

TEZPUR UNIVERSITY

HOSTEL RULES (Amended in 2005)



**NAPAAM, TEZPUR, 784028
ASSAM, INDIA**

TEZPUR UNIVERSITY HOSTEL RULES

**(Amended in 2005 as approved by the Board of Management vide Resolution No. B 43 / 2005 / 1/ 3.9
dt. 12 - 01 - 2005)**

The following 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.

1.0 GENERAL:

- 1.1 The University shall provide residential accommodation in its hostels at Napaam to the students admitted to regular courses, including Research project Staff/Assistant/Associate of the University subject to availability of hostel seats. Hostel accommodation will not be available to students of part time programmes, such as distance education programmes, evening programmes etc.

- 1.2 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 All hostels shall remain closed during the period of semester break / vacation or at any time as notified by the University authority. During such break / vacation, boarders are to vacate the rooms of the hostel. The room key and the key of the wardrobe and table shall have to be deposited by the boarders to the Prefect who in turn shall deposit the same to the Warden.
- 1.4 However, Ph.D. students and students having special requirement of course assignment or project work may be allowed to stay during vacation on recommendations of the concerned Head of the Department with due permission of the Warden.
- 1.5 All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.
- 1.6 For any complaint, no boarder shall directly approach the Dean, Students' Welfare or any other higher official without approaching the Warden.
- 1.7 In the 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 for withholding of his/her result until the outstanding dues are paid by the student. If a student leaves the University without clearing all the hostel dues, the Warden may recover the outstanding dues from his/her hostel security and university security deposit. If any amount still remains unrecovered, notices to his/her guardian shall be sent who will finally be responsible to clear all outstanding dues.
- 1.8 All cases of illness shall be reported to the Prefect who in turn shall inform the Warden / Assistant Warden and / or the University Medical Officer.
- 1.9 The Dean, Students' Welfare with the approval of the Vice-chancellor, shall appoint a Warden for each hostel for a period of three years for proper management of the hostel. The Warden shall be appointed from amongst the teaching staff of the University. The honorarium / charge allowance and other facilities to the Warden shall be approved by the Board of Management.
- 1.10 The Dean, Students' Welfare with the approval of the Vice-chancellor, may also appoint one Assistant Warden for each hostel from amongst the teaching staff to assist the Warden if the authority feels it necessary. The appointment will be for a period of three years. The honorarium / charge allowance and other facilities to the Assistant Warden shall be approved by the Board of Management.
- 1.11 The Warden with the approval of the Dean, Students' Welfare shall appoint one Prefect for each hostel from amongst the boarders of the respective hostels for a period of one year. The Prefect shall be exempted from paying the seat rent and hostel common room fee for his/her tenure.
- 1.12 The Warden with the approval of the Dean, Students' Welfare may appoint one Assistant Prefect 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.
- 1.13 The Warden shall maintain permanent record (Stock Book) of all non-consumable articles of the hostel(s) supplied by the University.
- 1.14 The Warden shall be granted an imprest fund of Rs. 1000/- (Rupees One thousand) only to meet the emergency and contingency expenditures required for maintenance of the hostel.

- 1.15 The Warden shall administer and manage the hostel and the Assistant Warden, Prefect and Assistant Prefect shall assist him/her in all respects.
- 1.16 The mess of the hostel shall be maintained by the Mess Committee. The Warden shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable determined by the Mess Committee. Members of the Mess Committee shall be nominated by the Warden from amongst the boarders of the hostel. The Mess Manager shall be appointed by the Mess Committee normally for a period of one month.
- 1.17 Electric bulbs / fluorescent tubes for all boarders shall be supplied by the University only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
- 1.18 Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc. in their rooms. However, boarders may use computers and music systems in their rooms.
- 1.19 Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials, explosives, arms and weapons or any other items prohibited by law.
- 1.20 Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors or outside the rooms or in the surroundings. The bins kept for this purpose should be used.
- 1.21 Every boarder shall leave the hostel room clean at the time of vacating his/her hostel seat failing which the Warden shall not issue clearance certificate to the boarder(s).
- 1.22 Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Warden.
- 1.23 Boarders on leaving their rooms shall always switch off the lights and fans.
- 1.24 Boarders shall not leave water flowing from taps.
- 1.25 No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Warden. The boarders are also not allowed to shift / exchange furniture and other assets from one room to another.
- 1.26 In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

2.0 ADMISSION TO HOSTELS

- 2.1 Application for admission to hostels shall be submitted to the Dean, Students' Welfare in the prescribed application form, duly filled in and signed by the student and countersigned by his / her local guardian and parent / guardian.
- A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her guardian to the effect that the student shall abide by the University rules, hostel rules and code of conduct.
- 2.2 Students shall be admitted to the hostels at the beginning of the semester subject to the conditions that
- a) the student applies for the same in prescribed form on time.
 - b) the student continues to be a regular student of the University.
- 2.3 A boarder after each semester shall apply for readmission to the hostel and the Warden shall recommend for readmission if the boarder maintained good conduct and discipline

during his / her stay in the hostel and the boarder clears all outstanding dues, if any, to the University.

2.4 The boarder shall pay all the dues regularly, failing which the Warden may initiate disciplinary action as per rules.

2.5 A student shall occupy the seat in the hostel after depositing the prescribed fees within 7 days from the date of allotment or within the date mentioned in the admission prospectus failing which the allotment shall stand cancelled.

Provided that the allottee may request for extension of time stating reasons which the Warden, if satisfied, may consider and grant extension for not more than one month.

2.6 The students are required to pay the prescribed fees at the time of admission as detailed below.

2.7 Prescribed fees for hostel admission (per semester)*:

Sl. No.	ITEM	AMOUNT(Rs.)
i)	Admission / readmission fee	100.00
ii)	Seat rent	450.00
iii)	Establishment fee	200.00
iv)	Furniture fee	50.00
v)	Electricity fee	100.00
vi)	Hostel common room fee	100.00
Total amount to be paid at the time of readmission at each semester		1000.00
vii)	Hostel security deposit (only at the time of fresh admission)	1000.00
Total amount to be paid at the time of fresh admission		2000.00

**Subject to revisions by Competent Authority from time to time.*

Late fine as fixed by the authority shall be charged if the hostel dues are not paid within the stipulated time.

Note: Seat rent for the guests of a boarder for short-term accommodation upto 3 days shall be @ Rs 15 /- per day per person and is to be paid by the boarder to the Warden.

3.0 WITHDRAWAL FROM HOSTELS

3.1 Application for withdrawal from the hostel shall be countersigned by the father / mother / guardian and submitted to the Dean, Students' Welfare through the hostel Warden. Such application shall be submitted after all hostel dues have been cleared.

3.2 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, upto the day he/she continues to be on the roll i.e. until his/her name is formally withdrawn.

4.0 MEDICAL FACILITIES

In the case of illness of a boarder, the Prefect / Warden shall inform the Medical Officer of the University for treatment and inform the local guardian.

Medical facility as detailed below shall be available to all the boarders:

- 4.1 The medical officer shall examine the cases at the OPD / indoor (at the hostel in the cases of serious illness) and take necessary line of treatment utilizing the available resources, free of cost.
- 4.2 In case a patient (boarder), in the opinion of the Medical Officer, requires treatment outside the University Health Centre / Hospital, he/she may refer the case to the Tezpur Civil Hospital / Guwahati Medical College Hospital or a Private Nursing Home. In such cases, for treatment outside the University Health Centre / Hospital referred to here, the boarders shall bear the entire cost of medical treatment etc. on his/her own.
- 4.3 Cases of a boarder requiring hospitalization will 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, such 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.

5.0 HOSTEL LEAVE RULES

- 5.1 For seeking leave from the hostel, the boarder must apply in the prescribed form. A boarder must obtain prior written permission from the competent authority before proceeding on leave. Girl students are required to obtain the signature of the local guardian/parents on the leave return form and submit the same to the warden after their return.
- 5.2 Leave from the hostel upto three (3) consecutive days shall be granted by the Warden.
- 5.3 Leave from the hostel for more than three (3) consecutive days shall be granted by the Dean, Students' Welfare on the recommendation of the Warden and the Head of the Department.
- 5.4 Absence from the hostel without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.

6.0 GUESTS

No boarder shall keep any guest(s) in the hostel without the written permission of the Warden. There shall be guest room(s) in each hostel with a few seats to which allotment shall be made by the Warden on a first come first served basis. No guest shall be allowed to share rooms with the boarders unless otherwise specially permitted. The host student shall have to pay the prescribed charges for the guest. No guest shall remain in the hostel for more than 3 days at a time.

7.0 VISITORS

Normally, female visitor(s) shall not be allowed to visit men's hostel rooms or vice-versa. However, in exceptional cases this may be relaxed by the Warden. a.

Visiting hours :

Working days : 4:00 P.M. - 6:00 P.M.
Holidays,
Saturdays/ Sundays : 10:00 A.M - 12:00 Noon
: 4:00 P.M. - 6:00 P.M.

- b. Visitors 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 visitors to rooms.
- c. Any visitor entering the hostel gate should put his / her signature and enter relevant particulars in the columns in the Visitor's Register kept for the purpose at the hostel entrance.

8.0 NIGHT ROLL CALL

- 8.1 A boarder has to return to his/ her hostel latest by 9.30 P.M.
- 8.2 Attendance will be taken at 9.30 P.M. by the Prefect of the hostel. It is compulsory for each boarder to be present personally at the time of attendance.
- 8.3 Boarders are not allowed to leave the hostel after 9.30 P.M.
- 8.4 The time of return to the hostel may however be extended to 12:00 A.M. in specific cases as indicated below:
 - Any boarder desiring to work late in the laboratory, library, computer centre etc. must obtain a recommendation from the concerned Head of the Department. The Warden, if satisfied, gives permission for atmost three days in a month. For more than three days in a month, permission shall be granted by the Dean, Students' Welfare on the recommendation of the Head of the Department and the Warden.
 - A boarder taking permission for late-entry (after 9.30 P.M. to 12:00 A.M.) to the hostel, should sign in the late-entry register kept with the security staff. The security personnel will not allow the boarder to enter the hostel gate if he/she cannot produce late entry permission pass and shall immediately inform the Warden.

9.0 HOSTEL DISCIPLINE:

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. Disciplinary action shall be taken against a boarder if he/she is found to violate the rules and regulations of the University.

The following acts of indiscipline are strictly prohibited :

- 9.1 Ragging in any form in hostels or in the University campus.
- 9.2 Drinking alcoholic beverages or using any other narcotic drugs and intoxicant of any kind inside as well as outside the University campus.
- 9.3 Committing insubordination or showing disrespect to the authority.
- 9.4 Absence from hostel and classes without permission from the Warden and Head of the Department

- 9.5 Playing of audio and visual systems and other musical instruments / systems inside the room or in the hostel premises causing disturbance to other boarders and neighbours.
- 9.6 Picking up quarrel or altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behavior or smoking, getting inebriated while traveling in the University buses.
- 9.7 Participating in or promoting any disruptive activity in the campus.
- 9.8 Making false official statement to any university official, faculty or staff and altering University records.
- 9.9 Misuse of and/or damage caused to library books, journals and computer facilities.
- 9.10 Tampering with existing electrical fittings/systems.
- 9.11 Unauthorized possession of any property belonging to the University, hostel or any other individual.
- 9.12 Fraudulent use of Student Identity Card.
- 9.13 Organising any meeting, function etc. in the hostel without prior permission from the Warden.
- 9.14 Any other acts which in the opinion of the Prefect/Warden are detrimental to the interest of other boarders as well as to the University.
- 9.15 All kinds of shouting, hooting, violent knocking or any other act, movement or behaviors which are likely to cause disturbance or annoyance to others.
- 9.16 Leaving their room with the lights and fans on.
- 9.17 Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel without written permission.
- 9.18 Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other university employees.
- 9.19 Cooking inside the room.
- 9.20 Use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.
- 9.21 Any form of gambling inside or outside the campus.
- 9.22 Keeping fire arms, weapons etc. in the hostel.
- 9.23 Damaging, misusing and stealing of any hostel properties or stealing others' belongings.
- 9.24 Boarders staying outside overnight without prior permission from the Warden.
- 9.25 Staying in the Hostels during a semester break without permission from Warden.
- 9.26 Entry and hosting of outsiders in the Hostel without permission of the Warden.
- 9.27 Absence of boarders from the hostel after the stipulated time as fixed by the authority.
- 9.28 If any boarder is not joining the mess for five consecutive days, then Rs.200 will be relaxed from the mess due amount.
- 9.29 If any boarder enters the mess with opened hairs, they will be charged with Rs. 100 as a penalty.
- 9.30 If a boarder is absent for three consecutive days in the attendance, she has to pay a fine of Rs.30. This evaluation will be done in an interval of 15days.

10.0 BREACH OF DISCIPLINE IN HOSTELS AND PUNISHMENT:

Boarders must follow the discipline as prescribed in clause No. 9.0. Violations of the same by any boarder will attract the following punishments:

Sl. No.	Acts	Punishment
i	All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others.	Warning by the Warden at first instance. On repeating the same, a fine of not less than Rs. 250/- to be imposed.
ii	Switching on lights and fans when boarders are not inside the room.	Warning by the Warden. After 3 warnings a fine not less than Rs. 250/- may be imposed.
iii	Entry of female visitors into the rooms of the boarders in Boys' hostel and male visitors into the rooms of Girls' hostel.	Stern warning by the Warden with an intimation to the DSW and HoD concerned. On repeating the same offence, the boarders may be subjected to rustication from the hostel for one semester by the DSW.
iv	Maltreating or physical assault, abusing the hostel employees, canteen staff and others including outsiders, students and other University employees, teachers etc.	Stern warning by the DSW with a fine not less than Rs. 250/-. The case may be further processed in the purview of conduct probation /rustication.
v	Any meeting not relating to hostel affairs held in hostel premises without prior permission.	Stern warning with a fine of not less than Rs. 250/- by the Warden and intimation to the DSW.
vi	Cooking inside the room.	Stern warning with a fine of not less than Rs. 250/- by the Warden.
vii	The use of electric heaters, electric stove and other similar electrical appliances in the room.	Stern warning and seizure of electrical appliances by the Warden with a fine of not less than Rs. 250/- by the Warden.
viii	Any form of gambling inside or outside the hostel premises and campus.	Stem warning with conduct probation for one semester, rustication from the hostel by DSW.

ix	Playing of audio and visual systems inside the room or in the hostel premises causing annoyance to other boarders and neighbors near the hostel.	Stern warning by the Warden at the first instance and on repeating the same the Warden may impose a fine of not less than Rs. 250/-. At the same time audio
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		visual system will be seized.
x	Possessing or keeping fire arms, weapons etc. in the Hostel.	Conduct probation and rustication from Hostel for at least two semesters by DSW.
xi	Drinking alcohol, poisons, drugs and intoxicants of any kind inside as well as outside the University Campus.	Conduct probation for two semesters and rustication from Hostel and University by DSW.
xii	Boarders staying outside overnight or absence from hostel without permission from the Warden.	Stem Warning with a fine of not less than Rs. 250/- may be imposed by the Warden. The matter must be communicated to the DSW for their record.
xiii	Damaging, misusing and stealing of any hostel properties or stealing others belonging,	Placement on conduct probation for one semester and a fine of an amount equivalent to damaged or stolen items. Rustication from hostel for one semester by DSW.
xiv	Staying in the Hostels by boarders during a semester break without permission from proper authority.	Stern warning by DSW. Fine of Rs. 25/- per day.
xv	Entry and hosting of outsiders in the hostel without permission of Warden	Rustication from hostel for one Semester and Stern warning with a fine not less than Rs.250/- by the Warden/DSW.
xvi	Ragging in any form inside and outside the hostel.	Expulsion or rustication from Hostel and University for at least two semesters by DSW.
xvii	Absence of students from the hostel after the stipulated time as fixed by the authority.	Rustication from hostel for not less than one month by the DSW.
xviii	Unauthorised occupation of hostel room and locking by ex-students etc.	Warden will verify the matter and report to DSW. Forceful vacation of room immediately by the Warden with security staff, if necessary.

xix	Keeping guest inside the room or more than stipulated time without the permission of Warden.	Stern warning with a fine of not less than Rs. 250/- by the Warden.
xx	Any form of Public Display of Affection (PDA) inside or outside the University campus.	Stern warning by the Warden with an intimation to the DSW and HoD concerned. On repeating the same offence, the boarders may be subjected to rustication for one semester by the DSW.
xxi	Mismanagement of Hostel mess fund.	Rustication from hostel for one Semester and Stern warning with a fine not less than Rs.250/- by the Warden/DSW.

11.0 STUDENTS DISCIPLINARY COMMITTEE:

Composition:

- Dean, Student's Welfare - Chairman
- Two senior teachers of the University - Members
(to be nominated by the Vice-chancellor, one member must be a lady teacher)
- Deputy Director, Training & Placement - Member
- Hostel Wardens - Members
- Two students' representatives - Members
(to be nominated by DSW)
- Controller of Examinations - Member
Secretary

Term: Two Years

To take a decision, at least two thirds of the members must be present in the Committee Meeting.

12.0 PLACEMENT ON CONDUCT PROBATION:

A student found guilty of violating the rules and regulations of the University/Hostel or any acts of indiscipline or misbehavior by the Disciplinary Committee, may be placed on conduct probation by the DSW 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) represent the University in sports, cultural contests etc. inside or outside the University.
- b) receive any Scholarship, Fellowship or Stipend.
 - (i) When a student is deprived of a scholarship / fellowship /stipend on account of his/her placement on conduct probation, the loss entailed will be permanent and

no arrears shall be payable subsequently on expiry of the period of conduct probation.

(ii) If a student who has been on conduct probation on two previous occasions, is again found guilty of indiscipline he/she shall be dropped from the roll of the University.

c) In case of final year student, his/her results shall not be declared.

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 /Hostel. 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 following procedure shall be observed:

- i) On receipt of the complaint against the conduct of student, the DSW shall enquire into the matter within 7(seven) days of receipt of the complaint and place it before the Disciplinary Committee not later than 15(fifteen) days from the date of receipt. If the Disciplinary Committee is satisfied that there is a prima-facie case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him/her or appear before the Disciplinary Committee to show-cause why he/she should not be rusticated/expelled.
- ii) The concerned student shall have to submit his/her explanation within 7 (seven) days from the date of issue of the intimation by the DSW.
- iii) After receiving the explanation(s) or hearing in person, the Disciplinary Committee shall examine the case.
- iv) If at this stage the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion, the DSW shall forward the recommendation of the Disciplinary Committee for consideration and approval of the Vice-chancellor.

15.0 OTHER PROVISIONS RELATING TO RUSTICATION / EXPULSION:

- i) Every case of rustication or expulsion shall be reported by the DSW to the Controller of Examinations and all concerned immediately after the order is passed by him.
- ii) The date of rustication/expulsion: It shall be the date on which the order is issued by the DSW.
- iii) Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

16.0 SPECIAL POWERS 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 discipline rules, the provision under Statute 31 (1) (2) (3) (4) (5) (6) of the second schedule of the Act will be made applicable as and when required.

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.
- 17.3 No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency written permission has to be obtained from the Warden.
- 17.4 The Warden will select one boarder as Mess Committee Convenor. He shall be responsible for overall management of the mess, canteen stock etc.
- 17.5 There shall be a Mess Committee consisting of Hostel Warden as Chairman, Assistant Warden, Prefect, Assistant Prefect, Mess Committee Convenor and six members to be nominated by the Warden.
- 17.6 The Mess Committee shall nominate normally two boarders for each month as mess managers.
- 17.7 The mess managers shall perform their duties with highest degrees of honesty, integrity and commitment.
- 17.8 In case of gross violation of rules and mismanagement of funds by the mess managers, punishment in the form of fine may be imposed by the mess committee. The Warden may also place the matter before the University Students' Disciplinary Committee.
- 17.9 The mess managers shall submit the accounts with all original bills for checking by the Mess Committee on the last day of every month. In this mess committee meeting, the mess managers will be nominated and the mess dues for the next month will be finalized.
- 17.10 Mess managers will always be in touch with the Mess Committee Convenor for day-to-day operations.
- 17.11 The term of office of the Mess Committee shall be for one academic year and that of the mess manager generally is not more than one month.
- 17.12 Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.
- 17.13 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 earlier.
- 17.14 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.
- 17.15 Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Warden.
- 17.16 In addition to these rules, the respective hostel Mess Committee shall frame their own rules and regulations for proper management of the mess from time to time.

18.2 ASSISTANT WARDEN

- i) The Dean, Students' Welfare with the approval of the Vice-chancellor, may also appoint one Assistant Warden for each hostel.
- ii) The procedure of appointment of an Assistant Warden is same as Warden as stated before.
- iii) The term of office of an Assistant Warden shall be for a period of three years. iv) The Assistant Warden will assist the Warden for smooth functioning of the hostel.

18.3 PREFECT

- i) There shall be a Prefect for each hostel. The Prefect will assist the Warden in administration of the hostel affairs. The Warden with the approval of the Dean, Students' Welfare shall appoint one Prefect for each hostel. The Prefect shall normally be appointed for one year. The Prefect shall be exempted from paying the seat rent and hostel common room fee for his/her tenure.
- ii) The Prefect shall take the roll call of his/her hostel as mentioned in the hostel rules and shall report to the Warden about all the absentees at the time of taking the roll call as well as absentees for the whole night. 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. iii) The Prefect shall ensure that all hostel rules are observed by the students.
- iv) The Prefect shall ensure that an atmosphere conducive to academic pursuit is maintained in the hostel.
- v) The Prefect will report sickness of any boarder to the Warden and the University Medical Officer.
- vi) The Prefect shall report to the Warden any case of emergency, misconduct and breach of any discipline on the part of the boarders
- vii) The Prefect shall monitor proper cleanliness and sanitation in the hostel and report to the Warden for improvement.
- viii) The Prefect shall be required to perform any other related duty not specified above as may be assigned by the Warden/Assistant Warden

18.4 ASSISTANT PREFECT

- i) The Warden with the approval of the Dean, Students' Welfare may appoint one Assistant Prefect for each hostel from amongst the boarders of the respective hostels for a period of one year.
- ii) The Assistant Prefect shall be exempted from paying the seat rent for his/her tenure.
- iii) The Assistant Prefect shall assist the Warden/ Prefect for smooth functioning of the hostel. In the absence of Prefect, the Assistant Prefect will act as Prefect-in-charge.