligations by the contractor towards the mess staff.

(xx) He/ She will appoint three boarders of the Hostel as Mess Auditor every semester among the boarders to examine mess receipt, expenditure and income statement in every month.

**1.2.5. Assistant Registrar :** One Assistant Registrar will be appointed in DSW office by the University to look after students' and staff related general administration as well as hostel administration. He/she will keep record of the student's enrolment in hostels. He/she will keep record of all the hostel staff including employees engaged by private party in the hostel. He/she will give instructions to Caretaker and Security personnel of the hostels as and when necessity is arisen. He/she will report to the DSW for further necessary actions.

### **1.2.6. Student functionaries:**

**1.2.6.1. Prefect:** There shall be a Prefect for each Hostel. The Senior Warden with the approval of the Dean, Students' Welfare and based on report from HoD shall appoint one Prefect for each Hostel. The Prefect shall normally be appointed for one year. The Prefect shall assist the Warden in administration of the Hostel affairs. The Prefect shall be exempted from paying the seat rent and Hostel common room fee for his/her tenure. For convenience of taking attendance, Prefect shall designate one boarder in each wing as Wing Representative (WR) with the approval of the Senior Warden. The Prefect with the help of WR shall take the roll call of his/her Hostel as mentioned in the Hostel rules and shall report to the Senior Warden about absentees' statement. Failure of the Prefect to report such cases to the Senior Warden shall be considered as gross negligence of duty on his/her part and in that case, Senior Warden may remove him/her as Prefect with immediate effect. If Prefect proceeds on leave, Assistant Prefect shall be responsible for the roll call and reporting. The Prefect shall monitor that all Hostel rules are observed by the students and an atmosphere conducive to academic pursuit is maintained in the Hostel. Any discrepancy shall be reported to the Senior Warden immediately. The Prefect will report sickness of any boarder to the Senior Warden and the University Medical Officer. In case of severe illness, matter may be reported to DSW also. The Prefect shall report any case of emergency, misconduct and breach of any discipline on the part of the boarders to the Senior Warden. The Prefect shall monitor proper cleanliness and sanitation in the Hostel and report any anomaly to the Warden for improvement. The Prefect shall be required to perform any other related duty not specified above which may be assigned by the Warden/Associate Warden, or any competent authority.

**1.2.6.2. Assistant Prefect:** The Senior Warden with the approval of the Dean, Students' Welfare shall appoint one or more Assistant Prefect(s) for each Hostel from amongst the boarders of the respective Hostel for a period of one year. The Assistant Prefect shall be exempted from paying the seat rent for his/her tenure. The Assistant Prefect shall assist the Warden/Associate Warden /Prefect for smooth functioning of the Hostel. In the absence of Prefect, an Assistant Prefect may act as Prefect-in-charge.

**1.2.6.3. Hostel Committee:** At the hostel level, there will be a Hostel Committee consisting of Prefect as President and six members elected/selected directly by the General meeting of the

boarders of the hostel concerned. Assistant Prefect(s) will be ex-officio member(s) to the committee.

#### **1.2.6.3.1. Functions of the Hostel Committee:**

- (i) The Hostel Committee will actively participate in (or collaborate with) the Wardens in the routine functioning and organising of all activities of the hostel to ensure smooth running of the hostel activities.
- (ii) The Committee will normally meet at least once in a month to discuss and mutually settle hostel affairs. The President shall put on the Notice Board the minutes of the meetings.
- (iii) The Committee shall ensure that peace and order is always observed by the residents of the hostel.
- (iv) Members of the Hostel Committee will normally hold office for one year.
- (v) The Hostel Committee and its members shall be subjected to all rules/norms as boarders of the hostel and shall be liable to face disciplinary action for any violation of hostel rules, etc.
- (vi) General Body Meeting may be called, as and when necessary, by the Prefect in due consultation with the Hostel Committee by giving at least 24 hrs. advance notice. The GBM may also be requisitioned on the written request of the boarders concerned provided such a request is signed by at least 50% of the boarders of the hostel concerned.
- (vii) For No Confidence/Removal of any members of the Hostel Committee, no confidence motion as per practice may be brought about by 2/3rd majority of the boarders of the Hostel by signifying in writing to the Hostel President of their intention to move such a motion against any member and calling upon the President to call a meeting of the GBM within a reasonable time but positively within 48 hrs. Such a motion then be tested by concerned present and voting. Provided, however, the members against whom no confidence motion is being moved, shall not have the right to vote.
- (viii) If no confidence motion/removal of any member is passed by the GBM, this will be minuted by the President and submitted to the Senior Warden, who will decide further course of action in consultation with other Wardens of the Hostel concerned.

**1.2.6.4. Mess Committee:** Each hostel will have a Mess Committee consisting of Warden (Mess) as ex-officio Chairman and six boarders of the hostel to be nominated by Warden (Mess) considering the representation of different food habits of the boarders. The members will hold office for one year.

#### **1.2.6.4.1. Functions of the Mess Committee:**

The Committee will function in accordance with the rules laid down hereinafter.

In general, the Committee will:

- (i) supervise the working of the mess;
- (ii) ensure compliance with the Mess Rules;
- (iii) prepare the food menu to be adopted by the mess for each month in advance;
- (iv) supervise individually and jointly the supplies of food ingredients for consumption in the mess to ensure that supplies are as per approved quality and quantities;
- (v) suggest improvement in the quality of food served in the mess;

- (vi) devise ways and means for achieving maximum economy, so as to avoid abnormal expenditure unless on special dinners etc..
- (vii) arrange special dinners or other functions in the mess and fix the financial limits of expenditure to be incurred on such occasions.
- (viii) finalise the mess dues for every month.

**1.2.6.5. Mess Secretary:** One of six members of Mess Committee will act as the Mess Secretary to the Committee by rotation to be decided by the Committee itself. One Mess Secretary will be selected for two months tenure continuously. Decided upon by mess committee members, he/she may be continued for another two months. Mess Secretary may be entitled for free messing if it is agreed upon by Mess Committee of the hostel.

**Duties of Mess Secretary:**

- (i) He/She will convene meetings of the Mess Committee in consultation with the Chairperson and maintain minutes of such meetings duly signed by all members;
- (ii) He/She will look after the quality of food and the general services rendered to the residents and bonafide guests in the dining hall;
- (iii) He/She will put up the complaints received from the boarders regarding the functioning of mess, if any, before the Mess Committee for redressal;
- (iv) He/She will check the quality and quantity of stores received and the indents for supplies to the mess and will ensure that for all bills, the stores have been taken into stock correctly and will certify as such on the bills under his/her full signature with date.
- (v) He/She will check the correctness of daily issues of stores and will append his/her full signature with date on the daily consumption form/quanta every day;
- (vi) He/She will supervise the physical verification of the stores by a Mess Manager or other official, as nominated by the Mess Warden, crockeries lying in stock at the close of each month, and initial the relevant entries in the Stock Register;
- (vii) He/She shall ensure that the expenditure of mess bill is kept within normal limits, except on occasions of special dinner, etc.
- (viii) He/She will examine and countersign in the monthly mess bill.
- (ix) He/She will discharge such other duties in connection with the mess as may be assigned to him by the Mess Committee/Mess Warden.

**1.2.6.6. Mess Manager:** The Mess Committee shall nominate two or more boarders every month as mess managers. They may be entitled for free messing or part there of if mess committee agrees upon.

**Duties of Mess Manager:**

- (i) He/ She shall perform their duties with highest degree of honesty, integrity and commitment and will be responsible for arranging procurement of mess related articles, mess stock management and keeping all other mess related receipts.
- (ii) He/ She will supervise the kitchen and dining hall regularly.
- (iii) He/ She will Keep watch over the quality and the hygienic preparation of food with reference to the menu.
- (iv) He/ She will Indent, receipt and issue of mess stores, provision and crockery, etc. and maintaining stock register and connected records.

- (v) He/ She will keep record of daily use of food ingredient in each meal.
- (vi) He/ She will prepare a fortnight report on mess expenditure and suggest to the mess committee of change, if required, in mess menu so as to keep mess bill for the month under control.
- (vii) He/She shall submit the audited accounts (to be audited by mess auditors of the hostel) with all original bills and receipts for provisional approval at the Mess Committee meeting to be held on the last day of every month.
- (viii) In case of gross violation of rules and mismanagement of funds by the Mess Managers and/or any member of Mess Committee, punishment in the form of fine may be imposed by the Mess Committee. The Warden (mess) in consultation with Senior Warden may also place the matter before the Students' Disciplinary Committee.
- (ix) Issuing 'No Dues Certificate' in respect of mess charges.
- (x) Submitting mess rebate applications of boarders to the Mess Warden for approval on due date and keeping proper entry in diet register and records of mess rebate of resident students.
- (xi) Any other responsibility assigned by Warden (Mess).

#### **1.2.6.7. Student Caretaker:**

- (i) In each hostel, the Common Room will be run by a student caretaker selected from amongst the boarders on grounds mainly of suitability for the job and the student's economic need. Students not in receipt of any fellowship or scholarship may apply to the Warden (Recreation) upon his notification. All the Wardens of the Hostel will jointly interview the applicants and the Senior Warden will hold the chair.
- (ii) The appointment of student caretaker will be for one-year subject to satisfactory performance. In case, more than one caretaker is selected, the term of one year will be divided equally.
- (iii) The student caretaker will be entitled for exempting common room fee during his tenure. Monthly mess fee may be reduced to half amount, if mess committee agrees upon.
- (iv) The student caretaker will be responsible for the following:
  - (a) To ensure that Common Room is open and facilities for indoor games are available to boarders during stipulated hours.
  - (b) To ensure proper safety and maintenance of equipment and their records in register and the cleanliness in the Common Room.
  - (c) To ensure that all electrical fittings, TV, Record Player/Music Player, etc. are in proper order and are used as per hostel norms.
  - (d) To make purchases and maintain proper records of items necessary for common room recreation in consultation with Warden (Recreation) and Hostel Committee.
  - (e) To maintain proper records of all magazines/daily newspapers received in Common Room and their disposal in consultation with Warden (R).
  - (f) To organise the annual events as decided by Warden (R) and Hostel Committee.
  - (g) To assist Warden (Recreation) in any other function necessary for the smooth and efficient running of Common Room.

#### **1.2.7. Other Functionaries in the Hostel (Staff), their Responsibilities and Duties.**

**1.2.7.1. Caretaker:** University will appoint one caretaker in each hostel (either permanent or temporary or outsourcing) who provides ministerial assistants to the Warden(s) in day to day running of the Hostel. A person having good character, knowledgeable, educated and able to

understand the dynamics of the boarders' day to day affairs shall be appointed as Hostel Caretaker.

**Caretaker will be responsible for:**

- (i) Collecting cash/cheque and issuing receipt
- (ii) Paying bills after due scrutiny and on the authority of Mess Warden
- (iii) Remitting cash to bank and maintaining bank receipts.
- (iv) Safe custody of receipt books which are used and in current use lying in his possession.
- (v) Maintaining the attendance register of cooks, helpers, daily wage staff, obtaining approval of their leave applications from the Warden (Mess), and forwarding these to Assistant Registrar, DSWO.
- (vi) Maintaining various registers like stock registers of cash coupons, register of deposits, and register of contracts
- (vii) Preparing list of defaulters and submitting it to the -Office In charge
- (viii) Preparing and maintaining the master list of hostel rooms indicating the student's name, programme of study, centre/school along with latest photographs, local and permanent address/tel. No. etc.
- (ix) Assisting the Senior Warden/Warden in allotting rooms to the boarders.
- (x) Handing over possession of hostel rooms to allottees and obtaining from them acknowledgement of furniture and fittings, in the prescribed Format.
- (xi) Maintaining boarder's personal files along with student's activities data in the prescribed proforma on the file.
- (xii) Collecting and depositing guest room charges in bank account and issuing receipts to the guest (s).
- (xiii) Supervising the guest room(s), wherever provided, and undertaking physical verification, by an appointed officer, of furniture/equipment, etc. annually and to submit reports to the Finance Officer and to take action on losses/surplus stores.
- (xiv) Maintain room inventories in respect of each room.
- (xv) Verifying hostel furniture, fittings, etc., periodically and also when a resident vacates room including on transfer within or outside the hostel and issuing a clearance certificate with reference to the items issued to the student and to charge damages if furniture/fittings are missing or broken, as per direction of Warden (Maintenance) keeping in view the depreciation value.
- (xvi) Identifying room vacancy on due dates and to bring it to the notice of Senior Warden.
- (xvii) Maintaining stock registers of furniture/ non-consumable/consumable etc.
- (xviii) Reporting and pursuing complaints relating to civil/electrical works, repairs/ replacements of furniture, fittings, refrigerator, water cooler, water purifiers etc. and preparing a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean.
- (xix) Inspect the hostel at least once a week thoroughly and record any defects etc. in the Caretaker's Register, which will be inspected by the Senior Warden/Warden (Maintenance) every week.
- (xx) He/she is required to report immediately in writing to Senior Warden about installation/ use of unauthorized equipment/appliances by any boarder e.g. air-conditioners, room coolers, refrigerators, gas cylinder/hotplate and cooking arrangement etc.

- (xxi) Once in a week he/she has to come to hostel at early in the morning at the time of water supply from central source to hostel to locate leakages in water pipes, blockage of drainage, etc.
- (xxii) He/she shall immediately report in writing to the Senior Warden if presence of unauthorised guest(s)/ person(s) is found in hostel room(s)/premises.
- (xxiii) Indenting and stocking of electric bulbs and tubes and maintaining their stock register.
- (xxiv) Double locking residents' rooms and their reopening as and when ordered by the competent authority.
- (xxv) Assisting the Senior Warden in eviction proceedings and preparing list of personal belongings of evicted students and keeping them in stock, if any.
- (xxvi) Preparing bills for newspapers and magazines and maintaining bill register.
- (xxvii) Assisting Warden concerned in disposal of old newspapers, magazines, crockery, waste food, etc. and to prepare information in the prescribed proforma.
- (xxviii) Receipt and despatch of all office correspondence.
- (xxix) Responsible for the keys of hostel rooms when lying vacant or double locked.
- (xxx) Any other work assigned by Senior Warden/Assistant Registrar, DSWO.

**1.2.7.2. Cook:** University may appoint one or more cooks in each hostel or may be outsourced as per requirement.

**Cook will be responsible for**

- (i) Timely preparation of food under the guidance of the Mess Manager/Mess Secretary
- (ii) Ensuring cleanliness of the food and the kitchen, upkeep of kitchen equipment.
- (iii) Helping Mess Manager in receipt and issue of stores.
- (iv) Any other work assigned by Mess Manager/Mess Warden.

**1.2.7.3. Helper (Mess):** University may appoint helper/menials in each hostel or may be outsourced as per requirements

**Helper will be responsible for**

- (i) Helping the cook in preparing food, cutting vegetables, cleaning rice, pulses, preparing *chapattis*. etc.
- (ii) Serving food to diners.
- (iii) Arranging of clean drinking water on the dining table.
- (iv) Cleaning kitchen, dining tables, crockeries, utensils, etc.
- (v) Any other duty assigned by Mess Manager/Mess Warden.

**1.2.7.4. Security Guard posted in the hostels will be responsible for**

- (i) Watch and ward.
- (ii) Ensure that no property belonging to the hostel/University is removed by unauthorised person.
- (iii) Safe custody of keys of entry points and office rooms in the hostel.
- (iv) Check the entry of unauthorised persons.
- (v) To remove stray cattle/dogs, etc. from the hostel and its surroundings.
- (vi) Patrol of buildings and other installations.

- (vii) Report cases of theft, sabotage or fire, etc. to hostel authorities and security officer at once.
- (viii) Any other duty assigned by hostel authorities /Security Officer of the University.

#### **1.2.7.5. Safaiwala/Sanitary Guide will be responsible for**

- (i) To keep building rooms, roads, lavatories, etc neat and clean.
- (ii) To bring to the notice of sanitary guide/Inspector/hostel authorities of the place (not allotted to him/her) where insanitary conditions are noticed by him/her.
- (iii) To deposit garbage, etc, at the appropriate place.
- (iv) To supervise the work of other safaiwalas whenever required.
- (v) To perform other duties as may be assigned by the caretaker/hostel authorities/sanitary guide/Inspector.

#### **1.2.7.6. Duties and Responsibilities of Sanitary Inspector**

- (i) To look after the sanitation of the Campus;
- (ii) To supervise the work of Sweepers/Sanitary Guides;
- (iii) To keep campus free from dogs and undertake raids in this behalf periodically;
- (iv) To visit various buildings according to the approved timetable and submit periodical reports about their sanitation/cleanliness;
- (v) To forward in time leave applications, and other statements etc, and to maintain casual leave account of the staff;
- (vi) To supervise the removal of garbage from the campus in time.
- (vii) To render effective assistance in anti-malaria activities; and
- (viii) To perform such either duties as may be assigned to him from time to time.
- (ix) To work out the number of staff for each hostel and their individual duties.
- (x) To arrange reserve staff from the service provider and its deployment.
- (xi) To Identify details of individual duties which are of daily nature and those of periodic nature so that staff remains continuously deployed during duty hours.

### **1.3. General Rules**

**1.3.1.** The University shall provide accommodation in its Hostels, to the regular students admitted to academic programme of not less than one-year duration including Research Scholars subject to availability. Project Staff of the University may be allowed to stay in the hostel on availability of hostel seats after allotment to regular students. Hostel accommodation will not be available to students of part time programmes like (i) part time PhD students, (ii) Distance Education programmes, (iii) evening programmes etc. However, for the part time PhD students enrolled for course work, hostel accommodation may be provided subject to availability of hostel seats during the course work period, subject to the condition that she/he pursues the course work on full time.

**1.3.2.** Every boarder must acquaint himself / herself with the rules and regulations of the Hostel. He / she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.

**1.3.3.** Boarders will be given furniture in their rooms according to standard allocation of the University. Demand for additional furniture will not be entertained.

- 1.3.4.** Every boarder is responsible to care for hostel property he/she uses. Boarders found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Senior Warden/Warden will be final in this regard.
- 1.3.5.** It is the responsibility of the boarder to use electricity with utmost economy. He/she should switch off all electrical gadgets when not in use.
- 1.3.6.** Boarders must not remove any property from the dining hall, common room, or the visitor's room or any other room of the hostel.
- 1.3.7.** Boarders must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorised electrical appliance/gadget like refrigerator, TV, induction heater etc. Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken by the wardens.
- 1.3.8.** Cooking of food inside the hostel room is strictly prohibited.
- 1.3.9.** Boarders should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the residents.
- 1.3.10.** No boarder is permitted to take away his belongings from the hostel premises, in any case, without a proper 'gate pass' issued by the Senior Warden.
- 1.3.11.** The residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour inside or outside the University premises.
- 1.3.12.** For any complaint and/or problem, boarders shall directly approach the Warden/Senior Warden. Students may approach to higher authority only with endorsement of the respective Senior Warden/Warden.
- 1.3.13.** In case of any outstanding dues payable by any boarder at the end of each semester, the Warden may report it to the Controller of Examinations (CoE) to withhold his/her result until such dues are settled. If a student leaves the University without clearing the Hostel dues, the Warden may recover the outstanding dues from his/her Hostel security and caution deposit. If any amount still remains unrecovered, notices to his/her guardian shall be served who will finally be responsible to clear the same. Pending the recovery of the amount due, neither the result of the student will be cleared, nor the clearance be issued.
- 1.3.14.** All cases of illness are to be reported to the Prefect/Assistant Prefect, who in turn shall inform the Warden / Associate Warden and/or the University Medical Officer (UMO) and patient may visit Health Centre of the University for treatment. The UMO may report the incident of illness to the DSW/ CoE /Registrar depending upon the severity of the problem.
- 1.3.15.** Fluorescent /CFL/LED tubes/bulb for boarders' room shall be supplied by the University only at the time of fresh admission to the Hostel. Replacement(s) of the same, for the allotted room, shall be the responsibility of the respective boarder(s).
- 1.3.16.** It is required for each boarder to have one Local Guardian (LG). LG shall be nominated by the parent(s)/guardian. The Parent(s)/Guardian shall coordinate with LG for all affairs related to the ward. LG shall maintain liaison between the Parents/Guardian and the University Authority in all affairs pertaining to the ward.
- 1.3.17.** Students/boarders shall not hold any meetings within the hostel premises without the prior permission of the Senior Warden of the Hostel concerned and such permission should normally be obtained at least 48 hours in advance of the meeting.

- 1.3.18.** Students/boarders are not allowed to collect any money/donation from the boarders without permission of Senior Warden. Any complain received by Senior Warden/Warden(s) will be liable to disciplinary action as per University rule.
- 1.3.19.** In addition to these rules, boarders are also governed by the rules, orders, instructions etc. issued by the competent authority from time to time.

#### **1.4. Admission to Hostels**

- 1.4.1.** The admission to Hostel for a Student/Research Scholar is subject to the availability of seat and submission of duly filled in application as well as declaration signed by the Parent(s)/Guardian at the time of admission/registration for a semester.
- 1.4.2.** Only regular student admitted for not less than one-year programme of study is entitled to apply for Hostel Admission.
- 1.4.3.** Hostel seat allotment to a Project Staff is generally not considered. However, if seats are available, subject to submission of duly filled in prescribed application as well as declaration signed by the Parent(s)/Guardian and recommendation made by PI/Head of the Department and Dean, R&D, temporary accommodation will be provided. In such case, student will forfeit HRA ,if any, in his/her project.
- 1.4.4.** Accommodation in the hostel is allowed initially for the current semester and is subsequently renewed subject to the continuing registration and fulfilling academic requirements from time to time by the allottees. All occupants should subject themselves to the proof of registration and payment of all hostel dues every semester, including depositing of registration folios with the hostel office/ Dean of Students Welfare office, failing which, he/she will be liable to be evicted as if he/she were not a registered student.
- 1.4.5.** Students who accept employment (ad hoc or temporary employment included) or join any course outside the University during their study in this University will lose their entitlement to hostel accommodation. The students concerned shall be responsible to immediately inform the hostel administration in this regard. Concealment of any information or failure to inform about joining a course outside University or undertaking employment and salary shall lead to disciplinary action, including eviction from Hostel/not issuing University certificate/FIR to Police/ information to employer etc.
- 1.4.6.** Ph.D. students after submission of Thesis will not be entitled to continue as Hostel boarders. However, such students may be allowed to stay in the hostel as Guest till Viva-voce Examination is held, if provided, HoD/Supervisor of the student recommends his/her stay and DSW allows accordingly.
- 1.4.7.** Students coming from outside the locality i.e. Tezpur town and vicinity of Tezpur University will have first preference over the local students for hostel accommodation. Part time students will be considered for accommodation only when seats are available. However, part time students from Abroad may be given priority, as may be decided by the Dean of Students Welfare on merit of each case.
- 1.4.8.** Hostel Allotment will be made as per merit lists provided by the Controller of Examination and based on their application for hostel allotment to be submitted at the time of online application for the programme of study in the University. Mere submission of application does not guarantee hostel allotment.
- 1.4.9.** The DSW may allot a seat/room to a student(s) on medical ground, keeping in view the seriousness of the ailment and merit of the case.

- 1.4.10.** Govt. of India reservation policy for different categories will be followed during hostel seat allotment. Similarly some rooms will be reserved for non-resident foreign nationals ( i.e. those foreign nationals not residing in India) joining various full-time programmes of study of the University. In addition, the hostel accommodation will be allotted to all Physically Challenged/Differently Abled students, irrespective of percentage of disability being admitted to various programmes in Centres/Schools as against of 5% reservation laid down by the Government.
- 1.4.11.** A student, if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his/her parent/ guardian to the effect that the student shall abide by the University rules, Hostel rules and code of conduct and also about financial liability ( as per clause no. 1.3.13), failing which the student will be eligible for disciplinary action as per the rules of the University.
- 1.4.12.** A student shall apply for readmission after each semester to the Hostel and the Warden shall recommend the same if the boarder has (i) maintained good conduct and discipline during his/her stay in the Hostel and has (ii) cleared all outstanding dues including mess dues, if any.
- 1.4.13.** Hostel boarders are required to pay fees as prescribed from time to time at the time of admission/readmission to hostel. The payment of fees for all boarders (including project staff and research scholar) is mandatory and it is the responsibility of a boarder to ensure regularity of payment till he/she is a boarder of a Hostel. Receipts in respect of payment of hostel dues must be preserved and produced by the student as and when asked for.
- 1.4.14.** University has the right to reject a student/project staff from the Hostel admission on the ground(s) of safeguarding the interests of the residential community of its Hostel/campus.
- 1.4.15.** Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of any rule of the University by the allottee.

### **1.5. Personal/Individual Student's File**

- 1.5.1** The Caretaker will maintain individual file for each resident and record the application and other related documents for admission into the hostel and all other papers containing events connected with the residency e.g. levy of fines, disciplinary action, eviction, etc.
- 1.5.2.** The files will be kept in safe custody of the caretaker of the hostel. The caretaker will be solely responsible for misplacement, loss, damage, etc of such files. The Caretaker will also maintain a permanent record in a register showing room-wise occupancy of the residents from year to year with dates. Separate pages in the register will be set apart for each hostel room. Entries in the register will be attested by the concerned Senior Warden.

### **1.6. Inter-Hostel & Intra-Hostel Change/Transfer of Students/ Mutual Exchange/ Transfer**

- 1.6.1. Inter-hostel transfer:** Normally once a student is allotted a room/seat in a hostel on regular basis, he/she can seek Inter-Hostel change/transfer only after one year of stay in the allotted hostel provided seats are available in the desired hostel. Such requests may be considered by the DSW, if the Senior Warden of concerned Hostel has no objection to such change. Provided, however, in very exceptional circumstances, DSW may permit change of hostel at his discretion. Provided further that DSW will be competent to transfer a student or a group of

students *suo motto* from one hostel to another hostel or hostels, as he may deem fit, so as to ensure that hostel life is not unduly disturbed or tampered with.

**1.6.2 Intra-Hostel Change/Transfer:** A student allotted a room/seat in a hostel will not normally ask for change for at least 6 months. The Senior Warden of the hostel may consider change, provided rooms/seats are available on first cum-first served basis. For this purpose, the Senior Warden may devise a suitable mechanism to ensure transparency and disposal of such requests in a judicious manner, consistent with that of other hostels.

**1.6.3 Mutual Exchange of Hostel:** Cases of mutual exchange/transfer from one hostel to another may be considered by the DSW, provided the concerned Senior Warden has no objection to such mutual exchange/ transfer and the students concerned have completed at least six months in the respective hostels from the date of allotment of hostel rooms. Permission of mutual exchange does not entitle any student(s) to occupy the same room (upon exchange) as a matter of right.

### **1.7 Withdrawal from Hostel/Termination on Course Completion**

**1.7.1.** Application in prescribed form for withdrawal from the Hostel countersigned by the Parent/Guardian and cleared by HoD/PI shall be submitted to the Dean, Students' Welfare through the Hostel Warden. Such application shall be submitted after all Hostel dues have been cleared. The DSW will strike out such name from Hostel roll.

**1.7.2.** Merely vacating the room will not be considered as withdrawal from hostel. In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to physically leave the hostel and shall have to pay all the hostel dues including fines, till he/she continues to be on the roll i.e. until his/her name is formally withdrawn as per procedure (Clause 1.7.1).

**1.7.3.** Submission of prescribed hostel withdrawal form is compulsory to get PhD Degree certificate. Submission of prescribed Hostel Withdrawal Form is also compulsory for project staff at the completion of appointment tenure.

**1.7.4.** While vacating, a student must clean his/her room before handing over the room key to the Caretaker. He/she must also ensure that the room has been handed over to the Caretaker in good condition without any damage of fitting in the room.

### **1.8. Vacation of Hostel Room - Procedure**

**1.8.1.** All Hostels except the Hostels for research scholars shall remain closed during the period of semester break / vacation or as and when declared/notified by the University authority. During such break / vacation, boarders shall vacate the rooms of the Hostels. The room key and the key of the wardrobe and study table shall be returned to the Caretaker (with intimation to the Prefect) who in turn shall return the same to the Warden. Before leaving, if rooms are not cleaned by the boarders, Warden (Maintenance) in consultation with Senior Warden shall impose fine to the student.

**1.8.2** During semester break, those boarders who wish to stay in the Hostel, shall take prior permission in prescribed format from the DSW and shall pay additional fee(s) for the facilities utilized during their stay. The additional amount for staying will be decided by Warden Council and approved by competent authority. They shall deposit such fee to the University cash counter and receipts must be submitted to the Senior Warden of the concerned Hostel before

occupying the room. Research Scholars' Hostel will remain open round the year, unless notified otherwise by the University Authority.

- 1.8.3.** All terminal students must surrender their rooms to the concerned Warden at the end of their programme of study i. e. by the date on which they complete the normal period of stay in the hostel. Provided, however, the Dean of Students may grant extension to such student (s) in very exceptional cases, in consultation with Senior warden of the hostel.
- 1.8.4.** Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel to the Sr. Warden concerned at least four days in advance of the date of leaving the hostel along with withdrawal form. Permission for vacating the hostel will be accorded by the Senior Warden concerned after submission of the clearance of hostel and mess dues by the student concerned.
- 1.8.5.** Before vacating the hostel, each student must hand over to the Caretaker the complete charge of his or her room with all furniture and fixtures intact and clear all hostel and mess dues. While leaving the room, the boarder must ensure that the room is clean, and no garbage is kept anywhere in the room. It is the responsibility of the caretaker to take charge of a clean room upon vacated by the boarder.
- 1.8.6.** The boarder while vacating or on being evicted from the hostel room will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden (Maintenance) of the Hostel concerned.
- 1.8.7.** Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- 1.8.8.** The University reserves the right to close any or all hostels *suo motto*, if situation demands so.

### **1.9 Hostel Leave Rules**

- 1.9.1.** For seeking leave from the Hostel, a boarder must apply in the prescribed form or leave record book. After obtaining the signatures of the Local Guardian/Parent(s) on the prescribed form or leave record book, boarders are required to obtain the permission from the competent authority as mentioned in the leave record book before availing leave.
- 1.9.2.** Leave from the Hostel for more than three consecutive days shall be granted by the DSW on the recommendation of the Head of the Department/Mentor of the Student in the Department and the Senior Warden/Warden.
- 1.9.3.** Absence from the Hostel without prior permission from Warden/DSW is to be considered as an act of gross misconduct and would be liable for disciplinary action as per University rules.

### **1.10. Guest Accommodation in Hostel**

- 1.10.1.** There is a provision to accommodate guest in the Hostel for a temporary period (maximum 3 days) with payment of prescribed fee on application in prescribed form. Approval of the DSW is a must in cases where the guest resides for more than three days. Subject to availability of rooms, the DSW may permit the stay of a guest for a period of not exceeding seven days at a time. Such guest will be accommodated either in the designated Guest Room or any available vacant room recommended by the Senior Warden.

**1.10.2.** With prior permission/endorsement of Senior Warden/DSW for hosting the guest, the host student will keep the guest and guest accommodation fee is to be deposited by host student to the "Hostel Revolving Fund", a bank account jointly operated by DSW and Finance Officer or his representative of the University. The bank deposit evidence must be submitted to the caretaker/Prefect/ Warden (maintenance) for record and allotment of Guest room. The part of revenue generated from such guest accommodation charge will be used for maintenance of the guest rooms. The Warden Council will recommend the guest accommodation charge from time to time and approval of which will be obtained from the competent Authority.

This clause shall be applicable to all guests including the temporary delegates visiting the University for attending events organized on TU campus.

**1.10.3.** A guest of a boarder shall not be allowed to continue his/her stay as guest of another boarder just to avoid maximum duration of stay of one's guest.

**1.10.4.** Any resident hosting an unauthorised person shall be liable to be fined and such other disciplinary action as may be decided by the Senior Warden or higher authorities. The relevant provision is reproduced below:

"The hostel resident(s) on account of harbouring unauthorised person(s) in his/her room would be fined in the first instance with Rs. 1000/-. If found guilty for second time, the fine will be Rs. 2000/- and if found guilty for the 3rd time, he/she will be evicted from the hostel".

**1.10.5.** Only men can stay as guests in a men's hostel and only women can stay as guests in women's hostel.

**1.10.6.** For a visitor to stay in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with law on the subject.

**1.10.7.** Mere payment of Guest charge is not reason enough for allotment of guest room to the guest. Hostel administration will have the right to withdraw any accommodation at any time without assigning any reason.

**1.10.8.** Any resident found guilty or misusing the guest room facility and violating rules shall be liable to be fined and such other disciplinary action as may be decided by the Senior Warden or higher authorities.

### **1.11. Visitors in The Hostel**

**1.11.1.** Visitor(s) should be received in the Visitors' room (Common room in the absence of a visitor's room) only. Under special circumstances, written permission from the Warden must be obtained to take visitor(s) to room.

#### **Visiting Time:**

**Working days : 4:00 P.M. to 6:00 P.M.**

**Holidays (including Saturdays/ Sundays): 10:00 A.M. to 12:00 Noon  
and 4:00 P.M. to 6:00 P.M.**

**1.11.2.** There shall be a Visitors' Register in every Hostel accessible to visitors. Visitors' Register will be maintained by Caretaker of the Hostel and monitoring of visitor record is the duty of Prefect(s) and Warden (maintenance).

**1.11.3.** Any visitor entering the hostel gate should register his / her name and other particulars in the Visitor's Register kept for the purpose at the Hostel entrance. Host (s) may literate their guest on this.

**1.11.3.** The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student, is likely to disturb peace and order in the hostel.

### **1.12. Night Roll Call in the Hostel**

**1.12.1** A boarder has to return to his/ her Hostel latest by 9:30 P.M.

**1.12.2.** There may be exemption of the clause 1.12.1. for the boarder who is required to stay late in the workplace, inside the University campus, library etc. Such boarder shall have to secure permission for staying out late. The boarder must have the recommendation of the respective Head of the Department/PI and Senior Warden/Warden of the hostel. A prescribed form will be available for this purpose.

**1.12.3.** Attendance will be taken at 10.0 P.M. each day by the Wing Representative / Prefect. It is compulsory for each boarder to be present personally at the time of attendance.

**1.12.4.** Prefect shall inform Warden about any case of unauthorized absence (absence without proper intimation) of Hostel boarders immediately.

**1.12.5** In general, boarders shall not leave the Hostel after the attendance. However, on the ground of academic/research work, exit is allowed under clause 1.12.2.

**1.12.6.** The time of return to the Hostel may, however, be extended, only with the approval of the competent authority for special reasons, such as to facilitate attending programmes organized by the University, academic assignment in the department recommended by HoD etc.

### **1.13. Discipline Inside Hostel and on/outside the Campus**

**1.13.1.** Any breach of discipline and conduct committed by a student inside or outside the hostel shall fall under the purview of disciplinary Rules.

**1.13.2.** No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by DSW or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself/herself.

**1.13.3.** In case the Vice-Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, Vice-Chancellor may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending an inquiry by a duly constituted committee.

**1.13.4.**The Vice-Chancellor may, keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

**1.13.5.** Any issue as to the interpretation of these rules, the matter shall be referred to the DSW whose decision shall be final and binding. DSW may take advise of Vice-chancellor, if it is required.

## **1.14. Categories of Misconduct and Indiscipline**

**1.14.1. Category-I:** Some specific acts of indiscipline are to be considered as major offenses under this category and are listed below.

Clause	Offenses
<b>1.14.1.1.</b>	Maltreating or physical assault, abusing and/or using foul language to any individual, fellow boarder, hostel staff inside or outside the hostel or any other hostel.
<b>1.14.1.2.</b>	Any meeting not related to Hostel affairs held in Hostel premises without due permission.
<b>1.14.1.3.</b>	Participating in or promoting any disruptive activity on the campus.
<b>1.14.1.4.</b>	Possessing or keeping firearms, weapons etc. in the Hostel/boarding room.
<b>1.14.1.5.</b>	Possessing and/or consuming alcohol, poison, drugs and intoxicants of any kind inside as well as outside the hostel.
<b>1.14.1.6.</b>	Any form of gambling inside or outside the hostel.
<b>1.14.1.7.</b>	Damaging, misusing and stealing of University property (including library, computer Centre, LAN, electrical fittings) or property of other individual.
<b>1.14.1.8.</b>	Ragging in any form inside and outside the hostel.
<b>1.14.1.9.</b>	Mismanagement of University fund or attempt to mismanage.
<b>1.14.1.10.</b>	Spreading false news/rumour among boarders of the same hostel or boarders of other hostels.
<b>1.14.1.11.</b>	Staying outside the hostel campus beyond permitted time in night and participating in unlawful activities, fighting, unauthorized demonstration.
<b>1.14.1.12.</b>	Making false and irresponsible public statement against any University official, Faculty, Staff or outsiders and altering University records or attempting to do so.
<b>1.14.1.13.</b>	Involving in drinking, intoxication of any kind, gambling, fighting in other hostels, vandalizing property of other hostel.
<b>1.14.1.14.</b>	Committing insubordination or showing disrespect to the authority.
<b>1.14.1.15.</b>	Hosting female visitor(s) in the room of the boarder in Men's Hostel and male visitor(s) in the room of Women's Hostel.
<b>1.14.1.16.</b>	Unauthorized staying in the Hostel after completion of the course or during semester recess.
<b>1.14.1.17.</b>	Sexual harassment of any kind which shall also include unwelcome sexual propositions/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent or unwelcome sexual jokes and/ or comments.
<b>1.14.1.18.</b>	Furnishing false certificates, or false information in any manner to get admission in the hostel.
<b>1.14.2.19.</b>	Arousing communal, caste or regional feelings or creating/creating disharmony among students;
<b>1.14.2.20.</b>	Repeating any act of indiscipline listed in category-II more than twice is considered as major offence.

**1.14.2. Category-II:** Some specific acts of indiscipline/offense are to be considered as minor offences under this category and are listed below:

Clause	Offenses
<b>1.14.2.1.</b>	All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour that is likely to cause disturbance or annoyance to others, not maintaining strict silence during study hours in the hostel

<b>1.14.2.2.</b>	Cooking inside the room, taking crockery or food outside the dining hall and taking food inside the hostel residence's room without permission.
<b>1.14.2.3.</b>	The use of electric heaters, electric stove and other similar electrical appliances in the room.
<b>1.14.2.4.</b>	Playing of audio and visual systems inside the room or in the hostel premises loud enough to cause annoyance to other boarders and neighbours of the Hostel.
<b>1.14.2.5.</b>	Staying outside overnight and/or unauthorized absence from Hostel.
<b>1.14.2.6.</b>	Unauthorized occupation of hostel room other than the allotted one.
<b>1.14.2.7.</b>	Unauthorized hosting of guest in the Hostel.
<b>1.14.2.8.</b>	Any form of Public Display of Affection (PDA) inside or outside the Hostel
<b>1.14.2.9.</b>	Unauthorized collection of money/donation inside the campus.
<b>1.14.2.10.</b>	Indulging in any unruly or indecent behavior such as smoking, spitting on hostel wall and inside hostel premises.
<b>1.14.2.11.</b>	Inappropriate and irrational use of mass media, social media maligning the image of the University or any member of the University.
<b>1.14.2.12.</b>	Not keeping the rooms clean and tidy during the period of living.
<b>1.14.2.13.</b>	Keeping rubbish in places other than waste bins.
<b>1.14.2.14.</b>	Displacing common room articles, dining hall utensils, furniture and other articles of the Hostel from their designated places without prior written permission of the Hostel Warden.
<b>1.14.2.15.</b>	Use incense sticks, candles, lamps for worship or for any other reasons in Hostel.
<b>1.14.2.16.</b>	Switching on lights and fans when the respective boarders is/are not in the room.
<b>1.14.2.17.</b>	Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, women staff member/visitor and vice versa.
<b>1.14.2.18.</b>	Use of abusive, defamatory, derogatory or intimidatory language against any member of the University Community.
<b>1.14.2.19.</b>	Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
<b>1.14.2.20.</b>	Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre.
<b>1.14.2.21.</b>	Blockade or forceful prevention of any normal movement of traffic in the hostel premises or outside the hostel.
<b>1.14.2.22.</b>	Not returning the room key and the key of the wardrobe and study table and not cleaning the room before leaving the hostel or during semester recess.
<b>1.14.2.23.</b>	Taking outside food in the Dining hall/room of the boarder without permission of the Warden (Mess).
<b>1.14.2.24.</b>	Keeping pet animals in the room and/or feeding stray dogs/cats inside the hostel premises including dining hall.
<b>1.14.2.25.</b>	Use of common room of the hostel other than the purpose meant for it.
<b>1.14.2.26.</b>	Not clearing the mess dues and other outstanding dues of mess at the starting of the mess in each month.
<b>1.14.2.27.</b>	Ask Mess employee to prepare special dishes.
<b>1.14.2.28.</b>	Any other act which is an act of violation of discipline and conduct.

### **1.15. Action Against Offenders:**

On recommendation of Hostel level Disciplinary committee or Students Disciplinary Committee of the University, the competent authority may impose any one or more of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category-I or Category-II, as the case may be, in clause 1.13. and 1.14 respectively.

#### **1.15.1. Category– I: Action against Major offences**

- (1) Fine not less than Rs, 20000.00 (Rupees twenty thousand) only
- (2) Placement in Conduct probation
- (3) Rustication from Hostel for entire study period.
- (4) Expulsion from the University.
- (5) Non-issuance of certificate of conduct.
- (6) Withdrawal of Degree/Diploma/Certificate

#### **1.15.2. Category-II: Action against Minor offences.**

- (1) Admonition/Reprimand: For the first-time offender, student is to be counselled by Senior warden and Wardens of the hostel for his/her fault and misconduct. In repeating the offences for second time, he /she will be imposed any one or more of the following punishments:
- (2) The offender shall receive stern warning letter with copy marked to parents/guardian/DSW from the Senior Warden.
- (3) Fine up to Rs. 10,000.00 (Rupees ten thousand) only, on case to case basis.
- (4) Recovery of any kind, such as any dues, cost of damages etc.
- (5) Rustication from Hostel for a specific duration, initially for one semester and maximum two semesters.
- (6) Action for repeat in offenders will be put under Category-I.

### **1.16. Placement on Conduct Probation**

A student found guilty of violating the rules and regulations of the University/Hostel or guilty of any act of indiscipline or misbehaviour by the Disciplinary Committee, may be placed under conduct probation by DSW as per recommendation of the Students Disciplinary Committee for a specified period, which shall not be less than one month. During the period of conduct probation, a student may not be allowed to:

- a) Participate in sports, cultural and allied competitions representing the University/Department/Centre/Hostel.
- b) Receive any Scholarship, Fellowship or Stipend. The loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct probation. A student put on conduct probation for more than two occasions may be expelled from the University.

### **1.17. Hostel level Students' Disciplinary Committee**

With approval of the Vice-Chancellor, DSW will constitute a hostel level Students' Disciplinary Committee for each hostel separately with the following members:

- (i) Senior Warden of the hostel--- Chairperson
- (ii) Wardens of the hostel—Members (One Warden will be Member Convener to be recommended by Senior Warden. If the hostel has only one Warden, he/she will be the Member Convener).
- (iii) Prefect of the hostel--- Student member
- (iv) One Senior Warden of any one hostel to be nominated by DSW.

After receiving complaint against any student, the committee will recommend the level of punishment as mentioned in Clause no. 1.15. above. The Committee will submit its recommendation to DSW for approval. DSW may approve or put the recommendation to Vice-chancellors for approval, if he feels necessary. He may put the matter to Students Disciplinary Committee of the University. On receiving approval, the Senior Warden of the hostel will issue office order of punishment.

Every case of rustication or expulsion shall be intimated to all concerned including the Registrar, Controller of Examinations, respective Deans of Schools, the Heads of the Departments and parents of the student immediately after the order is issued.

### **1.18. Students' Disciplinary Committee of the University**

There shall be a Students' Disciplinary Committee to be constituted by the Vice-cancellor that will enforce the "Regulations on Discipline and Proper Conduct of Students of Tezpur University" and "Hostel Rules".

- (i) Dean, Students Welfare---- Chairperson
- (ii) Chief Proctor and Proctors—Members
- (iii) Two Senior Professors (One Male and one female to be nominated by Vice-Chancellor)
- (iv) Two Senior Wardens of hostels (One Male and one Female to be nominated by DSW)
- (v) Two students' representatives (to be nominated by DSW on recommendation of Students Council).
- (vi) Controller of Examination—Member Secretary

Associate Deans of Student's Welfare, Dean of the concerned School, Head of the concerned Department, and Senior Wardens(s) of the concerned Hostel shall be special invitees. Term of office of the members of the Committee other than ex-officio ones will be of two Years. Two third of the members shall form quorum for a meeting of the Students Disciplinary Committee.

The committee will accept disciplinary related matters of students or any other referral of students' disciplinary case either from proctoral board or hostel level students' disciplinary committee for discussion. The decision of the Committee will be minuted signing by all members attending the meeting and signed minute will be put for approval from the Vice-chancellor by DSW. The Vice-

chancellor may approve the minutes or may send to the committee for reconsideration with specific suggestions. After approval, DSW will issue office order accordingly with intimation to all concerned including the Controller of Examinations, respective Deans of Schools, Heads of the Departments, Registrar, VC's office, concerned students and their parents/guardians.

### **1.19. Special Power of The Vice-Chancellor**

Notwithstanding anything contained in these Rules, the Vice-Chancellor shall have the authority to institute an enquiry against any student(s) regarding his/her misconduct and shall execute appropriate disciplinary actions.

Notwithstanding anything contained in these rules, the provision under Statute 31 of the second schedule of the Tezpur University Act will be made applicable as and when deemed fit by the University.

### **1.20. Appeal and Interpretation of Rules**

- (i) Any resident aggrieved of the decision of the Senior Warden may appeal to the Dean, Students' Welfare, within two weeks of cause of action, whose decision shall be final and binding.
- (ii) Any issue as to the interpretation of these rules shall be referred to the Dean of Students' Welfare whose decision shall be final and binding.
- (iii) Amendments/Repeals: Any amendment or repeal to these rules may be affected with the approval of the Vice-chancellor subject to ratification by the Board of Management of the University.

### **1.21. Hostel Mess**

- 1.21.1.** All boarders of the Hostel shall automatically be members of the respective Hostel mess.
- 1.21.2.** Joining the mess is mandatory for all boarders in their allotted hostels only. In no case boarders are allowed to join the mess of other hostels either as a guest or permanently. Boarders will be charged for all the meals, whether they actually take or not unless they are allowed mess rebate by Warden (Mess).
- 1.21.3.** In exceptional cases, the DSW or his authorised officer may grant mess facility to other bonafide students of the University whose applications for hostel admission are under consideration. Such students will be non-resident students and will not stay inside the hostel by virtue of mess facility.
- 1.21.4.** Before a student is enrolled in the mess, he/she will deposit in cash with the Caretaker/Mess Manager the amounts set out in List of Rates or deposit in bank account operated by Hostel for this purpose. Upon depositing the amount, the student will be issued receipt by Caretaker/Mess Manger, if he /she deposits in cash or needs to submit the bank deposit slip to caretaker for record. Student should keep the receipt in safe custody to present it when asked for.
- 1.21.5.** The Mess Manager after checking the receipt and also after examining the list of hostellers available with him enrolls the student in the mess and includes his name in the Diet Register.

**1.21.6. Diet Register:** An account of the diets taken by each member of the mess is maintained in a bound register and is entered date-wise the meals taken by the member and mess rebate, if any. Before taking a meal, each student will sign the register in the dining hall.

**1.21.7. Dining Hall:**

- (a) Each resident student and his or her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Warden (Mess), if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall; doing so would invite disciplinary action by the Mess Warden.
- (b) All residents and guests should come to the dining hall properly dressed.
- (c) Self-service system will be followed in the mess. Students collect their share of food from the counter in the dining hall after signing the daily diet register kept in the dining hall.
- (d) Only one resident may eat from one plate or *thali*. For more than one person to eat from one plate or *thali* is prohibited.
- (e) Boarders are expected to behave with the Mess Manager and the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may record the matters in the suggestions book, and the Mess Secretary will bring it to the notice of the Mess Committee.
- (f) Smoking or taking alcoholic drinks in the dining hall is strictly prohibited. If such case is detected, he/she will be liable to be punished under disciplinary rules.
- (g) Feeding stray dogs/pet animals inside the dining hall is strictly prohibited.
- (h) Students must not take mess utensils out of the dining hall.
- (i) Students should not waste food.
- (j) Students should observe cleanliness in the dining hall.
- (k) Students must not ask mess employees to prepare special dishes for them.
- (l) Students and others not on duty must not enter the kitchen.
- (m) Dining hours will be as fixed by the Mess Warden in consultation with Mess Committee and will be notified. Students including their guests, if any, should adhere to the set timings scrupulously. No complaint will be entertained if a student fails to report within the fixed hours
- (n) To use the dining hall of men's/women's hostel for purposes not related to the mess without prior permission of the Senior Warden at least 24 hours before the proposed event.
- (o) Any breach of the above rules will render the student liable to be fined and/or disciplinary action including expulsion from the hostel, removal from the University, etc.

**1.21.8. Food Handlers/Mess Workers:**

Food sanitation is directly dependent upon the state of personal hygiene and habits of the personnel working in the food establishment. All those who partake in food handling, utensils and dish washing should observe the following instructions:

- (a) The food handlers must scrub and wash their hands with soap and water immediately after visiting a lavatory and so often as necessary at other times before handling food.
- (b) Fingernails should be trimmed periodically and should be kept free of nail dirt.
- (c) They should cover their heads so that loose hair do not get mixed up with food stuffs.
- (d) They must not cough or sneeze in the vicinity of food. They should cover their faces to prevent droplets falling on food.
- (e) They should not smoke in food premises.

- (f) Licking fingers to taste food must be avoided.
- (g) Known cases suffering from Pulmonary tuberculosis, diarrhoea, dysentery, typhoid fever, viral hepatitis and persons with wounds, discharging ears, boils and other skin infections should not handle food or utensils.
- (h) All mess workers shall report for medical examinations as and when required by the hostel administration.
- (i) The Mess Secretary/Mess Committee/Mess Manager will ensure that above instructions are followed by the mess workers.

#### **1.21.9. Menu of The Mess**

- a) Each hostel Mess Committee will decide the food menu of the mess every month in advance after taking into account the availability of seasonal vegetables and fruits, eating habits of the boarders who have come from different parts of the country/abroad and the paying capacity of the members. Care should be taken to prescribe a balanced diet at a reasonable price.
- b) The menu so decided should be displayed in the dining hall and one copy given to the Mess Manager who will ensure its strict observance.
- c) If due to non-supply of the required vegetables, etc. the menu decided by the Committee needs a change, the Mess Manager will immediately bring it to the notice of the Mess Secretary/Mess Committee.
- d) A student who has fallen sick may give a formal requisition to the Warden (Mess) for supply of special diet subject to the convenience of the mess and availability of food stuff, the Warden (Mess) may authorise the supply of a special diet to the student.

#### **1.21.10. Mess Rebate:**

- (a) Mess rebate will be allowed to the boarders who will apply for his/her absence for more than 7 days duration to the Warden (Mess) before he/she is availing leave of absence from the hostel. Mess rebate rate will be decided by Mess committee of each hostel and to be notified by Mess Secretary in the hostel and dining hall notice board.
- (b) If a boarder is absent from the Mess for one month or more than that due to his academic assignment approved by the Department/ for an approved excursion, or sports event approved by DSW / and medical emergency recommended the University Health Centre, the mess committee may allow him for half mess/full mess dues rebate, as the case may be, with the permission of Warden (Mess).

#### **1.21.11. Monthly Statement of Income and Expenditure:**

At the end of each month, the Mess Manager will prepare a monthly statement of income and expenditure in the prescribed format. The statement of income and expenditure should be examined by the Mess Secretary before placing in the Mess Committee for checking which will be finally approved by Warden (Mess) after audited by three member students' auditors engaged by Mess Committee. This process should be completed by the 4<sup>th</sup> week of each month following the

month to which the bill relates. For this purpose all money realised from the resident students on account of mess advance, monthly messing charges, guest charges, partial mess bills and disposal of waste/ food empties will be taken as credit (income) and all payments made for running of the mess excluding salaries of the mess staff, the mess manager and expenditure on crockery will be taken as debit (expenditure).

In every semester, monthly statement of income and expenditure of mess will be audited by a two-member audit team from the finance section of the University to be engaged by DSW with approval of Vice-Chancellor.

#### **1.21.12. Preparation of Mess Bill:**

- (a) After the monthly statement of income and expenditure has been prepared and checked and approved by warden (Mess), the Mess Manager will prepare individual mess bills statement in triplicate. The preparation and checking of the bill should be completed within two days and Mess Secretary will notify the expenditure statement on the hostel notice board.
- (b) The boarders should pay his outstanding bill before start of the next month mess to the Caretaker or to the bank account and slip may be deposited to the mess manager for record. Failing which, he/she will be liable to face penalty as per rules.

#### **1.21.13. Payment of Mess Bills**

- (a) The Mess dues including other mess dues such as guest charges in last months must be paid by the 10th of the month following the month to which the Bill relates or a date to be decided by Mess Committee. After this date, the boarders will have to pay fine as decided by Mess Committee.
- (b) The fine shall, however, continue to be levied on the defaulting student till the date either he is evicted from the hostel or his dues are regularised by the Hostel authorities.
- (c) All such boarders who do not pay Mess Bills by 24th may be notified that in the event of their Mess Bills remaining unpaid, their rooms are liable to be double locked and meals stopped, and this may ultimately lead to their eviction from the hostel. (A copy of the notification will also be sent to the DSW for information).
- (d) If the bill remains unpaid till the last day of the month, the meals of the resident be stopped, room be double-locked and eviction process be initiated.  
Provided that the Senior Warden may, at his discretion, waive some percentage of the fine amount on valid financial ground of the boarders.

#### **1.21.14. Defaulters' List**

- (a) On the 24th of the month following the month to which the mess bill relates, the Caretaker will prepare a defaulters' List which will be sent to the Warden (Mess) and the Sr. Warden for stopping meals of the defaulter and also for double-locking of his or her room. The Mess Manager will keep a note of the meal in the diet register.

- (b) After the last day of the month, the defaulter is liable to be evicted without further notice.

### **1.22. Procedure for Eviction**

- 1.22.1** A boarder may be evicted from the hostel for any breach of discipline or if not conforming to academic requirements as stipulated in the Academic Ordinances of the University or otherwise notified by the University.
- 1.22.2.** The Eviction process will be initiated by the Senior Warden in consultation with the Dean, Students' Welfare.
- 1.22.3.** Before eviction, the boarder concerned will be served with a 5 days Eviction Notice by the Senior Warden so that the resident is informed of the proposed action and could take care of his or her personal belongings lying in the room, and vacates the room on or before the date fixed for eviction.
- 1.22.4.** If the resident does not vacate by the date specified in the "notice for eviction", the lock of the room will be broken open in the presence of:
- (i) The Senior Warden
  - (ii) The Security Officer or his representative,
  - (iii) The Caretaker, and
  - (iv) The Chief Proctor or his representative, where necessary.
- For this purpose, the Senior Warden will inform the concerned officers in advance.
- 1.22.5.** If, on breaking open the lock, any personal belongings of the defaulting resident are found in the room, these shall be listed over the signature of all those present at the time of eviction and disposed off by the hostel administration in whatever manner it may deem fit. The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings. The amount, if any, realized after disposing off the personal belongings, will be deposited in the General Fund of the Hostel.
- 1.22.6.** If any furniture articles/fixtures allotted to the student are found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price of the article minus depreciation value, as may be decided by the Maintenance Warden.

### **1.23. Services of University Health Centre**

- 1.23.1.** Services of University Health Centre are available to all boarders. Any case of illness shall be reported to the University Health Centre by Hostel Administration.
- 1.23.2.** In case a patient (boarder), in the opinion of the University Medical Officer, requires treatment outside the University Health Centre / Hospital, he/she may refer the case to the nearest Govt. or designated Private Hospital. In such case, the boarder shall bear the entire cost of medical treatment etc. at his/her own.
- 1.23.3.** In the case of a boarder requiring hospitalization, the same shall be reported to the local guardian and his/her parents/guardians at respective home addresses. It shall be the duty of the local guardian / parent / guardian to take care of their wards. In case of emergency, an

ailing boarder shall be shifted to his / her local (home town) hospital or to a hospital at any other place by the University, as per advice of the University Medical Officer, on the condition that the expenses shall be borne by the boarder / guardian concerned.

**1.23.4.** Medical insurance facility is also in place for the Students. Some hospitals are empanelled for this purpose. Students admitted in hospital may claim for Medical Insurance as per rules agreed upon by the Insurance company and Tezpur University. The Controller of Examination will notify the names of eligible students under this facility in the University website.

### **1.24. Common Room and Recreational Facilities**

**1.24.1.** The Hostel shall have a common room for the use of boarders and bonafide guests. The common room provides facilities for indoor games and is supplied with newspaper/magazines.

**1.24.2.** The Common room will be managed by a student caretaker selected from amongst the Hostels boarders on grounds of mainly suitability for the job and the student's economic need.

**1.24.3.** The common room will be kept open normally between 6.30 p.m. to 9.30 p.m. unless the time is extended by the Warden-in-charge in writing on any special occasion.

**1.24.4.** The magazines or newspapers to be purchased will be decided by the Hostel Committee in consultation With the Warden-in-charge.

**1.24.5.** The boarders are not allowed to remove magazines or newspapers or any other property from the common room.

**1.24.6.** The boarders shall maintain decorum in the common room.

### **1.25. Sports and Cultural activities**

Interested students for sports, cultural and other co-curricular activities should visit sports and cultural section of Students Activities Centre of the University to get enrolled their name for availing the facilities.

### **1.26. Warden Council**

Warden Council (WC) is an advisory body. Warden council consisting of DSW as Chairperson, Associate DSWs as Vice Chairman, one of the Senior Wardens as Convenor of the Council, all Senior Wardens as Members, all Wardens as Special Invitees and two Senior Faculty Members who have better understanding with proven track record of Hostel matters as Members to be nominated by the Vice-chancellor. This Council must meet at least twice in a semester. As an advisory body, WC will recommend the matter related to the better management of the Hostel to the University authority. Prefect from each Hostel can be called as Special Invitee based on the agenda of the meeting.

## **1.27. Management of Hostel Fund**

Each Hostel will operate a separate bank account for the purpose of student's mess after getting necessary approval from the University. The account may jointly be operated by Warden (Mess) and Mess Secretary/Prefect of the Hostel. Boarders of the hostel will deposit their mess dues and other dues directly to the account. The bank account numbers will be notified in the hostel Notice board by Warden (Mess). The account statement of the bank account will be placed in the mess committee every month by Mess Secretary for checking receipt and expenditure.

However, for all other receipts and income of the Hostels, a separate bank account under the name and style of "Hostel revolving fund, Tezpur University" is to be operated jointly by DSW and finance officer or his representative of the University, if it is permitted to open the account by the University. All receipts / incomes like guest charges, etc. collected by each Hostel shall invariably be deposited into the said account and details of such deposit are to be maintained properly in Hostel Register. The fund so accumulated in the account shall be utilised for development/ maintenance of the Hostels on case to case basis, based on the proportionate share of the contribution of each Hostel in the account.

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