

## નવસારી કૃષિ યુનિવર્સિટી નવસારી


વંચાણે : તા.૦૨/૦૬/૨૦૧૭ ના રોજ નવસારી ખાતે મળેલ સંચાલક મંડળની ૩૮મી બેઠકની કાર્યનોંધના મુદ્દા નં.૩૮.૦૪

જાહેરનામું નં. ૬૦૦/૨૦૧૭

આથી સબંધકર્તા સર્વેને જણાવવામાં આવે છે કે, તા.૦૨/૦૬/૨૦૧૭ ના રોજ નવસારી ખાતે મળેલ નવસારી કૃષિ યુનિવર્સિટીના સંચાલક મંડળની ૩૮મી વિશેષ બેઠકની કાર્યનોંધના મુદ્દા નંબર ૩૮.૦૪થી નીચે મુજબ ઠરાવવામાં આવે છે:

“આંતરરાષ્ટ્રીય વિદ્યાર્થી છાત્રાલયના સર્વસામાન્ય નિયમો અને વિનિયમો : Common Rules and Regulations for International Students' Hostel (ISH) of Navsari Agricultural University (Annexure-A) ને શૈક્ષણિક વર્ષ ૨૦૧૭-૧૮ થી, નવસારી કૃષિ યુનિવર્સિટીની વિદ્યાપરિષદની ૩૬મી બેઠકમાં મુદ્દા નં.૩૬.૧૩ થી થયેલ ભલામણ ધ્યાને લઈ સંચાલક મંડળ તેને મંજૂર કરે છે.”

જા.નં. નકૃયુ/નિવિક/ઈન્ટરનેશનલ હોસ્ટેલ રૂલ્સ/ ૨૫૬૪-૨૬૭૦ /૨૦૧૭  
તારીખ: ૨૨/૦૬/૨૦૧૭

  
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

### નકલ રવાના :

૧. કુલસચિવશ્રીની કચેરીની 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.

Proposed

## Annexure A

# **RULES & REGULATIONS OF INTERNATIONAL STUDENT'S HOSTEL (ISH) IN NAVSARI AGRICULTURAL UNIVERSITY**

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## RULES & REGULATIONS FOR THE INTERNATIONAL STUDENTS HOSTEL

The International Students Hostel (ISH) is established by Navsari Agricultural University to provide lodging facilities to the eligible international / NRI students. The rules and regulation governing the International Students Hostel (ISH) are as following:

### 1. Objectives:

- 1.1 To facilitate comfortable residential accommodation.
- 1.2 To provide friendly, comfortable well furnished and secured accommodation under one roof for students of different countries.
- 1.3 To provide a healthy, competitive and diverse cultural learning environment

### 2. Admission Procedure:

- 2.1 Foreign/ NRI students selected for admission to Navsari Agricultural University are eligible to apply for admission in the International Students Hostel (ISH).
- 2.2 Admission in ISH will be given as per availability of vacancies in the hostel.
- 2.3 Application forms along with copies of the ISH rules & regulation should be obtained.
- 2.5 The preference will be given to regular students on first come first serve basis.
- 2.6 Admission to the hostel is valid for a period of one year, which shall be renewed for the next academic year, based on the students' academic performance, payment of tariff as well as behavior of the student in the hostel.
- 2.7 The renewal for the next academic year is to be completed within the time limit as per academic circular of fees otherwise late fee of Rs.50/- per day will be charged.
- 2.8 Failure to renew admission within one month from the due date will result in cancellation of hostel admission.
- 2.9 The students have to vacate their rooms within five days of the completion of their course.

- 2.10 Every student have to submit a copy of his/her Passport, Visa and Residential permit at the time of admission and same for subsequent renewals.
- 2.11 Students who were involved in any activity of indiscipline shall not be admitted/renewal in the hostel.
- 2.12 Single or Two seated rooms shall be allotted depending upon the policy of the University. Allotment or re-allotment of rooms shall be at the discretion of the Rector. The University may change the rooms or the facility depending upon the conditions and the requirements, any time.

**3. Hostel Fees:**

- 3.1 Each student has to pay Caution Money Deposit of Rs. 5,000/- at the time of admission which will be refundable at the time of vacating the hostel on producing the original receipt of the Caution Money Deposit.
- 3.2 The Hostel fee is Rs. 5,000/- per semester. Electricity and gas charges is to be paid as per actual bill by the students.

**4. General Rules & Regulations:**

- 4.1 Every student shall remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and to the University.
- 4.2 Unauthorized use of other room or change of rooms without prior permission of the Rector concerned, shall be treated as serious violation of disciplinary rules of the hostels.
- 4.3 Residents shall not keep any pet animals or birds in the Hostel premises.
- 4.4 Residents are expected to keep their rooms neat & clean and the furniture and fittings provided in their rooms in good condition. They will be held responsible for any loss, damage or breakage. In case of loss, damage or breakage, the residents will be charged individually or collectively as the case may be. They will also be liable to disciplinary action. The decision of the Rector will be final in this regard.



- 4.5 Any furnishings and furniture in the visitors lounge / TV Hall / Dining halls shall not be moved or removed by the residents, under any circumstances.
- 4.6 Prior written permission from the Rector/Asstt. Rector is mandatory to shift or change the room in the Hostel premises.

**5. Norms Governing Hostel Life:**

- 5.1 The student are not allowed to tenancy or subletting the room. The University shall have every right to have the accommodation vacated/ evicted in the event of breach of the rules by the students.
- 5.2 The residents should not remain outside the hostel from 10:00 pm to 6.00 am, without permission of the Rector/Asstt. Rector.
- 5.3 A resident who wishes to stay out, late than 10.00 PM or to remain absent overnight should have to take the prior written permission from the Rector.
- 5.4 Hostel residents shall not leave the Head Quarter without prior permission of the Principal/Rector. They shall have to apply for permission in writing in advance, stating the reason for leaving and provide the address of destination with mobile number. Hostel resident who leave without prior permission shall be deemed to be missing and the police authorities shall be intimated.
- 5.5 In case the students want to go out of India, the permission will be granted only for his/her native country. The students have to obtain "No Objection Certificate" from the major advisor followed by the Principal of the concerned college and to get the "Leave India Certificate" from concerned police station. The same should be submitted to the authority.
- 5.6 Guests of residents shall not be permitted to stay in the student rooms overnight without the prior written permission of the Rector.
- 5.7 Any resident lodging an unauthorized person shall be liable to fine and other disciplinary action which may be decided by the authorities. The relevant provision is reproduced as:

"The hostel resident(s) on account of harboring an authorized person(s) in his/her room shall be liable to the fine of Rs.1,000/- in the first instance. If found guilty second time, the fine will be Rs.2,000/- and if found guilty for 3<sup>rd</sup> time he/she will be expelled from the hostel immediately".

- 5.8 The Hostel administration reserves the right to deny entry into the hostel to any visitor.
- 5.9 It is mandatory to make necessary entries by the Guest visiting the hostel in the visitor's register which is handled by care-taker of the hostel before entering the resident(s) room(s).
- 5.10 The consumption or storage or supply of liquor or any sort of intoxicant/ narcotics, gambling, smoking is strictly prohibited in the hostels.
- 5.11 Playing music and videos etc. inside the rooms is strictly prohibited as it causes disturbance to the inmates. Any such complaint against boarders will be viewed very seriously and seizure of the gadget will be made along with imposition of heavy fine.
- 5.12 Ragging of any kind is severely punishable and residents have to strictly follow the rules & regulation of University, in this regard.
- 5.13 Association of the students on the basis of region, caste, creed or such other basis is not permitted.
- 5.14 Any secret activities / meetings / events in the hostel or anywhere in the hostel area is prohibited.
- 5.15 Hostel rooms shall have to be opened for inspection by the Dean (PGS), Director of Student Welfare, Dean of faculty, Rector, Assistant Rector or any other competent authority whenever required or asked for.
- 5.16 The hostel resident must not tamper with the electrical fixtures provided in rooms and in the hostel premises. Unauthorized electrical appliances/gadgets are not permitted.
- 5.17 The residents shall take care of their personal belongings. He / she should lock the rooms so as to keep their valuable belongings safely and the hostel administration will not responsible for security of the same.



- 5.18 Any offence of Indian Penal Code (IPC) committed by the student will be solely his/her responsibility. The University shall not provide any assistance in such cases.
- 5.19 The students shall keep the vehicle with prior permission of the university Authority. The hostel resident shall have to provide copy of (i) Valid R.C. Book of the vehicle, (ii) Working driving license, (iii) Insurance Policy of the Vehicle, (iv) PUC certificate; and he shall strictly follow prevailing traffic rules.
- 5.20 The students shall be aware of their visa expiry dates and have to initiate the process in time. In case of any issue regarding delay in the visa renewal, the students will solely be responsible.
- 5.21 AC, TV, Washing Machines, Refrigerator etc. are additional facilities. The students must use it judiciously; any type of misuse of the gadgets and electricity will be a punishable offence.
- 5.22 Fans, AC, TV, and Lights must be 'switched off' when the student leaves the room. In case, if it is noticed that fans/lights/AC/TV are ON in the locked room, a heavy penalty will be imposed for wasting the costly energy resources.
- 5.23 Students are prohibited from writing slogans, performing drawing, billing the posters on the hostel walls and rooms as well as the University premises.
- 5.24 Female visitors and girl students are not permitted to visit the man's Hostel any time and vice-versa.
- 5.25 The student shall not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Rector. However, for any accident or fatality that may occur during picnic / excursion, the responsibility does not lie with the university or Hostel authorities.
- 5.26 The student's spouse are not allowed to reside in the hostel room.
- 5.27 Internet services officiated / provided only by the university is permitted. Changing / buying mobile card must be reported to the assistant rector, immediately.
- 5.28 Possession/carrying of any kind of explosives is prohibited and punishable as serious offence.

6. **Action Against unruly Behaviors:**

- 6.1 Hostel residents who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, rustication or dismissal either from the hostel/or from the University or both by the appropriate authority.

7. **Vacating the rooms:**

- 7.1 Once the course is completed or when their period of registration expires, the foreign student ceases to be resident of the hostel. He/she shall have to vacate the room within five days of completion of the course, failing of which stringent action shall be initiated against him/her as per the ISH rules.
- 7.2 Ph.D. scholars proceeding on research work shall be allowed to retain their rooms as per the existing rules, on prior submission of certificate from the Dean of concerned faculty, to that effect.

8. **Discipline:**

- 8.1 At the time of admission to hostel, foreign students have to sign a declaration that they shall adhere to the rules of disciplinary to the Authorities.
- 8.2 The student violating the Hostel rules or cause any disturbance in the hostel is liable to disciplinary action by concerned Dean of faculty / Rector.
- 8.3 The students have to produce ID card whenever required for verification.
- 8.4 The university reserves the right to conduct periodic inspection of the rooms. Students who obstruct these instructions shall be liable to disciplinary action.
- 8.5 The regulation for disciplines and conduct rules framed for the State Government/ Central Government will be applicable for foreign students also.
- 8.6 The decisions of the Vice-Chancellor of the University shall be final and binding to all concerned.



**9. Medical emergency:**

- 9.1 In case a student falls sick, he/she should contact immediately to the rector/ assistant rector/ care-taker.
- 9.2 Medical facilities (First aid kit) shall be available with hostel care taker. Students rendered immobile or sick will be taken to hospital/ health centre in vehicle provided for the purpose. But provision of vehicle cannot be claimed as right and will be decided on the basis of gravity of the situation.
- 9.3 However, for any other treatment requiring specialist/expert medical care and treatment, the students are supposed to make their own arrangement for treatment and to bear medical expenditure themselves.

**10. Complaints/grievances:**

- 10.1 Any complaints/grievances from resident students in the first instant should be referred to the assistant rector / rector of the hostel, depending on the matter of the complaint, ensuring that it is processed as speedily as possible.

**11. Hostel Supervisory Committee:**

- 11.1 There shall be a Hostel Supervisory Committee constituted to supervise the working of the hostel. The Hostel Supervisory Committee shall be constituted as detailed below:
  - 1. Principal of college
  - 2. Executive engineer
  - 3. Director of Students Welfare
  - 4. Rector
  - 5. Assistant Rector
- 11.2 The Hostel Supervisory committee of the ISH is vested with the powers to clarify any issue not covered under these Regulations

**12. General Management of Hostel:**

- 12.1 The General Body Meeting of the hostel shall be conducted as and when necessary, but shall meet at least once in a year. The Rector may convene a special general body meeting for any specific purpose at any time. The quorum of the general body meeting will be 1/3 of the total number of the hostel residents.
- 12.2 The General Body shall discuss problems of common interest and general aspects of the Hostel management
- 12.3 It shall also send recommendations to the Hostel Supervisory Committee on points deserving action by the University



13. **Duties of the Rector / Assistant Rector:** As per Regulation for Hostel and Its Management prevailing in the university.
14. **Maintenance of common amenities:**  
Rector can utilize fund for
  - i. Furnishing and maintenance of common room in the hostel.
  - ii. Payment of subscriptions to newspapers and magazines, TV channels for the common rooms.
  - iii. Payment of the salary of the care takers who may be engaged for the common rooms and Payment for sports articles.
15. **Maintenance of Discipline among the Students in the University Campus:**
  - 15.1 Every student of the university shall conform to the rules of good conduct and respect the authority and the constituted bodies of the university.
  - 15.2 Every student of the university shall carry valid identity card, affixed with recent photograph duly signed by the Dean/Principal of respective faculty and shall be valid for an academic year.
  - 15.3 Students shall do everything possible to protect and make proper use of the university property and other public property. Any student who attempts to deface (s)/ destroy (s) the university or other public property shall be liable for appropriate punishment. In addition, the cost of damage (as assessed by the university) so caused by student (s) to the university or other public property shall be recovered from the caution money deposit / hostel deposit of the student (s) or as ordered by the university before issue of "NO DUE" certificate.
  - 15.4 Proper decorum shall be maintained by all the students in the classroom, hostel, library and farms, in the transport vehicle during educational and sports tours and on and off the university campus.
  - 15.5 Ragging in any form in the university premises is strictly prohibited. Students found guilty of ragging are liable for disciplinary action.
  - 15.6 Absenting from a class or examinations in mass for whatever reason is considered as an act of indiscipline.
  - 15.7 No student shall disturb the normal work of the university by disorderly conduct, boisterous behavior and unauthorized assembly.
  - 15.8 In order to attend the classes of a specific course, the student should have registered for the course or should have permission of the class teacher.
  - 15.9 Possession / consumption of alcoholic drinks / drunkenness / drug addiction or gambling and such other things disturbing harmony and social life on the campus is strictly prohibited and the same shall be considered as an act of indiscipline. Such acts will be dealt with severely.
  - 15.10 Violation of any regulations is an act of indiscipline and shall be brought to the notice of the head of the college/institution /campus.
  - 15.11 The decision of the Vice-Chancellor under these regulations shall be final.



### UNDERTAKING

1. I have read carefully all the rules pertaining to International Students Hostel and shall strictly follow the rules during my stay in the hostel.
2. I shall not take part in any activity which will break the rules.
3. I shall neither consume any alcoholic drinks/drugs/nor involve in gambling activities in the hostel premises.
4. I shall not speak directly to media and police department.
5. I shall not indulge in wasteful/improper use of water, electricity etc. I shall be responsible to maintain electrical installations, furniture, fixtures etc. in the room.
6. I shall obtain prior permission from the rector/ assistant rector in writing if required to remain away from the hostel after 10:00 pm.
7. I shall not keep any guest in my room.
8. I shall take the permission to leave the Hostel temporary or permanently or at the end of the term from the hostel Rector and get a clearance certificate for all dues from the hostel office.
9. I shall not accept any employment (Part/Full- time/vacation) during my stay in the Hostel.
10. I shall be solely responsible for any kind of Visa procedure and police inquiry.

I am aware that in case I violate any of the rules laid down by the university, I will be fined and may be liable to be expelled from the ISH.

Date:     /     /20

Place:

Signature of student  
(Name in full)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_ certified that

Shri/Kum. \_\_\_\_\_ is a bonafide student of this

college/department and is admitted to the course \_\_\_\_\_ for the

academic year \_\_\_\_\_ vide tuition fee receipt no. \_\_\_\_\_ dated \_\_\_\_\_.

The student undertakes that if he/she admitted in the ISH, he/she will abide by all the rules and regulation.

Principal/Dean

Rector

Asst. Rector

Head of Dept.

Major Advisor