

UPDATED HOSTEL RULES &
REGULATIONS
(2019)

For Women's Hostel Residents

Estab
17/12/19.



Registrar.
Put up in syndicate

Jesmy
16/12/19

Veer Kunwar Singh University

Ara, Bhojpur, Bihar

R/6682/18
17/12/18

नियमावली का अनुमोदन दिनांक 04.12.2020
श्री सम्पन्न द्वारा सम्मेलन की बैठक के माध्यम से
उ के द्वारा कर दिया गया है। बैठक का कार्य

19/3/19

● ACCOMMODATION

1. Hostel accommodation shall be available to only registered students of the Institute.
2. Each room of the hostel must be occupied by two students.
3. P.G. / B.Ed. students shall occupy a seat/room only during the semesters and for a maximum period of two years. Ph.D. students shall occupy a seat/room for a maximum period of four years. Students are limited to stay in hostel only for two P.G. courses. Students will not occupy a room during vacation. However, she may be permitted by the hostel authorities to stay on request if she is doing any course work/project work.
4. Application for admission to the Hostel must be made online as well as offline. Accommodation would be provided only after paying the requisite fees and rents.
5. No student will be allowed to stay in the Hostel without formal admission.
6. The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that she has submitted incorrect information.
7. At the time of admission, every student has to submit a written undertaking in the prescribed form, countersigned by her parent/guardian, to the extent that she would abide by the rules and regulations of the Hostel.
8. At the time of admission every student and her parent/guardian have to submit an affidavit for anti ragging in the prescribed form. If she will be found engaged in ragging activity later she will be terminated from the hostel.
9. Any student if found on leave continuously for 15 days shall be terminated from the hostel.
10. A maximum of 10 days holiday is only permitted for a month, absence of inmates more than the prescribed days may lead to strict action by hostel authorities.

● ROOM ALLOTMENT

1. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly filled in prescribed Personal Data Form. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
2. Hostel residents will be provided a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
3. Allotment of rooms shall be the sole discretion of the Hostel administration.
4. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special circumstances.
5. Under no circumstances, the inmates should exchange seats/rooms without the knowledge of the hostel authorities.
6. Inmates shall respect the equal rights of their roommates.
7. In exigencies, the hostel administration, without assigning any reason, may shift inmates from one room to another.
8. The students are entitled for accommodation in the Hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students have to immediately leave the Hostel.
9. Before vacating the rooms, the students have to get 'No dues' signed from hostel warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel administration at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the hostel administration shall be recovered from the boarder concerned.
10. The hostel will not issue any locks to the students. They should procure their own locks and preferably keep their rooms locked when they are away. No hostel resident can break/open a lock without consulting the hostel Management in case if she has lost the key.
11. A room shall be allotted to a resident warden/clerk, exempted from the rent of the room.

- **ACCOMMODATION OF GUESTS**

1- Guest House Charges (Hostels): Rs. 150/- may be charged from student/staff/faculty/outsider, if she wishes to stay in any respective hostel's guest house. Receipt book may be issued from central store to the respective Wardens/Resident Warden for the same.

2- Guests will only be allowed with prior permission of hostel authorities. The request will be considered depending on the availability of the rooms.

3- Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine and may amount to expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.

4- Hostel rules and regulations will equally apply to the guests also. If the guests cause any damage to the Hostel property, the compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned.

- **MESS**

1. Mess facilities are common and compulsory. All are expected to have meals in the dining hall at the time fixed for each meal.

2. The hostel council, concerned Wardens, Mess councilors and Mess secretaries manage the mess.

3. Every boarder is expected to follow the mess timing. No food will be served beyond these timings. No resident can force the mess workers to serve the food beyond mess timings.

4. Non-vegetarian food is not allowed to be cooked in mess.

5. Smoking, consumption of pan/tobacco/alcohol/drugs/cigarette/intoxicating substance, in hostel mess premises is strictly prohibited.

6. Mess food of an inmate is not transferable to any other inmate and inmates are not allowed to share food with their guests.

7. Mess food, cutlery, and crockery are not allowed to be taken out of the mess area until and unless the inmate is sick and that with prior written information to the mess manager/mess councilor/mess secretaries.

8. Entry of inmates in cooking area is strictly prohibited.
9. The special meal on the occasion of various festivals/functions will be served with the prior permission of hostel authorities. The hostel residents will share expenses of the same.
10. Advance payment of the monthly dues of mess/canteen must be paid till 5th of every month. If failed to do so, a fine of Rs 20/per day will be charged on the inmates.

● **CODE OF CONDUCT**

1. All are expected to maintain strict discipline within the premises of the hostel. Any misbehavior, misconduct, indiscipline, or breach of hostel rules and regulations will invite severe punishment on the resident and may even result in his/her expulsion from the hostel with or without any notice.
2. The residents shall maintain a high level of social and moral etiquette at all times, and shall not create any kind of nuisance to the others in whatsoever manner.
3. Ragging in any form is banned. If any student found commencing ragging, she will be terminated from the hostel.
4. In the hostel premises, the following activities are strictly prohibited:
 - a. Smoking
 - b. Consumption of alcoholic drinks
 - c. Gambling
 - d. Intimidation or violence
 - e. Entering the hostel premises in an intoxicated state
 - f. Using abusive languages
 - g. Cooking in the room or in the hostel premises

- 5- All inmates will maintain cultural harmony. No discretion on the basis of caste and creed is acceptable.
- 6- Loud conversations/Music disturbs the others and hence should always be in low and audible tones.
- 7- Playing games, music, watching TV and using Gym are strictly prohibited between 11.00 pm and 6.00 am.
- 8- The hostel premises should not be used for any business purpose or promotion.
- 9- Residents shall not fix posters / notices / pictures or anything that might damage the surface of the walls/doors or any place in the hostel. Students can fix posters / notices only at notice board only in hostel premises.
- 10- Any resident found using unauthorized electric appliances (*viz.* heater, cooler, heating rod, geyser *etc.*) will have appliances confiscated and monetary fine subject to the market value of the appliance or decided by the hostel authorities will be imposed.
- 11- Each resident will be allotted a chair in her room. They should not remove this or take any other from/to their rooms. They should not damage/disturb furniture/fixtures of their rooms/in the common areas.
- 12- Newspapers/magazines should neither be disturbed nor be taken away to the hostel rooms.
- 13- Residents should not use the hostel premises other than her room for daily routine work.
- 14- Residents must keep their own rooms clean. If necessary, they may take help from the housekeeping staff.
- 15- Residents should not throw papers, plastics, etc. outside their rooms and common places. They must use the garbage-bins only. They should not keep any belongings outside their rooms.
- 16- A resident is expected to be neatly dressed at all times. Housecoats, nightwear, etc. are not permitted outside the privacy of the resident's room.
- 17- All residents are personally responsible for the maintenance and upkeep of the rooms allotted to them along with the property, furniture, and fixtures therein. Any damage with respect to the glass mirrors, electrical fittings, etc. should be made good at the expense of the residents concerned.
- 18- The rooms can be opened for inspection by concerned authorities at any time.
- 19- Celebration of various festivals/functions inside the hostel premises may be organized only after the prior permission of hostel authorities.

- **APPEALS TO Residents**

- 1- Please avoid Wastage of food items and water.
- 2- Please follow the code of conduct and it is for your own benefit.
- 3- Please co-operate with mess staff when some specific food supplied is in limited quantity.
- 4- Please contact any one of mess council member for any complaints/suggestions and write it in suggestion/demand register in office. Do not contact mess staff without permission of mess council members.
- 5- All the residents are suggested to respect each and every hostel/mess staff.

- **GENERAL GUIDELINES**

1. In case of Hostel allotment, Disabled/PWD, DASA, SC/ST/OBC & other state candidates depending upon the distance from V. K. S. University (not less than 20 km) may be given first preference.
2. Mess facility has to be availed (mandatory for all) by each hosteller.
3. Students will be provided with the Hostel facility only for the period of maximum '**Four Years for PhD. Student and for two years for PG/B.Ed. students.**
4. After completion of ongoing academic course/research, any other academic activities which is not certified by the concerning head of the department/institution will not be accepted for continuation of residing in women hostel. Further such students/scholars can be given grace period of 15 days after completion of such course/research and this is expected that such students will vacate the hostel before ending the grace period. In such cases, surplus fee will be refunded to the outgoing residents with their security money.
5. Residents should take particular care not to bring any visitor beyond the reception located at the ground floor.
6. A regular attendance of students shall takes place everyday in hostel at 6.30 p.m. for the month of Nov-Feb and at 7.30 p.m. for the month of March-Oct.
7. Entry of male person is not allowed in the hostel premises except the university's officers/workers with intimation/permission respectively by Superintendent/Deputy

Superintendent/Resident warden. Gathering of guests (male) is allowed in hostel premises only for any festival or function.

8. All residents should be normally back in the hostel by 7.00 p.m. for the month March-October and by 6.00 p.m. for the month Nov.-Feb. In the pursuit of their academic work, they may stay in their college
9. If a resident wishes to have leave for any purpose, she has to take prior permission at least one day before by the Warden.
10. Application from any resident must go through proper channel.

MESS Management System

In Women's Hostel of Veer Kunwar Singh University, Mess facilities will be common and compulsory. Followings will be the overview for the mess operation system.

1. All are expected to have meals in the dining hall at the time fixed for each meal.
2. Every student is expected to follow the mess timing.
3. No food will be served beyond given timings.
4. No resident can force the mess workers to serve the food beyond mess timings.
5. Non-vegetarian food is not allowed to be cooked in mess.
6. Smoking, consumption of pan/tobacco/alcohol/drugs/cigarette/intoxicating substance, in hostel mess premises is strictly prohibited.
7. Mess food of an inmate is not transferable to any other inmate and inmates are not allowed to share food with their guests.
8. Mess food, cutlery, and crockery are not allowed to be taken out of the mess area until and unless the inmate is sick and that with prior written information to the mess manager/mess councilor/mess secretaries.
9. Entry of inmates in cooking area is strictly prohibited.

10. The special meal on the occasion of various festivals/functions will be served with the prior permission of hostel authorities. The hostel residents will share expenses of the same.

11. Advance payment of the monthly dues of mess/canteen must be paid till 5th of every month. If failed to do so, a fine of Rs 20/per day will be charged on the inmates.

Technical Requirements:

1. Firms should have their own GST Number.
2. They should be registered having valid registration number.
3. They should have work experience of any Institution/University/Colleges in India.

Operational Requirements:

1. In mess, there is need of two ladies cooks with supporter for the suppliment of goods.
2. For outsider ladies cooks, we will provide the accomodation according to university rules.
3. It is must to be clean and maintain hygenity in mess area by Mess staffs.
4. It is must to serve food according to rule of Women's Hostel.
5. Mess fee will be collected by Mess operator.

Timing for Mess:

Breakfast:	7.00AM to 9.00AM
Lunch:	12.00 to 3.00PM
Evening tea with snacks:	5.00PM to 6.00PM
Dinner:	8.00PM to 9.00PM

Days	Breakfast with Tea	Lunch	Evening Tea + snacks	Dinner
Sunday	Chole Bhature	Rice,daal/papad fry mirch	upma	Green vegetable and Roti
Monday	Chana sabji and poor	Rice daal,soyabean sabji and salad	Poha	Kofta with Roti and sewai
Tuesday	Green vegetable and Roti	Rice,daal,bhujiya,papad fry mirch	Bread Butter	Tadka daal bhujiya roti
Wednesday	Green vegetable + Roti	Rice,daal,bhujiya,papad fry salad	cutlet	Matar Paneer with Roti
Thursday	Green veg + paratha	Kadhi and rice/green vegetable and salad	sandwich	Green vegetable and Roti
Friday	Green veg. + Roti	Rice,daal and soyabean sabji papad fry mirch	Uttpam	Mushrom sabji and roti
Saturday	Aloo paratha with tomato chutney /sauce	Rice,daal aloo fry,chokha ,salad ,papad	Macroni/Pasta/ Chowmein	Roti kheer and sabji