

નવસારી કૃષિ યુનિવર્સિટીના વિદ્યાર્થી
હોસ્ટેલના નિયમો મંજૂર કરવા અંગે.

નવસારી કૃષિ યુનિવર્સિટી નવસારી

વંચાણે લીધો: તા.૦૮/૦૧/૨૦૧૬ ના રોજ નવસારી ખાતે મળેલ સંચાલક મંડળની ૩૪મી બેઠકની
કાર્યનોંધના મુદ્દા નં.૩૪.૧૫

જાહેરનામું નં. ૫૩૨/૨૦૧૬

આથી સબંધકર્તા સર્વેને જણાવવામાં આવે છે કે, તા.૦૮/૦૧/૨૦૧૬ના રોજ નવસારી ખાતે મળેલ
સંચાલક મંડળની ૩૪મી વિશેષ બેઠકની કાર્યનોંધના મુદ્દા નંબર ૩૪.૧૫થી નીચે મુજબ ઠરાવવામાં આવે છે.

આથી ઠરાવવામાં આવે છે કે, નવસારી કૃષિ યુનિવર્સિટીના વિદ્યાર્થી હોસ્ટેલના નવા નિયમો
"પરિશિષ્ટ-અ" મુજબ વિદ્યાપરિષદની ૩૩મી બેઠકમાં મુદ્દા નં.૩૩.૨૦ થી થયેલ ભલામણ ધ્યાને લઈ સંચાલક
મંડળ તેને મંજૂર કરે છે.

જા.નં. નકૃયુ/નિવિક/હોસ્ટેલ રૂલ્સ/ ૮૭૧-૮૫૦ /૨૦૧૬
તારીખ: ૦૪/૦૨/૨૦૧૬


નિયામક

વિદ્યાર્થી કલ્યાણ
નવસારી કૃષિ યુનિવર્સિટી,
નવસારી

નકલ સવિનય રવાના :-

૧. સંચાલક મંડળના તમામ સભ્યશ્રીઓ, નકૃયુ, નવસારી તરફ
૨. યુનિવર્સિટી અધિકારીશ્રીઓ, યુનિટ/સબ યુનિટ અધિકારીશ્રીઓ, નકૃયુ, નવસારી તરફ
૩. ચેરમેનશ્રી, વિદ્યાર્થી સંઘ, તમામ મહાવિદ્યાલયો, નકૃયુ, નવસારી તરફ

નકલ રવાના :

૧. કુલસચિવશ્રી વિભાગની બોર્ડ ઓફ મેનેજમેન્ટ શાખા તરફ (૧૦ નકલમાં)
૨. કુલપતિશ્રીના રહસ્ય સચિવશ્રી, નવસારી કૃષિ યુનિવર્સિટી, નવસારી.
૩. કુલસચિવશ્રીના રહસ્ય સચિવશ્રી, નવસારી કૃષિ યુનિવર્સિટી, નવસારી.
૪. કુલસચિવશ્રીની પરીક્ષા/ એકેડેમીક શાખા તરફ.
૫. જાહેરનામા ફાઈલ.



NAVSARI AGRICULTURAL UNIVERSITY

REGULATION

REGULATION FOR HOSTEL
AND ITS MANAGEMENT
OF

NAVSARI AGRICULTURAL UNIVERSITY

Date: 02/12/2015

પરિશિષ્ટ-અ

REGULATION FOR HOSTEL AND ITS MANAGEMENT

In exercise of the powers conferred under Section-20 (xxiv), read with the Section-30 of the Gujarat Agricultural Universities Act, 2004 (Gujarat No. 5 of 2004), the Academic Council may approve the following Regulation, namely, "Common Regulation for Hostel and its Management" in State Agricultural Universities" as recommended by Council of State Agricultural Universities (SAUs) in its 9th meeting vide Item No: 9.9 held on 08/04/2013 and recommended for the approval.

Rule-1.0 Short Title	
This Regulation may be called the "Regulation for Hostel and its Management"	
Rule-2.0 Commencement	
They shall come into force from the date of notification by superseding all previous	
Rule-3.0 Interpretation	
If any question relating to the interpretation of the provisions contained in this regulation arises, it shall be referred to the Vice-Chancellor and whose decision thereon shall be final.	
Rule-4.0 Definitions	
In this Regulation, unless the context otherwise requires -	
1	"Act" means Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004).
2	"Anti-Ragging Committee" means a Committee constituted as per guidelines issued in this regard by the University Grants Commission, New Delhi from time to time.
3	"Assistant Rector" means a teacher in-charge of particular hostel to assist the rector and to take care of hostellers.
4	"Chairman SRC" means Chairman of Student's Representative Council constituted at the college level.
5	"Chief Rector" means the Principal of the Institution who shall be the Ex-Officio Chief Rector and shall have the overall control and supervision of the hostel affairs.
6	"Dean" means the Dean appointed by the Vice-Chancellor of the University under Statute-44.
7	"Executive Engineer" means an employee of the University appointed as such and in charge of the different types of University accommodation located at various villages, towns and cities. It includes Deputy Engineer of the University wherein no post of Executive Engineer exists.
8	"Hostel" means a unit of residence for students maintained or recognized as such by the University.

9	“Hosteller” means the student residing in the hostel after fulfilling the required procedure of admission.
10	“Hostel Mess Committee” means a committee constituted as per rule-16 hereunder.
11	“Hostel Welfare Committee” means a committee constituted as per rule-7 hereunder.
12	“Institution” means and includes the respective University, University department, center, research station, constituent college(s), Institutions, affiliated colleges, recognized institution and hostels.
13	“Mess” means the dining area of hostel where students take their meal.
14	“Officer” means the Officer of the University.
15	“Ragging” means any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
16	“Rector” means Head of the Hostel of the respective institution.
17	“Sexual Harassment” means intimidation, bullying or coercion of a sexual nature or the unwelcome or inapposite promise of rewards in exchange of sexual favors as detailed in the Statute-88 of the University.
18	“Statute” means the statute made under the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004).
19	“Student” means a person who is admitted in institution for qualifying himself for Degree / Diploma conferred by the University.
20	“University” means any of the following Universities constituted under Section-3 of the Act :-
	(1) The Anand Agricultural University
	(2) The Junagadh Agricultural University
	(3) The Navsari Agricultural University
	(4) The Sardar Krushinagar Dantiwada Agricultural University
21	“Warden” means the person appointed as warden by the University for a particular hostel.
	Note: Words and expressions used in the Act, Statutes and Regulations and not defined in this Regulations, shall have the meaning assigned to them in the Act, Statutes and Regulations as the case may be.

Rule-5.0 Applicability	
These rules will be applicable to the Hostellers, Rector, Assistant Rector and Warden of the Hostel.	
Rule-6.0 Admission to Hostel	
6.1	Hostel admission is restricted to the registered students of the Institution and to those who are specifically permitted by the University authority or Principal on payment of prescribed fees or charges.
6.2	The hostel admission shall be on the basis of the merit list prepared for admission.
6.3	No student of the Institution shall be permitted to reside outside the hostel, without prior written permission obtained from the Principal.
6.4	The student may be permitted to reside outside the hostel by the Principal in following cases :-
(a)	In the case of student whose parents / guardians reside.
(i)	On the campus.
(ii)	Within the municipal limits of the town where the college is located.
(iii)	At a place located within the periphery of not exceeding 10km. from the college.
(b)	In the case of a student, who wishes to stay in the hostel managed by the community of the student or the boarding of any recognized organization but not beyond 10km. from the college.
(c)	In case of insufficient accommodation facility in the Hostel, the University has right to refuse hostel admission.
6.5	Student shall submit their applications for hostel accommodation to the rector in the prescribed form (Appendix A) with hostel fees receipt.
6.6	The rights of refusing hostel admission to a student in the interest of the University, without assigning reasons, are reserved with the rector.
6.7	Allotment of rooms in the hostel shall be at the discretion of the rector and the rector is empowered to ask the student to change room at any time, without assigning any reasons.
6.8	The rector may assign number of students to a room depending upon the size of the room and availability of accommodation in the hostel.
6.9	Change of room once allotted and transfer of articles or furniture from one room to another shall not be allowed without prior written permission of the rector. Defaulter will be liable to be fine Rs. 100/-.
6.10	Rooms shall be open for inspection by the chief rector, rector, assistant rector and other authorized persons of the University at any time, if needed, even in absence of the concerned student(s).

6.11	Hostel tenure for the student will be from beginning to the completion of the study. He shall have to vacate the allotted room within a week time after completion of the study. In any case, no permission will be extended to such student. Breach of stipulated period of stay in the hostel by such student will be considered as unauthorized occupation of the Government property and actions will be taken there of as per the rules of unauthorized occupation of the government property.
6.12	While leaving for vacation, if need arise students must vacate the room and should not lock the room with private lock. If they do so, the Warden / Assistant Rector may open the lock and take possession of the room after making Panchnama of the things lying in the room.
6.13	The old hosteller cannot claim admission as of right in the next semester /academic year. Admission in such cases will depend upon student's academic performance and conduct in the previous semester / academic year.
6.14	No student suffering from serious illness or infectious disease will be allowed /permitted to enter / stay in the hostel.
6.15	Hostel tenure (right) for the post-graduate student will be the submission of the kachcha bound thesis to the college. When student submit his/her kachcha bound thesis, he shall have to vacate the allotted room within a week time. Permission will not be extended to such post-graduate student. Breach of stipulated period of stay in the hostel by such student will be considered as unauthorized occupation of the Government property and actions will be taken thereof as per the rules of unauthorized occupation of the government property. Defaulter will be liable to a penalty of Rs.100/-per day in such cases.
6.16	In shortage of the room accommodation, hostel management can ask the research fellow to vacate the room. There shall not be a right of any research fellow to have accommodation in the hostel. Such cases will be dealt by the Rector considering the space available in the hostel.
6.17	Students shall avoid any wastage of electricity, water etc. and should in no circumstance leave their rooms with light or fans on. The defaulters will be liable to a fine up to 100/- per occasion.
6.18	Cooking of any kind in the hostel rooms is strictly prohibited. Defaulters will be liable to a fine up to Rs.100/- and or cancellation of hostel accommodation.
6.19	Use or possession of electric appliances in the hostel rooms is strictly prohibited. Violation of these Rules will result in a fine up to Rs. 250/- and forfeitures of appliance and cancellation of hostel accommodation.
6.20	No pet Animals/Birds are allowed to keep or bring in the hostel premises.

Rule-7.0 Hostel Management

7.1 The student residing in the hostel shall be required to abide by the hostel rules, discipline and conduct rules for the students and other instructions issued by the hostel management and University authorities from time to time. Breach of any rule and of such instructions issued by the hostel management will render the student liable to disciplinary action including fine, cancellation of hostel accommodation and suspension from the concerned Institution.

7.2 At the college level all cases of students' indiscipline, misbehavior or misconduct shall be dealt with by the Principal of the college concerned. The Principal after making such inquiry as he / she thinks appropriate and after giving an opportunity of being heard may impose any one or more of the following punishment.

(a) Fine upto Rs. 2000/- by the Principal of concerned college.

(b) Placing the student on conduct probation by the Principal of concerned college. This will consist of warning for debaring the student from appearing at the semester end examinations or warning that one more serious incident of misbehaviors will lead to the dismissal of the student from the college / university. The conduct probation period may be terminated when the Principal is satisfied that the conduct of the Student has improved.

(c) Dismissal from the hostel by the Principal of concerned college.

(d) Dismissal from the College / University on the recommendation of the Student Discipline Committee consisting of the following.

(i) The Director of Student Welfare, Chairman.

(ii) The Principal, of the concerned college(s).

(iii) One Professor to be nominated by the Vice Chancellor.

(iv) Registrar/ Assistant registrar (Aca)

The Student Discipline Committee after going through the case reported by the Principal for dismissal of a student from college / university and after giving an opportunity to the student of being heard and making such inquiry as the committee thinks proper, shall be competent to dismiss the student from the College for a semester, for the specified period or permanently.

The appeal against the decision of the student discipline committee shall be made to the Vice-Chancellor. The Vice-Chancellor, after going through the case and after giving an opportunity to the student of being heard and making such inquiry as he thinks proper shall be competent to dismiss the student from the college for a semester, for the specified period or permanently.

➤ The decision of the Vice Chancellor shall be final.

➤ The Principal / Rector of the college concerned shall be responsible for giving effect to the punishment imposed either by the Principal or by student Discipline Committee or by the Vice-Chancellor.

7.3	In the event of mass absence and indiscipline / mass misbehavior / organizing demonstration / creating violence / strike or abstaining of students either from the classes or examination, the Principal can either suspend the classes or order the students to vacate the hostel or lockout the hostel and college. The lockout shall be with the concurrence of Vice Chancellor. In the event of the absence of the Vice-Chancellor from the University head Quarter the Principal can even declare the lock out.
7.4	Students must have to maintain harmony with all other student(s) in the hostel and campus premises. Any type of indiscipline and misbehavior with the fellow students or hostel staff and damage to the properties of the Institution, within or outside the campus will result in the severe punishment including fine, penalty, and recovery of replacement cost and / or cancellation of admission from hostel and / or Institution.
7.5	There shall be a hostel welfare committee consisting of :-
	(a) Principal - Chairman
	(b) Rector - Vice-Chairman
	(c) DSW or his representative
	(d) Executive Engineer or his representative
	(e) General Secretary of the Students" Union
	(f) One hostel students" representative per 50 students nominated by the rector
	(g) Chairman S.R.C.,
	(h) Assistant Rector - Secretary
	The committee shall review from time to time but at least once in a semester, measures to be taken to ensure proper working of the utility services, food management, accommodation, health and other facilities provided in the hostel. One of the assistant rectors as decided by the rector shall act as secretary of this committee and shall maintain all the records and minutes of the meetings.
7.6	The University will supply bulbs or tube lights for the common amenities. There after students will have to bring their own bulbs or tube-rods or CFLs for lighting in their rooms as a part of maintenance. The student will not be allowed to use any electrical appliances in hostel.
7.7	Students must make proper use of the hostel common room/T.V. and should not remove, misuse or damage any furniture, newspaper or other materials placed therein.
7.8	No student of the boy's hostel shall leave the hostel between 10.30 p.m. to 6.00. a.m. without prior permission of the Rector/Assistant Rector.
7.9	The assistant rector/ Warden shall take attendance of the students occasionally in the hostel, at any time after 10.30 p.m. and if any student is found absent without prior written permission, he will be liable to punishment and / or penalty of Rs.100/-per occasion.
7.10	The rector on the recommendation of the assistant rector, shall sanction absence or all types of leave from the hostel and students should leave the hostel only after obtaining such permission.

7.11	In case of a student remaining absent from hostel without prior permission, the hostel authorities will be empowered to open and take the possession of such rooms and no claim for loss or damage to the articles will be entertained.
7.12	All cases of student's illness should be reported immediately to the assistant rector or rector.
7.13	No outside person or his/her guest shall ordinarily be permitted to stay in the hostel overnight without written permission of the rector / assistant rector. The students shall have to make necessary entry for the guest register maintained with caretaker at each hostel block. Defaulter will be liable to punishment and / or penalty of Rs.500/- per occasion.
7.14	Any form of gambling or participation in game of chance is strictly prohibited. Defaulters will be liable to serve punishment including cancellation of College admission.
7.15	No female guests or visitors in boys' hostel and male guests or visitors in girl's hostel shall be permitted to stay overnight. However, they will be allowed to meet their relative during day time with the prior permission from the rector or assistant rector in prescribed premises.
7.16	Holding of any unauthorized meeting in the hostel premises is strictly prohibited.
7.17	Timings of the common room in the hostel shall be fixed by the rector.
7.18	Assistant Rector in-charge of the hostel shall maintain a register of all students residing in the hostel in which he shall enter the name, room number, permanent address with phone number, blood group and hostel fee receipt number of each student.
7.19	All the students, except those required to stay for academic work and specifically permitted by the rector, shall vacate their rooms while leaving for summer vacation to enable the institution to carry out annual repairs, white washing etc. The students, however, can store their luggage in a common room at their own risk, with the permission of the rector.
7.20	All hostel properties issued to the students shall be returned to the assistant Rector or Rector. The defaulters shall be liable for charges for unreturned/damaged articles as decided by the rector.
7.21	No student shall be allowed to park vehicles in the hostel lobby or in front of gates.
7.22	During the study period, no student will be allowed to take rest in the hostel unless permitted by the rector under medical reasons.
7.23	Students will not be allowed any religious ceremony in the hostel premises on common basis without prior permission.
7.24	The hostel lobby representative nominated by the assistant rector / rector and general secretary (if residing in the hostel) of the students representative council will be responsible to inform any unfair incidence happened in the hostel to the hostel staff immediately. Purposefully ignorance of such responsible students will lead to cancellation of his/her nomination by the Institution / university authorities.

7.25	If the Institution or hostel admission of a student is cancelled or suspended, he shall have to vacate the room immediately. If the student joins the service either in the university or outside or completes the study, he/she ceases to be a hostel resident student.
7.26	The students concealing information about the pending cases with Police will be asked to vacate the hostel room immediately, as and when the authority becomes aware of such cases.
7.27	The student against whom an FIR is lodged by any competent authority of the Institution / university or Government official, he/she will not be admitted in the hostel. Each applicant has to give an undertaking certificate to the effect that no FIR is lodged against him at the time of admission. If an FIR is lodged and gets arrested by the police, during the stay in the hostel, the concerned student will be expelled from the hostel immediately.
7.28	The rector will have the right to lock the room of any student, if the rector feels it necessary. If a student does not vacate the hostel after his/her expulsion or cancellation of admission or at the end of session, the rector will have the right to break/open the lock of the room, remove and keep the luggage of the inmate in the hostel store, at the risk of the student.
7.29	Students shall be responsible for the safe custody of their money, mobile, clothes and personal belongings including vehicles. They are advised not to wear or keep any gold or precious ornaments or articles and keep excess money with them in room or pockets. No complain will be entertained in this matter.
7.30	In case of a girl student, names of two local guardians along with their addresses, photographs and phone number should be submitted to the rector by their parents if they themselves cannot visit their daughter personally.
7.31	If a girl student wants to meet her guardian in day time or go home, she will have to obtain prior permission and make entry of her detail program such as departure and arrival date and time etc. in the movement and leave taking register maintained by the Rector. The Institution will not be responsible for any untoward happenings at this period.
7.32	Parents will not be allowed to go to their daughter's room or stay in the hostel. They are permitted to meet her only in the waiting room.
7.33	No girl student of the Girl's hostel shall leave the hostel between 8.00 p.m. to 6.30 a.m. without prior permission of the Rector/Assistant Rector.
7.34	The assistant rector/ Warden shall take attendance of the students occasionally in the hostel, at any time after 8.00 p.m. and if any student is found absent without prior written permission, she will be liable to punishment and / or penalty of Rs.100/-per occasion.
7.35	The student shall have to give undertaking from his/her parents at the time of hostel admission.

Rule-8.0 Fees and Deposit	
8.1	The students have to pay hostel fees and deposit at the time of registration.
8.2	All fees, deposits and food charges must be paid punctually and regularly by each student. The dues, if any, shall have to be borne by the student concerned with fine or any other action taken by the authority.
8.3	The students have to pay mess deposit at the beginning of the year; the amount of the deposit will be as decided by the rector. The amount so collected will be deposited in the „Rectors Account“. The deposit once paid will be returned to the student after completing his/her studies or while leaving the Institution in between.
8.4	The rate of hostel fees shall be as determine by the State Council from time to time.
8.5	The girl students shall be exempted from paying the hostel fees as per the policy of the State Government laid down from time to time.
8.6	Student can claim any Advance / Deposit / Caution money (returnable amount) within a period of one year of leaving the hostel or else his/her pending amount will be forfeited.
Rule-9.0 Repairs and Maintenance of Hostel	
	The executive engineer and his staff shall be responsible for repairs and maintenance of physical facilities in the hostel buildings. A register shall be maintained in each hostel with the respective assistant rector for recording defects pertaining to (a) Civil works (b) Electric fittings (c) Water Supply and Sanitary fittings, etc. Students shall record the defects noticed by them in this register. The staff of executive engineer will attend to these defects regularly and also record the actions taken by them against each complaint recorded in the register.
Rule-10.0 Hostel Rector	
	There shall be one hostel rector for concerned Institution.
10.1	There shall be a separate Rector and/or Assistant Rector for girl's hostel/ Post Graduate Hostel. If there is a separate Girls/ Post Graduate Hostel keeping in view the necessity.
10.2	The Principal of the College shall recommend through Director of Students' Welfare to the Vice Chancellor, three names of the teachers of the rank normally not lower than of Associate Professor for the appointment of Rector, who in his opinion is suitable for the assignment.
10.3	The Vice Chancellor shall appoint one of the three persons as Rector in consultation with the Principal of the College and recommendation of Director of Students' Welfare.
10.4	The appointment shall ordinarily be for a period of the three years in the first instance. However, the period of appointment can be reduced or extended by the Vice Chancellor, but in no case the appointment of any person as Rector shall exceed five years.
10.5	The Rector shall be provided a residential accommodation on priority base and have to reside on the campus when residential facility is available.
10.6	The Rector shall be paid a cash honorarium of Rs. 2000/- per month.

10.7	The Principal of the College shall be Ex-Officio Chief Rector and shall have the overall control and supervision of the hostel affairs.
Rule-11.0 Duties and Functions of the Hostel Rector & Assistant Rector	
	Duties and functions of the rector shall be as under :-
(1)	To act as a local guardian of the hostel students.
(2)	To allot hostel rooms to the students on production of receipt of hostel fees.
(3)	To be responsible for the proper maintenance of discipline among the students in the hostel.
(4)	To remain in constant touch with the students by frequent visits and try to know and solve their problems regarding water supply, electricity, sanitation, food arrangement, furniture, accommodation, other physical amenities, etc.
(5)	To be responsible for the smooth administration of all hostel affairs under the guidance of the Principal and the Director of Students Welfare.
(6)	To guide and supervise assistant rector(s), warden and other hostel staff in their day-to-day working.
(7)	To distribute work to the assistant rector(s) and other hostel staff.
(8)	To be in overall charge of all hostel buildings, consumable and dead-stock articles such as furniture, fixtures, utensils and such other materials with the concerned incharge of the hostel.
(9)	To look the maintenance, repair and replacement of necessary hostel articles such as utensils, furniture, fixtures, fittings etc. with the help of assistant rectors and appropriate officers of the University.
(10)	To carry out physical verification of all the dead stock articles of the hostel at least once in a year through the hostel clerk, warden and assistant rector(s) and report the cases of irregularities to the principal for further necessary action.
(11)	To organize / supervise canteen / cafeteria and regulate the quality and rate of the things sold in the canteen attached to the hostel, if any.
(12)	To supervise, guide and control the quality of food in the student's mess and to take suitable steps in case of irregularities.
(13)	To supervise, guide and check the financial accounts and working of the hostel mess, if run by the student themselves and approve the monthly bills.
(14)	To point out any irregularity of the hostel mess, both to the students as well as to the principal and take suitable action to rectify the same.
(15)	To be responsible to clear all the outstanding objections pointed out in the audit reports.
(16)	To arrange for the medical aid to needy students at their own cost, barring the facilities available at Campus Health Centres, with the help of assistant rector and other the hostel staff as well as principal.
(17)	Any other duties pertaining to hostel affairs assigned by the principal of the Institution and necessary power as prescribed in hostel rules given to the rector by the University authority.

(18)	The rector will be responsible for the all kinds of the duties mentioned in the hostel rules, if any, other than mentioned above.
(19)	To inform at the earliest possible to the Chairman of the Anti-Ragging Committee if the incident of ragging occurs in the hostel.
(20)	To inform at the earliest possible to the Chairman of the committee constituted to check the menace of sexual harassment and violence against women if such time of incident occurs in the hostel.
(21)	Any other duties and responsibilities pertaining to the hostel affairs entrusted by the Rector/ Principal/Director of Students' Welfare.

Rule-12.0 Assistant Rector

12.1	There shall be one assistant rector for each hostel block of the hostel.
12.2	The principal shall appoint assistant rector(s) in consultation with Director of Students' Welfare as recommended by the rector from amongst the teacher(s) or the rank of Assistant Professor/Associate Professor(s) or its equivalent.
12.3	The appointment shall ordinarily be for a period of three years in the first instance. However, the period of appointment can be reduced or extended by the Vice Chancellor, but in no case the appointment of any person as Assistant Rector shall be more than five years.
12.4	The Assistant Rector shall be provided a residential accommodation on priority base and have to reside on the campus when residential facility is available. *
12.5	The Assistant Rector shall be paid a cash honorarium of Rs. 1000/- per month.

Rule-13.0 Duties and Functions of the Assistant Rector

	Duties and functions of the assistant rectors shall be as under:
(1)	To be in overall in-charge of hostel block(s) allotted to him by the rector and look after general amenities such as accommodation, food, furniture, sanitation, health etc. of the hostel students.
(2)	To supervise the work entrusted to Agriculture Assistant or other staff with regard to dead-stock and consumable articles and ensure that dead-stock and consumable registers are maintained up-to-date.
(3)	To remain in constant touch with the students by frequent visits of the hostel block(s) and try to solve students' day-to-day problems regarding water supply, electricity, sanitation, food arrangement, furniture, fixtures, fittings, accommodation and amenities.
(4)	To guide and supervise the work of the hostel staff such as cook, servant, peon, sweeper, watchmen etc. of his hostel block(s).
(5)	To organize / supervise canteen / cafeteria / mess according to the instructions of the rector, if any.
(5)	To attend hostel welfare committee meeting and be responsible for the work entrusted to him by the rector in this context.
(7)	To help, supervise and check the financial accounts and working of the hostel mess, either run on contract basis or by the students themselves, as per the instructions of the rector.

(8)	To point out any breach of the hostel rules and cases of indiscipline among the students to the rector.
(9)	To maintain a register in the prescribed proforma for the students residing in his hostel block and keep it up-to-date.
(10)	To attend sick and needy students and help them in securing necessary aid.
(11)	To supervise and look after the reading-cum recreational room, meditation hall or any other common amenities etc. in the hostel.
(12)	Any other duties and responsibilities pertaining to the hostel affairs entrusted by the Rector/ Principal/Director of Students' Welfare.

Rule-14.0 Warden

14.1 There shall be a warden for each boys' and girls' hostel appointed by the Institution.

14.2 The warden shall be provided a quarter and should stay in the quarter.

Rule-15.0 Duties and Functions of the Warden

Duties and functions of the Warden shall be as under :-

(1)	To be in subordination of the rector / assistant rector and look after general amenities such as accommodation, food, furniture, sanitation, health, etc. of the hostel students.
(2)	To be in charge of the dead-stock and consumable articles entrusted to him by rector and maintain dead-stock, consumable registers up-to-date.
(3)	To remain in constant touch with the students and to solve their day-to-day problems regarding water supply, electricity, sanitation, food arrangement, furniture, fixtures, fittings, accommodation and other physical amenities.
(4)	To guide and supervise the work of the hostel staff such as cook, servant, peon, sweeper, watchmen, etc.
(5)	To organize / supervise canteen / cafeteria / mess according to the instructions of the rector, if any.
(6)	To organize hostel welfare committee meeting and be responsible for the work entrusted to him by the rector in this context.
(7)	To help, supervise and check the financial accounts and working of the hostel mess, either run on contract basis or by the students themselves, as per the instructions of the rector.
(8)	To point out any breach of the hostel rules and cases of indiscipline among the students to the rector.
(9)	To maintain a register in the prescribed proforma for the students residing in his/her hostel and keep it up-to-date.
(10)	To attend sick and needy students and help them in securing necessary aid.
(11)	To supervise and look after the reading-cum recreational room, meditation hall or any other common amenities in the hostel.
(12)	Any other duties and responsibilities pertaining to the hostel affairs entrusted by the Rector/ Assistant Rector.

Rule-16.0 Mess Management

16.1	There shall be a hostel mess in each hostel either run by the students themselves or on contract basis. All the students are required to join the hostel mess and observe the rules of the mess.
16.2	There shall be a hostel Mess Committee for every mess consisting of three student's members chosen from every semester, assistant rector and rector. The rector shall be the Chairman of the mess Committee and his/her decision will be final and binding to all, so far as mess matters are concerned. Two students will be chosen every month from which one will work as Mess Secretary and one as Mess Kothari for that month. Management of the food services will be the main responsibility of the mess committee including secretary and kothari. The mess committee shall also be responsible for maintaining the cleanliness and hygienic condition in the mess.
16.3	In special circumstances, the rector is empowered to nominate any student(s) in the mess committee and suspend any members from the committee or even dissolve the whole mess committee and re appoint the same.
16.4	The Secretary kothari and treasurer chosen every month shall maintain the mess account, stores and make necessary purchases through cooperative stores or places approved by mess committee. Under special circumstances, rector can make alternate arrangements if deemed fit.
16.5	The mess bill will be calculated on the last working day of the month in the presence of members of mess committee and assistant rector of the concerned hostel. The bill should be placed on notice board immediately and a copy of the same be given to assistant rector for record.
16.6	The mess bill shall be paid by the student members regularly every month within 5 days of its declaration. The defaulter is liable to a fine as may be decided by the hostel mess committee from time to time. Those who fail to pay their food bill within 10 days of its declaration shall not be allowed to take their meals in the mess and the dues will be recovered from their mess deposits and even hostel / Institution deposits as reported by the rector. Under special circumstances, rector may alter the above last day of payment of mess charges. The defaulters may be re-admitted to the mess by the rector on payment of all outstanding dues along with a fine as may be decided by the hostel mess committee from time to time.
16.7	A defaulter for payment of mess bill shall not be allowed to take food in the mess as a guest of other students.
16.8	The food bill of the hostel mess shall be audited every month by the audit committee comprised of one or two student members of the mess committee under the guidance of assistant rector if the mess is run by the students themselves. If any irregularities, should be brought to the notice of the rector for taking further action in the matter. The decision taken in such cases by the rector will be final.

16.9	Guest charges shall be decided by the mess committee. No guest shall be allowed to dine as a student's guest for more than five consecutive days in a semester. In exceptional cases, specific permission of the rector shall be necessary.
16.10	Whenever a student is absent from the hostel for not less than three consecutive days in a month, 50% amount of the food bill per day may be granted as a concession or cut. If such absence is for ten or more consecutive days or more in any month, he shall be charged only for the days he was present at the notified rates. Student on official tour, extracurricular activities may be allowed the concession of even a single day.
16.11	Student shall intimate the period of absence from the mess with specific dates to the assistant rector / mess contractor / secretary in writing on the previous day of his/her absence, failing which he will not be entitled to any concession (cut).
16.12	Meals will not be served to the students outside dining hall, except in case of illness with the permission of the rector.
16.13	Meals will be served at specified time periods only. No meal will be served other than specified time.
16.14	The use of fitting, fixtures, furniture and other equipment's and utensils provided in the mess shall be for the general use of the members (student). No students / committee member(s) can use these properties at his/her exclusive personal use.
16.15	The utensils and appliances of the mess shall not be used outside the mess premises. The students shall be liable to fine in case any mess articles are found in their rooms. Responsibility for breakage or loss would be fixed for each item by the rector and recovery be made from the student or mass concerned. The lost articles shall be replaced at the cost of the student or mass.
16.16	The periodical physical verification of the dead-stock and consumable article shall be made by the rector. The cost of the lost or broken items if any shall be fixed at the book rate or at the market rate whichever is higher so that the articles may be replaced periodically.
16.17	Under no circumstances unauthorized persons shall be allowed to dine in the hostel mess. Hostel messes are meant for the students of the hostel and for other functions of the university / Institution so long as they are consistent with the needs of the students.
16.18	If the hostel messes are run on contract basis, the terms and conditions of the contract shall be decided well-in-advance, before commencement of the academic year by the mess advisory committee consisting of rector (Chairman), assistant rector, students representing the existing mess committee and those nominated by the rector and shall be binding to both contractor and students.
16.19	All complaints pertaining to mess should be brought to the notice of rector through assistant rector and no students are allowed take law in his/her hand. Rector's decision shall be final and binding to all concerned.

Rule-17.0 Health Check-up

Hostel residents as well as kitchen staff and hostel staff will be required to undergo a medical checkup by the campus doctor at the beginning of every academic year. The resident suffering from any contagious disease will be required to leave the hostel immediately on the recommendation of the medical doctor.

Rule-18.0 Emergency Decision

Notwithstanding the above rules, in case of unforeseen and unusual circumstances, the chief rector is empowered to take decision in the interest of the Institution.

Rule-19.0 Repeal & Savings

The regulations for the Hostels and its Management for the students, regulation for the Rector in the hostel, the regulation for the Assistant Rector in the hostel and the regulation for the Warden in the hostel, as amended from time to time and in force in the concerned institution on the date this regulation comes into effect, are hereby repealed.