

# **TEZPUR UNIVERSITY**

## **HOSTEL RULES 2015**



**TEZPUR UNIVERSITY**

**Napaam**

**Tezpur 784028**

## Preface

Tezpur University was established on 21<sup>st</sup> January in 1994 by an Act of Parliament of India, The Tezpur University Act, 1993 (Act No. 45), as a non-affiliating and 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 and humanities, reflecting the objective 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.

During the last twenty years of its existence, the University has engaged itself in the process of capacity building, both in terms of infrastructure and human resource development. The University has mounted tremendous efforts in developing it into a modern University incorporating all elements from the contemporary scientific and socio –cultural milieu.

The University has already developed a number of 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 well-designed Hostels, several residential quarters have been built for accommodating teachers and non-teaching staff. 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, allowing for freedom within a boundary.

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 or her goal. Mutual cooperation helps to run the institution smoothly, creates an atmosphere of peace and gratification. The ultimate goal is to create human beings who, through knowledge, skill, understanding and sensibility can contribute to society and the nation.

## **General Definitions of Terms Used in Tezpur University Hostel Rules 2015**

- Assistant Prefect:** A boarder of the Hostel who is appointed to assist the prefect in day to day administration of the Hostel
- Associate Dean, Student's Welfare (ADSW):** A duly appointed faculty member of the University who assists the DSW in managing the overall student affairs
- Associate Warden:** A member of the faculty of the University who is appointed to assist the warden in overseeing the day to day affairs of the Hostel
- 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
- 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
- Day Scholar:** Tezpur University student but not a Hostel boarder
- Dean, Student's Welfare (DSW):** A duly appointed senior faculty member of the University who looks after the overall student affairs
- Guest:** An individual coming to the University for work/business and stays in the Hostel for a short period of time with proper permission
- HoD:** Head of the Department of Tezpur University
- Hostel mess:** An arrangement for providing foods to the Hostel boarders and managed by boarders
- Hostel Rules:** Tezpur University Hostel Rules 2015 unless otherwise mentioned
- Major offence:** A specific set of serious indiscipline activities for which boarder/student is penalized
- Menial:** A person engaged for assisting the preparation and serving of food in the mess including cleaning and gardening in the Hostel premises
- Mess Auditor:** A boarder who is appointed for a specific term to audit the Hostel mess accounts and present the same to the Chairperson of the Hostel mess committee
- Mess Committee:** A committee consisting of the Warden as Chairperson and including the other office bearers as members to oversee the running of the Hostel mess
- Mess Convener:** A boarder of the Hostel who is appointed to oversee the overall management of the Hostel mess
- Mess Manager:** A boarder of the Hostel who is appointed to run the Hostel mess for a specific duration of time
- Minor offence:** A specific set of indiscipline activities for which boarder/student is penalized
- Prefect:** A boarder of the Hostel who is appointed to assist the warden(s) in day to day administration of the Hostel
- Project Staff:** A person who is employed in Project / Research works of academic nature in the capacity of fellows, associates or assistants
- Student:** An individual who is enrolled in any regular programme of study in the University
- University:** Tezpur University
- Warden:** A member of the faculty of the University who is appointed to oversee the day to day affairs of the Hostel

(All other terms mentioned in the *Hostel Rule 2015* have usual meaning)

## TEZPUR UNIVERSITY HOSTEL RULES 2015

These rules and regulations 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.

### 1.0 GENERAL RULES

- 1.1 The University shall provide accommodation in its Hostels, to the students admitted to regular courses, including Research Scholars/ Project Staff of the University, subject to availability. 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 during the course work period, subject to the condition that she/he pursue the work on full time and subject to availability of Hostel seats.
- 1.2 Every boarder must acquaint himself / herself with the rules and regulations of the Hostel. She / he must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- 1.3 All Hostels except the Hostels for research scholars shall remain closed during the period of semester break / vacation or as deemed fit 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.  
During semester break, those boarders who wish to stay in the Hostel, shall take prior permission from the University and shall pay additional fee(s) for the facilities utilized during their stay. They shall deposit the fees to the University cash counter and receipts must be submitted to the Warden of the respective Hostel before occupying the room. Research Scholars' Hostel will remain open round the year, unless notified otherwise by the University Authority.
- 1.4 Boarder(s) of a room or Hostel shall be responsible for any **loss/damage** of the property of the room/Hostel concerned, as the case may be .
- 1.5 For any complaint and/or problem, boarders shall directly approach the Warden/Associate Warden. Dean, Students' Welfare (DSW) or higher authority may be approached only with endorsement of the respective Warden/Associate Warden.

- 1.6 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.
- 1.7 All cases of illness shall be reported to the Prefect/Assistant Prefect, who in turn shall inform the Warden / Associate Warden and/or the University Medical Officer (UMO). The UMO may report the incident of illness to the DSW/ CoE /Registrar depending upon the severity of the problem.
- 1.8 Fluorescent tubes/CFL 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).
- 1.9 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.
- 1.10 There shall be a Visitors' Register in every Hostel accessible to visitors and monitoring of visitor record is the duty of Prefect(s) and Warden(s).
- 1.11 In addition to these rules, boarders are also governed by the rules, orders, instructions etc. issued by the competent authority from time to time.

## **2.0 ADMISSION TO HOSTELS**

- 2.1 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.  
The admission to the Hostel for a Project Staff is 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. Mere submission of application does not guarantee admission.
- 2.2 Only regular students and duly appointed project staff are entitled to apply for Hostel Admission.
- 2.3 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 failing which the student will be eligible for disciplinary action as per the rules of the University.

- 2.4 A boarder 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.
- 2.5 The boarder shall pay all the dues regularly, failing which the Warden may initiate disciplinary action, as per clause No. 9.1 of the Hotel rules.
- 2.6 A student shall deposit the prescribed fee(s) and occupy the Hostel seat within seven days from the date of allotment or within the date of allotment of the seat, failing which the allotment shall stand cancelled. The allottee may request for extension of time stating reasons. The Warden, if satisfied, may consider and grant extension for not more than one month with intimation to DSW.
- 2.7 The boarders are required to pay the prescribed fees at the time of admission/readmission. 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.
- 2.8 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.

### **3.0 WITHDRAWAL FROM HOSTELS/ TERMINATION ON COURSE COMPLETION**

- 3.1 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
- 3.2 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 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 3.1).
- 3.3 PhD students can stay at the Hostel after his/her thesis submission till the date of his/her final viva-voce. However, the boarders need to pay Hostel readmission fees even after thesis submission as like other boarders. 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.

#### **4.0 SERVICES OF UNIVERSITY HEALTH CENTRE**

Services of University Health Centre are available to all boarders. Any case of illness shall be reported to the University Health Centre as per the **Clause 1.7**.

- 4.1 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.
- 4.2 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.
- 4.3 In case of hospitalization, the boarder may also avail medical insurance facility currently available, if otherwise eligible.

#### **5.0 HOSTEL LEAVE RULES**

- 5.1 For seeking leave from the Hostel, the 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 of leave.
- 5.2 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 and the Warden.
- 5.3 Absence from the Hostel without prior permission from the Warden/DSW is to be considered as an act of gross misconduct and would be liable for disciplinary action as per University rules.

#### **6.0 GUESTS ACCOMMODATION IN HOSTEL**

- 6.1 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. Such guest will be accommodated either in the designated Guest Room or any available vacant room recommended by the Warden.

The fee is to be paid to the **University cash counter** with prior permission/endorsement of Warden/DSW. 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 (i) guest accommodation charge and (ii) its sharing between University and Hostel, approval of which will be obtained from the competent Authority. The charge for accommodation will be revised annually.

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

## **7.0 VISITORS IN THE HOSTEL**

### **7.1 Visiting hours of the Hostels:**

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.

7.2 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.

7.3 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.

## **8.0 NIGHT ROLL CALL IN THE HOSTEL**

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

8.2 There may be exemption of the clause 8.1 for the boarder who is required to stay late in the work place, inside the University campus. 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. A prescribed form will be available for this purpose.

8.3 Attendance will be taken at 9:45 P.M. each day by the Wing Representative / Prefect appointed by the Warden. It is compulsory for each boarder to be present personally at the time of attendance.

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

8.4 In general, boarders shall not leave the Hostel after the attendance. However, on the ground of academic/research work, exit is allowed under clause 8.2.

8.5 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.

## **9.0 DISCIPLINE INSIDE HOSTEL AND ON THE CAMPUS**

Students/Boarders shall maintain discipline to create atmosphere of study on the Campus. Disciplinary action shall be taken against a boarder if he/she is found violating the rules and regulations of the University. The offending Hostel boarder/student shall receive warning with punitive action depending upon the nature and frequency of offences committed as minor and major offences as stated below.

### **9.1 Prohibitory acts for minor offence**

Some specific acts of indiscipline/offences for minor offence are listed below.

<b>Clause</b>	<b>Offenses</b>
9.1.1	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
9.1.2	Cooking inside the room, taking crockery or food outside the dining hall
9.1.3	The use of electric heaters, electric stove and other similar electrical appliances in the room
9.1.4	Any form of gambling inside or outside the campus.
9.1.5	Playing of audio and visual systems inside the room or in the Hostel premises causing annoyance to other boarders and neighbours of the Hostel
9.1.6	Boarder staying outside overnight and/or unauthorized absence from Hostel
9.1.7	Unauthorized staying in the Hostel during semester break
9.1.8	Unauthorized occupation of Hostel room other than the allotted room
9.1.9	Unauthorized hosting of guest in the Hostel
9.1.10	Any form of Public Display of Affection (PDA) inside or outside the University campus
9.1.11	Unauthorized collection of money inside the campus
9.1.12	Indulging in any unruly or indecent behaviour, smoking, riding motor bike inside the University campus without helmet and/or at a speed beyond the permitted limit.
9.1.13	Fraudulent use of Student Identity Card, email ID and the University webmail
9.1.14	Improper and irrational use of mass media, social media
9.1.15	Not keeping the rooms clean and tidy during the period of living and at the time of leaving. Keeping rubbish in places other than waste bins. Spitting in Hostel premises areas.
9.1.16	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
9.1.17	Use incense sticks, candles, lamps for worship or for any other reasons in Hostel

**Clause      Offenses**

rooms unattended

9.1.18      Switching on lights and fans when the respective boarders is/are not in the room

**9.2            Action against minor offence**

In the first instance, for the offenses listed above (9.1.1 to 9.1.18), the offender shall receive stern warning letter with copy marked to guardian from the Warden/Head of the Department/Dean of Students Welfare. If any of such offences are committed second time by an individual student/boarder, it shall be considered as major offence. Punitive action will be notified without mentioning the name in the respective Hostel and record be kept in other important Offices. Based on his/her behavioural improvement, appeal for revoking punitive action may be accepted for consideration after Six months from the issue of the Office Order for such action. The case may also be referred to the Students Disciplinary Committee for any further punishment based on the merit.

**9.3            Prohibitory acts for major offence**

Some specific acts of indiscipline to be considered as major offense are listed below.

**Clause      Offenses**

9.3.1      Maltreating or physical assault, abusing and/or using foul language to any individual inside or outside University campus

9.3.2      Any meeting not related to Hostel affairs held in Hostel/Campus premises without permission.

9.3.3      Participating in or promoting any disruptive activity in the campus

9.3.4      Possessing or keeping fire arms, weapons etc. in the Hostel

9.3.5      Possessing and/or consuming alcohol, poison, drugs and intoxicants of any kind inside as well as outside the University campus

9.3.6      Damaging, misusing and stealing of University property (including library, computer centre, LAN, electrical fittings) or property of other individual. This also includes writing and/or spitting on the walls, glass doors or on any other structure of the campus

9.3.7      Ragging in any form inside and outside the University campus

9.3.8      Mismanagement of University fund or attempt to mismanage

9.3.9      Committing insubordination or showing disrespect to the authority

9.3.10     Making false and irresponsible public statement on any University official, Faculty, Staff or outsiders and altering University records or attempting to do so

9.3.11     Hosting female visitor(s) in the rooms of the boarder in Men's Hostel and male visitors in the room of Women's Hostel

9.3.12     Unauthorized staying in the Hostel after completion of the course

9.3.13     Any other act of indiscipline as considered harmful and repeating manor offense.

#### **9.4 Action against major offence**

Student/Boarder shall face one or more of the following punitive actions based on the recommendation of the Student's Disciplinary Committee for major offence.

- 9.4.1** Conduct probation for a specified duration
- 9.4.2** Fine of a specific amount
- 9.4.3** Expulsion from Hostel for a specific duration
- 9.4.4** Rustication from Hostel for ever
- 9.4.5** Rustication from the University
- 9.4.6** Non-issuance of certificate of conduct
- 9.4.7** Withdrawal of Degree/Diploma/Certificate

### **10.0 BREACH OF DISCIPLINE IN HOSTELS AND ACTION AGAINST OFFENDERS**

Based on the preliminary inquiry by the Office of the DSW, offender student/boarder (committing offense as per Clauses 9.1 and 9.3) shall receive punitive actions. The Office of the DSW shall consult concerned Dean of the School, Head of the Department, Warden of the Hostel or other relevant person for confirmation of the offence. The case may also be referred to the Students Disciplinary Committee for confirmation and/or for further action based on the merit.

### **11.0 STUDENTS DISCIPLINARY COMMITTEE**

There shall be an eight member Students' Disciplinary Committee that will enforce the provision of Hostel Rules. The Composition of the committee shall be as per provision of Clause No.3 of the Regulation on Maintenance of Students' Discipline as approved by BoM, TU vide Resolution no. B.47/2006/2/3.12 dated. 28.06.2006 under the provision of Statute 31 of the Tezpur University Act

Associate Deans of Student's Welfare, Dean of the concerned School, Head of the concerned Department, and Wardens(s) of the concerned Hostel shall be special invitees. Term of the Committee is Two Years. Two third of the members shall form quorum for a meeting of the Students Disciplinary Committee.

### **12.0 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 shall 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 shall be expelled from the University.

### **13.0 RUSTICATION / EXPULSION**

Rustication is the temporary removal of a student from the rolls of the University as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the Semester during which the order is passed.

Expulsion is the permanent removal from the University. An expelled student shall not be permitted to get fresh admission to the University.

### **14.0 PROCEDURE FOR RUSTICATION / EXPULSION FROM THE UNIVERSITY**

Before a student is rusticated / expelled the procedures as laid down in the Clause No.5 of Regulation on Maintenance of Students' Discipline (under the provision of Statute 31 of the Tezpur University Act, approved by BoM, TU vide Resolution no. B.47/2006/2/3.12 dated. 28.06.2006) shall be followed.

### **15.0 OTHER PROVISION RELATING TO RUSTICATION / EXPULSION**

15.1 Every case of rustication or expulsion shall be intimated to all concerned including the Controller of Examinations, respective Deans of Schools and the Heads of the Departments immediately after the order is passed by Dean, Students' Welfare.

15.2 The effective date of rustication/expulsion will be the date when the order is issued by the DSW

15.3 Any disciplinary action taken against a student shall be intimated to the parent or guardian and local guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

## **16.0 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 the disciplinary rules, the provision under Statute 31 (1) (2) (3) (4) (5) (6) of the second schedule of the Tezpur University Act will be made applicable as and when deemed fit by the University authorities.

## **17.0 THE HOSTEL MESS**

17.1 All boarders of the Hostel shall automatically be members of the respective Hostel mess.

17.2 Joining the mess is mandatory for all boarders in their allotted Hostel only. In no case boarders are allowed to join the mess of other Hostel either as a guest or permanently.

17.3 The Warden shall select one boarder as Mess Committee Convenor for One Semester. He/She shall be responsible for overall management of the mess. A confidential report of the HoD may be obtained for the boarders to be appointed as Mess Committee Members, Conveners and Auditors.

17.4 There shall be a Mess Committee consisting of Hostel Warden as Chairman and Associate Warden(s), Prefect, Assistant Prefect(s) and Mess Committee Convenor as Members. The Warden shall nominate six other Members with diverse food habit, from among the boarders of the Hostel. It is up to the sole discretion of the Warden, if he/she wants to nominate more members into the Mess Committee, but not exceeding 25% of the strength of the mess committee.

17.5 The Mess Committee shall nominate two or more boarders every month as mess managers. Further, three boarders will be appointed as Auditors for each month by the mess committee. In addition to the internal auditing, the mess account will also be audited by an official Auditor appointed by DSW.

17.6 The mess managers 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.

17.7 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 may also place the matter before the Students' Disciplinary Committee.

- 17.8 The mess managers shall submit the audited accounts with all original bills and receipts for provisional approval at the Mess Committee meeting to be held on the last day of every month. The Mess Committee shall also finalise the mess dues for the next month. Final approval of the monthly mess account will be obtained once it is passed by the officially engaged Auditor.
- 17.9 Mess managers will always be in touch with the Mess Committee Convenor and other members for day-to-day operation.
- 17.10 The term of office of the Mess Committee shall be for one Semester and that of the mess manager generally is not more than one month. For any exception, matter may be intimated to DSW.
- 17.11 Meals and refreshments shall be served in the dining hall of the Hostel during the scheduled hours as notified time to time.
- 17.12 Guest of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the Mess Committee. The mess manager should be informed of the matter at least three hours before the preparation of food. The amount received from Guest shall be maintained in a separate record and accounts should be added as receipt and submitted in the Mess Committee meeting every month.
- 17.13 Day-scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess Committee after obtaining written permission from the respective Warden.
- 17.14 In addition to these rules, the Hostel Mess Committee may frame specific rules and regulations for proper management and get approval of the DSW for implementation.

## **18.0 HOSTEL ADMINISTRATION**

Each Hostel is administered by a group of designated people. Warden, Associate Warden(s), Prefect and Assistant Prefect(s) are responsible for Hostel level administration. The selection procedures of Warden, Associate Warden, Prefect and Assistant Prefect along with duties and responsibilities are highlighted in this section.

### **18.1 WARDEN**

Once the Hostel 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 form.

- 18.1.1 The Dean, Students' Welfare shall constitute a committee with the following for screening and selection of the Hostel Warden from amongst the applicants.

Dean, Students' Welfare : Chairman

Controller of Examinations : Member

One Senior Professor nominated by the Vice-chancellor : Member

18.1.2 The Dean, Students' Welfare shall forward the recommendation of the committee to the Vice-Chancellor for approval and shall appoint the Warden, only after the approval of the Vice-Chancellor.

18.1.3 If no suitable application is received after the first advertisement the Dean, Students' Welfare shall propose the names of a few teachers for approval of the Vice-Chancellor.

18.1.4 The term of office of a 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.

18.1.5 The Warden shall administer and manage the Hostel with the help of the Associate Warden (s), Prefect and Assistant Prefect(s).

18.1.6 There shall be an office of the Warden in each Hostel with necessary facilities such as furniture, computer with printer and telephone etc.

18.1.7 The Warden shall ensure proper discipline in the Hostel and shall deal with any violation of discipline in accordance with the provisions of Hostel Rule.

18.1.8 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. Warden shall grant Casual Leave (CL) to the regular employees engaged in the Hostel and keep the record of CL with him. The application of Earned Leave (EL) and other kind of leave shall be recommended by the Warden and forwarded to the Registrar for further action.

18.1.9 The Warden shall submit leave, absentee statement for all Hostel employees every month within the specified date for the purpose.

18.1.10 The 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.

18.1.11 The 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.

18.1.12 The Warden shall give a *Hostel clearance certificate* to the boarders after the Final End Semester Examination or whenever required.

18.1.13 When the Warden is on leave and /or remains outside the headquarters, the DSW shall appoint the Associate Warden of the concerned Hostel or Warden of some other Hostel or some other member of the teaching staff in charge of the concerned Hostel for the period.

- 18.1.14 Proper account of the Hostel Fund shall be maintained by the 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.
- 18.1.15 The 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.
- 18.1.16 Wardens will prepare the regular Hostel visiting schedule of Wardens/Associate Wardens in addition to the visit on emergency reason.

## **18.2 ASSOCIATE WARDEN**

The Dean, Students' Welfare with the approval of the Vice-Chancellor, may also appoint one or more Associate Warden(s) for each Hostel. The procedure of appointment of an Associate Warden is same as Warden as stated above. The term of office of an Associate Warden shall be for a period of three years. The Associate Warden(s) shall assist the Warden for smooth functioning of the Hostel.

## **18.3 PREFECT**

- 18.3.1 There shall be a Prefect for each Hostel. The Prefect shall assist the Warden in administration of the Hostel affairs. The Warden with the approval of the Dean, Students' Welfare and based on report form HoD shall appoint one Prefect for each Hostel. The Prefect shall normally be appointed for one year.
- 18.3.2 The Prefect shall be exempted from paying the seat rent and Hostel common room fee for his/her tenure.
- 18.3.3 For convenience of taking attendance, Prefect shall designate one boarder in each wing as Wing Representative (WR).
- 18.3.3 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 Warden about absentees' statement. Failure of the Prefect to report such cases to the Warden shall be considered as gross negligence of duty on his/her part for which he/she shall be liable to be removed as Prefect with immediate effect.
- 18.3.4 If Prefect proceeds for leave, Assistant Prefect shall be responsible for the roll call and reporting.

- 18.3.5 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 Warden immediately
- 18.3.6 The Prefect will report sickness of any boarder to the Warden(s) and the University Medical Officer. In case of severe illness, matter may be reported to DSW also.
- 18.3.7 The Prefect shall report any case of emergency, misconduct and breach of any discipline on the part of the boarders to the Warden(s).
- 18.3.8 The Prefect shall monitor proper cleanliness and sanitation in the Hostel and report any anomaly to the Warden for improvement.
- 18.3.9 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.

#### **18.4 ASSISTANT PREFECT**

The 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 Hostels 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, the Assistant Prefect will act as Prefect-in-charge.

#### **19.0 HOSTEL MANAGEMENT ADVISORY COUNCIL**

Warden Council is an advisory body. Warden council consisting of DSW as Chairperson, Associate DSWs as Vice Chairman, Senior-most Warden as Convenor of the Council, all Wardens as Members, Associate Wardens as Special Invitees and two Senior Faculty Members who have better understanding with proven track record of Hostel matters as Members. This Council must meet at least two times in a semester. As an advisory body, WC will provide general observations about 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.

#### **20.0 MANAGEMENT OF HOSTEL FUND**

Each Hostel may operate a separate bank account for the purpose of student's mess. 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. All receipts / incomes like guest charges, etc. collected by each Hostel shall invariably be deposited in to 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.