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## THE HOSTEL REGULATIONS

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### 1. GENERAL BEHAVIOUR AND DISCIPLINE IN THE HOSTEL

A hostel complex should be a place where the residents can have the conducive and the best possible environment for studying and for taking adequate rest. As such due consideration must be given by the hostel residents to ensure the prevalence of such an environment as envisaged above. Every student residing in the University Hostel shall, therefore, be expected to follow the following rules and regulations.

- 1.1 All residents shall be expected to display decent behaviour. They shall treat each other cordially and respectfully.
- 1.2 No female visitor or a girl student shall be allowed inside the Boys Hostel and not male visitor or male student shall be allowed inside the Girls Hostel.
- 1.3 Any kind of physical violence shall be strictly prohibited within the hostel complex. A hostel resident found committing any act of physical violence or of any other act of indiscipline shall be evicted from the hostel with immediate effect.
- 1.4 Smoking of any kind of intoxicant, possession and/or consumption of liquor or any other prohibited drug in the hostel complex shall be strictly prohibited. Any hostel resident found violating this shall be evicted from the hostel with immediate effect.
- 1.5 Viewing / possession / dissemination of any type of pornographic materials (hard or soft copies) in the hostel shall be strictly prohibited. Any hostel resident found committing this offence shall be evicted from the hostel with immediate effect.
- 1.6 Possession of weapons or any other item considered dangerous which could be used to cause injuries or bodily harm shall be strictly prohibited in the hostel. A hostel resident who wishes to keep any ceremonial items / items mandated by religion, that are deemed dangerous by the Hostel Management shall seek prior approval of the Hostel Warden before keeping those items in the hostel room. Failure to do so shall lead to eviction from the hostel.
- 1.7 Any hostel resident found causing embarrassment and agony to another by way of passing unsolicited comments on his/her religion, belief, faith, worship, moral character, community, body figure,

dressing sense, or by spreading false rumours with a view to tarnish other's reputation shall be evicted from the hostel.

- 1.8 Organizing parties or any other type of social gatherings that may cause disturbance to other hostel residents shall not be permitted without the prior consent of the Hostel Warden.
- 1.9 It shall be the responsibility of the hostel residents to keep the Hostel Warden informed if they intend to stay away from the hostel overnight. However, they shall be expected to keep their parents fully informed regarding their whereabouts.
- 1.10 Hostel residents shall be required to use the authorized entrance and exits for entering or going out of hostel respectively. They shall be strictly prohibited from climbing over the fence or hostel wall for going in or for coming out of hostel. Any violation of this rule shall invite disciplinary action against the violator/s.
- 1.11 Though there shall be a provision for indoor games as well as of the television supported by a cable network for the purposes of entertainment of the hostel residents, endeavour should be made that none of the residents get disturbed over the loud noise caused by any other occupant for any reason whatsoever. Therefore, the noise level must be kept to a level that allows the students interested / engaged in study to do so or to sleep in comfort. Further, television, music, hi-fi sets must be switched off or their volume turned down after 10 P.M. On the written complaint of the fellow residents, disciplinary action shall be taken against the violators.

## **2. ADMISSION TO THE HOSTEL**

- 2.1 Students who join a regular course Graduate or Post-Graduate programme (M.Phil / Ph.D. / LL.D.) in the University shall be eligible for hostel accommodation for the duration of their course. However, allotment of the Hostel to the students shall not be a matter of right and the University shall have discretion to allot or not to allot the hostel accommodation to a particular student or a group of students based on the parameters of suitability and need, in the broader interests of the academic environment of the University campus.
- 2.2 Allotment of the hostel shall ordinarily be made on the double sharing basis. However, in case of shortage of accommodation, more than two students may also have to be accommodated till the availability of the space for the student/s thus accommodated. Further, in exceptional cases, the Vice-Chancellor, on the recommendation of the Warden / Teacher-in-Charge of Hostel, may consider allotting a single room to a student on the payment of such higher fee as fixed by the University for such cases.

- 2.3 The hostel admission shall be renewable at the time of commencement of each academic session.
- 2.4 Every hostel resident (hereinafter 'resident') shall be admitted or re-admitted to the hostel ordinarily within 15 (Fifteen) days of the opening of the University. Thereafter, no admission or re-admission shall be allowed except with the prior permission of the Vice-Chancellor.
- 2.5 Every resident shall vacate his/her room within three days of the completion of his/her Semester End Examination.
- 2.6 Those students, who have been suspended, expelled or rusticated for any reason, whatsoever, by the University, shall not ordinarily be considered for hostel admission. In case such action is taken during the continuance of the course of study, such hostel resident shall not be entitled to continue to enjoy any hostel facility till the time he/she assures in writing about his/her good conduct in future. His written assurance shall also be supported by the written assurance by the parents about the future decent conduct of their ward.
- 2.7 Staying of any person in an unauthorized manner shall strictly be prohibited. Any unauthorized occupants shall be immediately expelled from the hostel. It shall be the duty of the hostel residents to inform the hostel authorities regarding any such unauthorized occupation.
- 2.8 The permission to stay in the Guest Rooms in the hostels (if available) may be given by the Warden on the availability of accommodation. The permission to stay may be given to the parents / guardians of the residents for a maximum period of three days on the payment of Rs. 300/- (Rupees Three Hundred Only) per day excluding mess charges or on such revised higher charges as prescribed by the University from time to time.
- 2.9. If a resident entertains an unauthorized person in any manner in the hostel / University premises, he/she shall be subject to disciplinary action as per the rules.
- 2.10 Hostels will remain closed during the vacations as specified in the Academic Calendar of the University from time to time. The residents will not be allowed to stay in the hostels during that period. However, in exceptional cases, the hostel authorities may, with the approval of the Vice-Chancellor, permit a resident to stay in the hostel for a specific period of vacation. And there shall be no obligation on the part of the hostel authorities with regard to the provision of food to the resident during such occupation as the hostel mess shall ordinarily be closed during the vacations.

### **3. RULES FOR RESIDENCE IN THE HOSTEL**

- 3.1 The residents shall remain present in the hostel during the hostel timings except when permitted to remain absent as per the prescribed rules and regulations.
- 3.2 No resident shall be allowed to remain absent from the hostel after 8.00 p.m. unless he/she has taken special permission of the hostel authorities.
- 3.3 No resident shall remain in the hostel during the class hours except with the permission from the hostel authorities.
- 3.4 No resident shall leave the hostel or stay outside when the University is in session except with the prior written permission of the hostel authorities.
- 3.5 No resident shall leave the hostel without the prior written permission of the hostel authorities except in an emergency. In the latter case, the authorities shall be informed in writing at the earliest possible opportunity.
- 3.6 The residents going out of hostels on authorized places, like for participation in conferences, seminars, workshops, moot competitions or sports events etc.etc. shall inform the hostel authorities in writing before leaving the hostel.
- 3.7 Every hostel room shall be provided with the essential furniture and fixtures. The occupants of the room shall be responsible for the safety and security of the furniture and fixtures in his/her room. He/she shall hand over the charge of the articles to the hostel authorities / University's authorized staff at the end of each academic session at the time of closing of the hostels.
- 3.8 A resident may, in case of a medical emergency, place requisition in writing for the vehicle of the University. However, all medical expenses shall be borne by the hostel resident himself/herself provided, if the medical expenses are spent by the hostel staff in emergency, it will be obligatory on the part of the hostel resident to recompense the same to the person concerned.
- 3.9. Use of air conditioners, coolers, electric heaters, irons, rods for heating water shall be strictly prohibited.
- 3.10 Extension or alteration of the existing electric wiring or any sanitary fittings by any hostel residents shall be strictly prohibited.
- 3.11 No furniture shall be removed in the hostel from one place to another without the prior permission of the hostel authorities.

- 3.12. Bulbs, bulb holders, tube light fittings and electric switches and plugs must not be changed without the knowledge of the hostel authorities.
- 3.13 Residents desirous of keeping expensive items like personal computers, lap-tops, tape-recorders, radio, camera, mobile phone sets valuable arrangements etc.etc. shall do so at their own risk and responsibility and the University shall not be responsible in any manner whatsoever for the theft and loss of such items.
- 3.14 No hostel resident shall be allowed to hold any political meeting with any outside body / association / organisation whosoever, within the hostel premises.
- 3.15 In and Out timings in the hostels shall be decided by the University administration and all hostel residents shall abide by these timings.
- 3.16 Close relatives of the a resident, if any is to visit, may visit the hostel for a short period of one or two hours only during the day time with the prior written permission of the hostel authorities. However, in case of emergency, including medical emergency, the permission may be sought and shall be given verbally but all such cases must be reported in writing at the earliest.

#### **4. HOSTEL MESS**

- 4.1 All residents shall accept the responsibility of the membership of the Mess Committee by rotation.
- 4.2 Residents willing to avail Mess facility offered by NLUJA Assam Hostel will have to pay the prescribed fees (reviewed and updated from time to time). Failing which the same will not be allowed to avail Mess facility.
- 4.3 All the residents shall deposit the mess charges in advance as per the schedule on the date fixed by the University administration failing which suitable disciplinary action shall be taken against the defaulters.
- 4.4 It shall be compulsory for every resident to take meals in the hostel.
- 4.5 A resident who declares a no meal in the hostel with the prior written permission of the hostel authorities shall continue to pay the hostel establishment fees, provided that a resident shall not pay meal charges when he is away from the hostel on an authorized leave or absence for more than 15 (fifteen) days. Further, the provision for Mess rebate decided by the Mess Committee shall continue.
- 4.6 The residents shall take all the meals in their respective hostels at the times notified by the University at the commencement of the new academic session. No meals shall be served after the stipulated

timings.

- 4.7 The residents shall, unless they are ill, take their meals in the dining hall. Meals may be served in the room provided it is recommended in writing by the Medical Officer or the hostel authorities and timely information is given. Mess crockery and other utensils shall not be taken out of the dining hall.
- 4.8 Every resident shall treat the staff members of the hostel mess with respect and dignity. In case of any grievance against a staff member/s of the hostel mess, written complaint may be submitted to the hostel authorities and the latter shall bring the grievance in the notice of the University authorities.
- 4.9 At the time of any granted feast / party / birthday celebration in the mess, the Mess Committee shall inform the hostel authorities in writing about the number of guests (including their names) invited for the occasion. Under no circumstances, any unauthorized guests shall be entertained in the hostel mess for any function, whatsoever.
- 4.10 The residents shall observe proper discipline, etiquette and table manners while dining in the Dining Hall. Any type of political or otherwise discussion in high pitch over the dining table shall be prohibited.
- 4.11 The residents shall be required to come to the Dining Hall in proper civilized dress. Shorts or loose and transparent dress in any form shall not be permissible.
- 4.12 In case of non-availability of room in the Dining Hall, a resident shall wait for the change over, system of first come, first serve shall be followed in the Dining Hall.
- 4.13 The residents shall not be permitted to enter into the Mess Pantry and cooking area, unless specifically authorized by the competent authority.

## **5. VISITORS TO THE HOSTEL**

- 5.1 Residents shall be required to inform their respective parents / guardians / relatives / friends about the visiting hours of the hostel so that the visit of the respective guest inside the hostel premises are facilitated smoothly.
- 5.2 Visitors are permitted to visit up to the Guest Room / Visitors Room and the residents shall be expected to meet their respected guests in the Visitor's Room.
- 5.3 Visitors shall be subject to checking / frisking before they are allowed in the hostel complex.

5.4. No private vehicle belonging to any visitor, whatsoever, shall be permitted beyond the parking area due to the security reasons. However, in case of guests of old age / lady members, permission may be accorded by the hostel authorities.

## **6. DISCIPLINARY CONTROL**

6.1 Every resident living in the hostel shall be subject to the disciplinary control, primarily of the hostel authorities or of any other office authorized by the University.

6.2 There shall be a Disciplinary Committee consisting of the hostel warden / teacher-in-charge of hostel and any other one or two teachers / officer/s from the non-teaching staff.

6.3 If a resident is found involved in any act of indiscipline, he/she shall be punished accordingly.

6.4 Any contravention or violation of these rules shall be subject to the punishments prescribed by the University.

## **7. POWER OF INQUIRY**

Any teacher / officer authorized by the University shall have the power of demanding from the hostel residents their identity cards and such other information as may be desired by the aforementioned persons concerned. The residents failing to provide the information thus solicited, shall be liable to face disciplinary action.

## **8. JURISDICTION OF AUTHORITIES**

All cases of indiscipline in the hostel shall be dealt with the respective hostel authorities. The hostel warden / teacher-in-charge hostel shall be the competent authority to impose penalties subject to the quantum and conditions prescribed by the University.

## **9. APPEAL**

Any hostel resident who shall be subjected to any punishment by the Warden or any other officer authorised by the University may, within two weeks of the issuance of the order imposing punishment, appeal to the Vice-Chancellor. The Vice-Chancellor, after being satisfied may pass necessary order in the matter. The decision of the Vice-Chancellor shall be final and binding in the matter.