

## ORDINANCE 12

### Condition of Residence in the Hostel.

(Refer Section 42 (3))

1. The hostel maintained by the University will provide accomodation to the post-graduate and Ph.D. Student of the school of studies.
2. Every hosteller shall at all times be of good behaviour, maintain decorum and dignity and observe all rules of the hostel.
3. Each student wishing to reside in the hostel shall apply on the prescribed form(Appendix 1) along with the application for the admission to a school of studies. The Head of school of studies shall forward the application to the Chief-warden after the candidate is admitted in the school.
4. The admission to hostel shall be granted at the discretion of the warden in consultation with chief - warden. The preference shall be given to a post graduate students in comparison with Ph.D. student. A Ph.D. student in no case will be allowed to stay in the hostel for more than four years in that capacity.
5. The student will occupy the room allotted to him by the warden. No mutual exchange shall be permitted without the permission of warden.
6. Roll call shall be taken on night at 9.00 p.m. in winter (15th October to 14th March) and 10.00 p.m. in summer (15th March to 14th October). The student will have to take prior permission from the warden to return late and to leave hostel during holidays. Ordinarily no student will be permitted to leave the station more than twice in a month.
7. No alcoholic drinks or any other intoxicant, fire arms or weapons, etc., shall be permitted in the hostel.
8. Furniture can not be removed from one room to another except with the permission of warden. The inmate of the room shall be responsible for the fixture and furniture provided in the room. The candidate occupying the room shall have to furnish a receipt of all the furnitures and fixtures on the prescribed proforma(Appendix 2). All damages to furniture, fitting, etc. will be replaced at the cost of the inmate.
9. Ordinarily no guest shall be allowed to stay in the hostel during night.

10. The hostellers are required to keep their rooms clean and tidy. Inspection of the hostel can be made by the warden and chief-warden without any notice.

11. The use of loudspeakers, loud playing of radio/transistor, etc. likely to disturb the boarders are prohibited.

12. No meeting or gathering of the students can be made in the hostel without the permission of the warden and chief-warden both.

13. The post-graduate students shall be required to vacate the hostel within 10 days of the his/her last paper/practical of the session. The Ph.D. students may be permitted to occupy the hostel during summer vacation. They will have to vacate within 10 days of the submission of Ph.D. thesis.

14. The food services shall be arranged by the warden in consultation with the chief-warden, prefect and two representatives of the hostellers. It may either be a cooperative mess, managed by the hostellers or a mess run by a contractor.

In case the hostellers do not prefer a contract system they can have their cooperative mess. They shall, however, not be permitted to either call the meals from outside or to cook in their rooms.

In case a contract is given to a contractor, following messing rule shall be observed:-

- (i) The contract for running the mess shall be executed and supervised by the warden.
- (ii) The general menu for each meal and the rate at which it shall be supplied, shall be outlined in the contract.
- (iii) Meals will not be served in the rooms. Hostellers shall take their meals in the dining hall.
- (iv) A hosteller cannot ask for only a single meal a day. He will have to register himself as a full member in the mess.
- (v) Members intending to absent themselves from meals should inform the contractor atleast 4 hours prior to meal time, otherwise they will be charged for the meals.
- (vi) Unless a hostellers is otherwise unable to take meals due to illness or absence from the station, he will be charged for minimum of 45 meals in a month.

(vii) All the members shall be required to purchase coupons for the coming month in advance. The unused coupons shall be encashed to the members by 10th of the subsequent month in accordance with the provisions of clauses (v) and (vi) above.

(viii) The general management of the mess will be with a committee of three hostellers one of whom shall be elected manager. This elected committee shall function for 2 months when a fresh committee will be constituted.

The following shall be the duty of the prefects :-

- (i) Note presence at the roll call and report the absentees to the warden.
- (ii) To report to the warden all cases of breach of hostel rules.
- (iii) To report all cases of illness in the hostel to the warden, who will arrange medical facilities.
- (iv) To report to the warden willful or otherwise damage to the hostel property.

6. The absenting from the hostel or coming late to the hostel after the roll call without prior sanction of the warden shall be liable to a fine of Rs. 2.00 for each occasion. Habitual recurrence of such offence may result in the expulsion of the hosteller from the hostel.

7. The warden is empowered to levy a fine up to Rs. 10.00 for any breach of hostel rules, neglect of duties or irregularities. Persistent indulgence in such affairs or misconduct on the part of the hosteller may be dealt with by the warden appropriately. According to the nature and gravity of the offence the warden may :

- (i) expel the student from the hostel.
- (ii) recommend to the Head of the School, where he is studying to :
  - (a) disqualify from appearing at the next ensuing examination, or
  - (b) rusticate such a student. It shall be obligatory for the Head of the School to act according to the recommendations of the warden.

Before inflicting any punishment aforesaid the warden shall give the hosteller concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

Appeal on the order of the warden can be made by the hosteller to the Chief-warden. The Chief-warden after giving a personal hearing to the hosteller concerned will decide the issue. The decision of the Chief-warden shall be final.

8. The fees and other dues prescribed for the hostel are given in appendix 3. In case of non-payment of dues within the scheduled time the hosteller shall be liable to be expelled from the hostel.

9. Notwithstanding anything the Chief-warden shall have the power to get the hostel vacated temporarily by any one or more than one hostellers without assigning any reason at a short notice.

ANNEX - 1

Application form for Admission to the Hostel.

1 Name.....

2 Father's Name.....

3 Permanent Home Address.....

4 Date of Birth.....

5 Class and School where admission has been taken.....

6 Name and address of local Guardian.....

I have read the rules of the hostel carefully and I solemnly affirm that I shall abide by them faithfully. I also affirm that I shall obey the orders of the warden and the Chief-warden failing which I shall be liable to be expelled from the hostel. I shall be paying my hostel dues regularly.

Date .....

Signature of the Candidate

I hold myself responsible for the conduct and behaviour of my son/ward Shri/Km./Smt..... rules of the hostel enforced from time to time. I also hold myself responsible to pay his hostel dues.

Signature of local guardian

Signature of the Parents

ENDORSEMENT OF THE HEAD

Certified that Shri/Kum/Smt..... has been admitted to M.A./M.Sc./M.Com. Previous/Final/Ph.D. class of my School. His date of Birth and permanent home address as per my School's record is correct.

Date :

Head, S.O.S.  
Jiwaji University,  
Gwalior.

Shri/Km./Smt..... of School  
of Studies in ..... (class)..... is  
admitted to hostel and is allotted room No.....

Chief-warden

Warden

APPENDIX - 2

Receipt of fixtures and furniture issued to the hosteller.

Received the following articles from the warden in good working condition.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I hold myself responsible for its safe custody. I shall return the above articles in good working condition when I vacate the hostel.

Signature

Countersigned by the warden.

Schedule of hostel fees and other dues.

- |   |           |
|---|-----------|
| 1. Hostel Caution Money (refundable)  | Rs. 75.00 |
| 2. Mess Caution Money (refundable)  | Rs. 75.00 |
| 3. Room rent per annum payable in three instalments, of Rs.32.00 each, at the time of admission, October and February.                              | Rs. 96.00 |
| 4. Water Charges (per month)  | Re. 1.00  |
| 5. Medical fee (per month)<br>(Medical fee is charged to arrange medical consultation only.)  | Rs. 2.00  |
| 6. Electric Charges.<br>(The amount of the bill of M.P. Electricity Board, obtained for the hostel shall be equally divided amongst the hostellers) |           |
| 7. Mess coupon.<br>(The amount shall be according to contract in case of contract mess only)  |           |

Approved by the E.C. Res.No. 21 dated 8.9.80