

CHAPTER-IV

HOSTEL RULES

I General:

- 1 The University hostels (encompassing off-campus colleges) shall be opened to the regular students on the rolls of the constituent colleges of the University. The students shall not be entitled to retain hostel accommodation beyond the normal duration of respective degree/diploma programme(s). In-service postgraduate students who are claiming house rent allowance shall not be eligible for hostel accommodation. The students who are unable to get hostel accommodation may make their own arrangements.
In-service candidate of this University coming from outstation(s) for joining M.V.Sc./M.F.Sc./M.Sc./ Ph.D. programmes at the University campus may be allowed to get hostel accommodation at Ludhiana.
- 2 The students whose parents are residing at headquarters of the respective college(s) shall not ordinarily be eligible for hostel accommodation. However, if accommodation is available, they may be considered for allotment on merit.
- 3 The student who has been provided hostel accommodation must stay in the allotted room. Violation of this rule in form of sub-letting shall invoke severe punishment to the actual allottee and the other student residing in his/her place.
- 4 The hostel residents shall vacate the rooms whenever asked to do so by the Director Students' Welfare-cum-Estate Officer and/or Dean, College of Veterinary Science, Rampura Phul/Principal, Veterinary Polytechnic, Kaljharani, respectively. All the hostel articles issued to the residents should be returned to the Hostel Supervisor/Clerk before vacating the room. The resident shall be responsible for any loss, which will be made good from him/her. The residents may deposit their luggage/belongings in the Hostel Cloak Room. Then only a process of N.O.C. from Hostel will be initiated.
- 5 While visiting the dining hall, common room and canteen, the hostel residents should be properly dressed and no outsider should be allowed to enter.
- 6 The Hostel Warden shall exercise general supervision and control over the hostel affairs. In granting character certificate to a boarder, the opinion of the Hostel Warden will be given due weightage.
- 7 All cases of illness should be reported to the Hostel Warden/University Medical Officer.
- 8 In each wing of the hostel, a senior student of good standing may be appointed as a prefect for that wing who will assist the Hostel Warden/Assistant Warden in the administration of the hostel.
- 9 The resident must see the Hostel Notice Board twice a day as an important notice(s) are displayed on the Notice Board.
- 10 No boarder should see the Director Students' Welfare-cum-Estate Officer/Dean, College of Veterinary Science, Rampura Phul/Principal, Veterinary Polytechnic, Kaljharani for routine affairs. He/she should contact Hostel Warden/Assistant Warden/Prefect for such purposes.
- 11 For organizing any meeting/activity in the hostel, the residents should seek the approval of the Director Students' Welfare-cum-Estate Officer through the Hostel Warden concerned at least one week in advance.

- 12 Each boarder shall pay the prescribed charges as the utensils, crockery and breakage fund for the academic year. This amount shall be collected by the Dean/Principal concerned along with other fees. The fund shall be operated by the Director Students' Welfare-cum-Estate Officer.
- 13 Each boarder shall pay the prescribed charges per semester/annum, as applicable, as the common room fund. This amount shall be collected by the Dean concerned along with other fees. The fund shall be operated by the Director Students' Welfare-cum-Estate Officer/ Controlling Officer.
- 14 The residents shall make proper use of common room, newspapers, allied literature and the articles required for indoor games. Hours of the hostel common room shall be fixed by the Hostel Warden from time to time. The common room Secretary and Joint Secretary shall be responsible for running the hostel common rooms. An amendment to common room rules can be made by the Committee consisting of the Hostel Warden, Secretary and Joint Secretary of Common Room subject to approval by the Director Students' Welfare-cum-Estate Officer/Dean/Principal, respectively.
- 15 The Director Students' Welfare-cum-Estate Officer/Controlling Officer is authorized to make purchases out of the amount collected as common room fund and utensils, crockery and breakage fund for the following purposes:
 - (a) Purchase of newspapers, magazines, indoor games and prizes for hostel competitions, registers, rubber stamps, etc.
 - (b) The purchase and repair of radio/TV sets, crockery and utensils, celebration of hostel functions and festivals or any other miscellaneous expenditure which the Hostel Warden may deem fit in consultation with the Common Room Secretary/Joint Secretary.
 - (c) The Director Students' Welfare-cum-Estate Officer/Controlling Officer is competent to write off or declare an article procured of the Hostel Fund unserviceable. He may himself or appoint a committee to advise him/her for declaring the article unserviceable and auction thereof.
- 16 Every boarder must have a copy of the hostel rules. He/she must observe them in letter and spirit. Ignorance of rules will not be considered as an excuse.

II Allotment:

- 1 Merit and seniority primarily will be taken into consideration for allotment of accommodation available in the University and its off-campus hostels.
 - 2 The cubicles shall be allotted to the postgraduate students on merit and the left-over cubicles shall be allotted to the undergraduate students as under:
 - (a) 90-95% of the left-over cubicles shall be allotted to the undergraduate students on merit.
 - (b) 5-10% of the left-over cubicles shall be allotted to the students of outstanding merit in sports and co-curricular activities.
- In case of College of Veterinary Science, Rampura Phul and Veterinary Polytechnic College, Kaljharani, the cubicles shall be allotted to the students on merit basis.
- 3 Students must be personally present at the time of allotment of rooms. The room to be allotted will be specified immediately before the allotment is made.
 - 4 The room-mates in the dormitories shall preferably be students of the same class. This rule, however, shall not apply to real brothers.

- 5 No resident is allowed to change the room without permission of the Hostel Warden. No change of room will ordinarily be permitted after general allotment. Violation of this rule will result in cancellation of the hostel seat.
- 6 The students who have been rusticated from the university/expelled from hostel and/or placed on Conduct Probation shall not be eligible for hostel accommodation. However, the student rusticated/expelled and/or placed on Conduct Probation but subsequently re-admitted or after completing the period of Conduct Probation may be considered for hostel accommodation, if the Dean/Principal of the College, Director Students' Welfare-cum-Estate Officer and Hostel Warden are fully satisfied that his/her residing in the hostel will not lead to any cause for indiscipline. Such allotment will still be conditional.
 - i) A student who was awarded minor punishment on account of his/her involvement in any act of indiscipline, misconduct and misdemeanour in the college/hostel in cases other than those covered under clause 6 above, may be allotted a seat in the hostel if the Dean of the College concerned, Director Students' Welfare-cum-Estate Officer and Hostel Warden are fully satisfied that his/her residing in the hostel will not cause indiscipline.
 - ii) In Hostel No. 9 and/or any other hostel allotted for the purpose at University campus, rooms will be allotted to foreign students. After allotment, if some rooms remain vacant, these may be allotted to other students. However, they will be charged as per fees for Hostel No. 9 and/or any other hostel meant for foreign students.

III. Furniture:

- 1 Every boarder is provided with a chair, a table and a bed, subject to availability. He/she shall be responsible for this furniture. Furniture should not be removed from one room to another. Every boarder shall ensure that no damage is done to the hostel property and furniture. Repair charges for any damage (intentional or through negligence) shall be borne by the boarder concerned.
- 2 The removal of electric fittings and charpoy from the room is prohibited.

IV. Withdrawal and Removal from the University Hostel:

- 1 After the general allotment, the application for withdrawal from the hostel should be countersigned by the parent/guardian and submitted to the Director Students' Welfare-cum-Estate Officer through the Hostel Warden after hostel dues have been cleared,
- 2 Despite the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues and fines up to the day he/she continues to be on the rolls of the hostel, until his/her name is formally withdrawn from the hostel.
- 3 A boarder may be expelled from the hostel by the Director Students' Welfare-cum-Estate Officer/Warden, if he/she is in the habit of staying away from the hostel without permission or is found guilty of misconduct or indiscipline.
- 4 No boarder shall be allowed to stay in the hostel if his/her hostel fees and mess dues are in arrears for more than a month.
- 5 The boarder who does not clear hostel, mess or canteen dues or fine by the prescribed date, shall not be registered for the subsequent academic year/semester until and unless he/she clears all these dues and obtains 'No Due Certificate' from the Hostel Warden or the Director Students' Welfare-cum-Estate Officer. In case of those students who are to leave the university after completing their degree requirement or otherwise, their results

as well as the provisional certificate/degree will be withheld till 'No Due Certificate' is produced from the Hostel Warden concerned or the Director Students' Welfare-cum-Estate Officer.

- 6 No boarder shall leave the hostel without personally handing over the charge of the room to the Hostel Supervisor/Clerk concerned. Loss, if any, shall be recovered from him/her.

V Leave Rules:

- 1 Leave sanctioned for absence from the college does not mean leave from the hostel. Leave from the hostel for one or more nights must be got approved from the Hostel Warden.
- 2 Leave should be personally got sanctioned, before it is availed of.
- 3 Residents absenting themselves from the hostel, without getting the leave sanctioned, shall be penalized.

VI. Night Roll-Call:

- 1 The night roll-call will be taken by the Block Prefect at 9.00 p.m. in winter and 10.00 p.m. in summer. Every boarder must be present in his/her room to avoid inconvenience for taking the roll-call.
- 2 A boarder absent at the time of roll-call is liable to be fined. The fine list shall be put up on the notice board at the end of each month.
- 3 After roll-call, no student is allowed to leave the hostel. But, if some emergency arises, he/she should inform the Hostel Warden/Assistant Warden before leaving the hostel at night.
- 4 Absence from the hostel for the whole night without prior permission of the Warden in an act of gross negligence and misconduct and will call for heavy punishment, and might invoke cancellation of seat.

VII. Guests:

- 1 The boy boarder must get prior written permission of the Warden for keeping his father or real brother as guest in the hostel in exceptional cases. The name of the guest should be entered in the guest register by the student himself under his signatures. The guest, so allowed, will be kept in the hostel guest room. Suitable identity details like Aadhar Card, details and/or Mobile No. be got noted and a photocopy of same be kept.
- 2 Lady guests are not permitted to stay in the boys' hostels.
- 3 Ordinarily no guests (even female) are allowed to stay in the girls' hostels.
- 4 A boarder keeping a guest without permission or entertaining a student who has been expelled from the university/hostel shall be expelled from the hostel by the Warden on spot enquiry.

VIII. Electricity:

- 1 Light/fan must be switched off when not in use. The use of electric bulb/LED lights up to 60 watts/ electric tube is allowed in the room.
- 2 The use of electric heaters, electric rods and other electric appliances are prohibited. Those found using these electric appliances shall be fined Rs.500/- and their electric appliances confiscated. This rule does not apply on residents of hostel No 9 and/or any other hostel allotted for foreign students.

- 3 Boarders must not tamper with electric fittings and installations. For all electric repairs, the electrician should be contacted.

IX. Discipline and Complaints:

- 1 Boarders must maintain perfect discipline and congenial atmosphere for studies in the hostel.
- 2 All kinds of shouting, hooting, violent knocking or any other act of movement or behaviour of playing loud music that is likely to cause disturbance or annoyance to the residents is prohibited.
- 3 Maltreating or abusing the hostel staff, mess and canteen employees is strictly prohibited. Any complaint against them should be reported to the Security/Warden Officer.
- 4 Dealings in general and especially with fellow students should be very courteous and polite. All quarrels and disputes with fellow boarders should be avoided. Residents must not take law into their own hands but must report all quarrels and disputes to the Hostel Warden.
- 5 Teasing, maltreating or indulging in any act of ragging of the newly admitted students is prohibited. Severe disciplinary action shall be taken against the defaulting students.
- 6 Boarders should not keep firearms, lethal weapons, poisons or intoxicants of any kind in the hostel. A boarder found guilty of having committed breach of this rule or using alcohol shall be expelled from the hostel by the Warden on spot enquiry and a medical check-up. The defaulting students may be punished by the Director Students' Welfare-cum-Estate Officer on the recommendation of the Disciplinary Committee.
- 7 A boarder found guilty of having committed a breach of rules shall be liable to be punished by the Director Students' Welfare-cum-Estate Officer /Hostel Warden as under:
 - (a) The Hostel Warden may impose a warning and/or fine up to Rs.1000/- or cancel the hostel seat of the defaulting boarder.
 - (b) The Director Students' Welfare-cum-Estate Officer may expel a student from the hostel and/or impose a suitable fine for violation of hostel rules.
- 8 Boarders involved in fights, factional fights/other serious act of indiscipline are liable to be expelled from the hostel/University.

X. Lawn and Cleanliness:

- 1 Students are expected to show a sense of responsibility in the maintenance of hedges, lawns and flowers. They should avoid crossing the lawns. Hedges and fences should not be tampered with.
- 2 Cycling/plying of any type of vehicles in verandahs and lawns in and around the hostel is prohibited.
- 3 Spitting at all places should be avoided. Walls, furniture and doors should not be defaced.
- 4 The washbasins, toilets and latrines should not be blocked by any extraneous material and must be kept clean.
- 5 Always close the taps of the bathrooms, latrines and washbasins after use.
- 6 Cycles/motorcycles should be parked in cycle sheds.