

# BUNDELKHAND UNIVERSITY, JHANSI



## RULES FOR GIRLS HOSTELS

The University has four girls Hostels namely:

1. PG Women Hostel with a capacity to accommodate 120 girl students.
2. Veerangana Jhalkari Bai Girls Hostel accommodates 248 girl students
3. Samta Girls Hostel with the capacity to accommodate 304 girl students
4. OBC Girls Hostel has the capacity to accommodate 32 girl students
5. Annexy Girls hostel has the capacity to accommodate 50+ girl students

Each hostel is equipped with required infrastructure and electrical fixtures. The hostels have recreation facilities and indoor games. Each hostel has separate mess.

The hostels have clean and green ambience with open lawns and space.

The Hostel authorities ensure discipline and healthy environment in the hostel premises.

Know about the Hostel Authorities :

Dean Students Welfare	-	Prof. Devesh Nigam
Procter	-	Prof. R.K. Saini
Provost	-	Prof. Aparna Raj
Warden - PG Hostel	-	Dr. Chitra Gupta
Warden - VJB Hostel	-	Dr. Yashodhara Sharma
Warden - Samta Girls Hostel	-	Dr. Shipra Gupta
Warden - OBC Girls Hostel	-	Dr. Shweta Pandey
Warden - Annexy Girls Hostel	-	Dr. Anchala Pandey

# Hostel Rules

## **Ragging**

Ragging in all forms and at all times is strictly prohibited. If any resident is found guilty of ragging, he/she will be expelled from the hostel without giving any notice.

## **Prohibition of and Punishment for Ragging**

1. Ragging in any form is strictly prohibited, within the premises of Bundelkhand University as well as on public transport/place.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance/Govt. rules.
3. Ragging for the purpose of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on student freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which;
  - (a) Involve physical assault or threat or use of physical force;
  - (b) Violate the status, dignity and honour of students;
  - (c) Violate the status, dignity and honour of students belonging to the scheduled castes and tribes.
  - (d) Expose students to ridicule and contempt.
  - (e) Verbal abuse and aggression, indecent gesture and obscene behavior.
4. The Head of the Department/ authorities of Hostel shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Proctor may also submit/ inquire into any incident of ragging and make a report to the Vice-Chancellor regarding the identity of those who have engaged in ragging and the nature of the incident.
6. The proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the incident.
7. If the Head of the Department or the Proctor is satisfied that for some reasons, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry his / her decision shall be final. On the receipt of under clause (5) or (6) or a determination by the relevant authority under clause (7) disclosing the occurrence of ragging incidents described in clause 3(a), (b) and (c), the Vice-Chancellor shall direct or order expulsion of a student permanently or for a specific number of years.

9. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled for a stated period, for one or more years or that the result of the examination of student or students concerned in which they appeared be cancelled.
10. In case the students who have obtained their degree from Bundelkhand University and are found guilty under this ordinance, then appropriate action will be taken against them for withdrawal of degrees or diploma conferred by the University.

## **1. Ordinance Relating to the Discipline**

### Maintenance of Discipline among Students of the University

1. All powers relating to discipline and disciplinary action are vested with the Vice-Chancellor.
2. The Vice-Chancellor may delegate all such powers as he/she deems fit to the Proctor/Warden and to such other persons as he/she may specify on his behalf.
3. Without prejudice to the power to enforce discipline under the Ordinance, the following shall amount to acts of gross indiscipline.
  - (a) Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of any Department and against any student within the University of Bundelkhand.
  - (b) Carrying of, use of, or threat of any weapon;
  - (c) Any violation of the provisions of the Civil Right Protection Act, 1976.
  - (d) Violation of the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - (e) Any practice-whether verbal or otherwise-derogatory for women;
  - (f) Any attempt of bribing or corruption in any manner;
  - (g) Willful destruction of institutional property;
  - (h) Creating ill-will or intolerance on religious or communal grounds;
  - (i) Causing disruption in any manner of the academic functioning of the University system;
  - (j) Ragging
4. Without prejudice to his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may exercise his/her aforesaid powers, order or direct.
  1. That any student or students be expelled : or
  2. Any student or students be, for a stated period, rusticated; or
  3. Be not for a stated period, admitted to a course or courses of study in a college, department or institution of the University; or
  4. Be debarred from taking University Examinations for one or more years; or

5. That the examination result of student or students in which he/she or they have appeared be cancelled.

**NOT WITH STANDING ANY PROVISION IN THE PREVIOUS PAGES THE PROVOST/WARDEN IS THE FINAL AUTHORITY IN ALL MATTERS.**

### **DAILY ATTENDANCE**

6:30 P.M.	Winter
7:00 P.M.	Summer

Every resident who is present in the premises should get herself marked present in the attendance register at the time of attendance.

Any resident who fails to mark her attendance on time will be penalized as per the following:

- i. Notice on first instance
- ii. Second Warning
- iii. Undertaking from the parents on Stamp paper of Rs.10/- assuring that such indiscipline will not be repeated in future
- iv. Expulsion from the Hostel

### **BEHAVIOUR AND DISCIPLINE**

1. Residents are not permitted to shift from the room allotted without prior permission of Warden. No furniture should be shifted from one room to another.
2. Each room will be allotted with double occupancy. No student is allowed to stay alone. Any student seeking single occupancy will be required to pay double Hostel Fee throughout the course period keeping in view the financial loss to the University.
3. Residents are expected to come to the Dining Hall, Common Room, Visitor's room and the hostel office properly dressed. Residents violating this rule shall be liable to disciplinary action.
4. Possession and consumption of alcoholic drinks, narcotics and drugs by the residents and their guests is strictly prohibited in the hostel premises. Residents and their guests are expected not to enter the hostel in an inebriated state. Smoking is also prohibited in the hostel. Suitable action including expulsion from the hostel will be taken against such resident.
5. All residents are required to always keep their identity card ready for inspection by the hostel authorities or watchman at the gate.
6. Residents are required to abide by all rules and instructions in the bulletin of information and regulations which are notified on the notice board of the hostel from time to time. They are not to plead ignorance of the same. The residents

are expected to co-operate with the hostel staff and participate in the smooth running of the hostel.

7. Any resident, who wishes to install a computer or a laptop in her room, should take prior permission from the Warden.
8. Information should also be given to the hostel office in case a resident is installing either an inverter or a cooler in her room.
9. All residents should be back in their rooms latest by 10:00pm each night and complete silence should be maintained from 10pm to 6 am so that academic atmosphere is maintained in the hostel.
10. No resident is allowed to use electric heaters in their rooms to cook food. Any resident who is found keeping a gas cylinder in her room shall be fined Rs. 200/- and the cylinder will be confiscated.
11. Residents are not allowed to engage any person for service of any kind, personal or other wise, without the prior permission of the Warden. The resident can not get a electrician/plumber or any other helper into their room without written permission from the Warden
12. The residents who park their cycle / scooter / car in the hostel premises are to keep them properly locked.
13. The residents are to keep their rooms locked whenever they go out. The hostel is not responsible for loss of valuables due to theft or fire. However any case of theft is to be reported immediately to the hostel authorities.
14. Residents are requested not to leave their belongings in the verandas, garden, toilets etc. Unclaimed items shall be confiscated by the hostel officials.
15. Residents should intimate to the office immediately, any change in addresses and telephone nos. of parents and local guardians.
16. Each resident is required to be a part of Committees formed for discipline, maintenance, mess to facilitate smooth functioning of the hostel periodically.
17. Violation of any of the Hostel rules by a residents would make him liable to disciplinary action including a fine/suspension for stipulated time/ or expulsion.
18. At the time of admission, every student shall be required to sign a declaration that she submit herself to the disciplinary jurisdiction of the Warden, Provost, Proctor and Hon'ble Vice-Chancellor of the University or any other committee constituted by Hon'ble Vice-Chancellor to maintain discipline in the hostel and university premises under the Act, the Statutes, the Ordinance and Rules of the University.
19. T.V. room will remain open upto 11.00pm. Residents are required to keep the volume of TV as low as possible.
20. Night celebrations of Birthday can be held only on prior permission of the Warden and celebration will be permitted only between 12.00 am to 1.00am.

21. Residents cannot leave the hostel premises during 6:00 P.M. to 8:00 A.M. In the case of an emergency, permission to leave has to be taken from the hostel Warden.
22. Residents are not allowed to roam/sit in the hostel lawns after 10:00 P.M.
23. Residents are allowed to visit the market/public places only after University hours and on Sundays and holidays.
24. Residents of the Women's Hostel are not permitted to receive male visitors in the hostel. Parents of the residents are to be received only in the Visitor Room.
25. If any resident wishes to join any additional course privately, as a result of which she is required to stay out late then in such a case prior permission has to be taken from the Warden.

### **UPKEEP AND MAINTENANCE OF THE HOSTEL**

1. Every resident is responsible for taking care of hostel property. Residents will be charged individually or collectively, as the case may be, for all damages to the hostel property which they use. In case a resident loses keys of Almirah, a fine of Rs. 200/- will be imposed and security money will be confiscated.
2. Tube light, Bulb will be provided to the students only at the time of admission; hence forth they are required to change them at their own. Similarly, in case a window pane breaks, or any other repair work is needed in a particular room, the residents will have to bear the repair charges.
3. A Resident should check the fittings & fixtures in her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. The Resident shall be responsible for the fittings and fixtures of her room and shall see to it that they are in order at the time of handing over of the room when she leaves the hostel.
4. Use of electrical appliances like heaters, hotplates, induction heater, immersion rods and Petromax in the hostel rooms is strictly prohibited. A fine of Rs.1000/- will be charged from the inmates if any of the above appliances are found in the room.
5. All fans, light and electrical appliances must be switched off when not in use.
6. Placing of baggage/bags or unwanted items outside the room or anywhere in hostel except the allotted rooms is not allowed.
7. Common Hostel furniture must not be moved from its existing position/place without the consent of the Hostel Authority.
8. Alteration of furniture, fixtures etc. provided by Hostel authorities is strictly prohibited.

9. Residents sharing common facilities within a room of the Hostel shall be liable for a joint payment towards the cost of repair or loss of facilities within the room in event of loss/ damage of the facility. In no case such damage or loss is attributable to a single resident.
10. All the hostel articles issued to the students must be returned to the Hostel Matron before the students leave their rooms. They shall be responsible for any loss. The loss, if any, shall be met by the defaulters.
11. The Hostel Management reserves the Rights to enter, inspect or spot checks the rooms in the interest of proper conduct of the Residents, or the orderly and efficient administration and proper use of the rooms, or to maintain/repair the premises but only in the presence of the Residents.
12. Since the electrical installation of hostel cannot carry any extra load, the use of the electrical appliances such as heater, stove, immersion rod etc. in the hostel by the residents is strictly forbidden. The residents are warned against tampering with the electrical installations. Disciplinary action will be taken against those who violate these rules.
13. Any student violating the above mentioned rules shall have to pay fine as applicable.

## VISITORS

### 1. Visiting Timings

#### **Male Visitors (Parents) only in visitor's room**

4:00 P.M. to 6:00 P.M.	Week days
10:00 A.M. to 1:00 P.M.	Sundays and all University Holidays

#### **Female visitors**

8:00 A.M. to 6:30 P.M.	All Days
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#### **NO VISITORS MALE OR FEMALE WILL BE ALLOWED DURING HOLIDAYS.**

2. The residents are requested not to talk to visitors at the hostel gate. Voilators will be fined Rs. 500/-
3. All visitors must register at the Security Counter of Girls' Hostel and provide all detail and documents for verification as requested by Security Guard.
4. No visitor shall be allowed to loiter around the Hostel vicinity except the visiting room.
5. Visitors are NOT allowed to use the hostel facilities.
6. Visitors are not permitted to stay overnight in the Hostel without the prior consent of the Warden.

7. Guest Charges will be charged if the Mother of any Inmate stays beyond 2 days.
8. Residents are not permitted to allow male visitors into their rooms at any time. The Hostel reserves the rights to evict any Resident who fails to comply this rule.
9. Engineers/ mechanics/masons/labours etc. other than authorized by University Management shall not be allowed to enter the rooms in any case. Persons attending personal complaints of the residents, like repairs of computer, laptop or any other equipment are not allowed to enter into the rooms. All such type of complaints are to be attended in Visitors area only.

### LEAVE RULES

1. All residents will apply for leave at least one day in advance, before attendance timing. Leave form has to be obtained and submitted to the matron in the hostel office.
2. The resident is allowed LG (Local Guardian) leave twice a month only.
3. Local Guardian (LG) Leave will be given as per the records available with the hostel.
4. No resident will leave the station without prior information & permission of the hostel authorities. Station leave will be given only for the resident's home town, to visit parents/guardians.
5. In case of any university function, the resident is allowed late night leave till 9:00 P.M., only with the prior permission of the hostel authorities.
6. All residents going on any kind of leave are required to make necessary entries in the leave register.
7. Leave will be given only during University holidays and summer and winter break on request forwarded by the Head of the Department.
8. When the University is in session, a student's leave application may be considered only under special or unforeseen circumstances. Even in such a case the leave application will not be entertained if it is not forwarded by the concerned Head of the Department.
9. On coming back from a leave the residents must necessarily submit the leave form duly signed by the LG/Parent. The sign should match with that in the Admission form. Disciplinary action will be taken **if form is not signed by parents/guardians**.
10. In case of academic excursions/field work the residents of the non-research category must get their leave application for permission duly signed by Head of the Department and submit in the Hostel office well before proceeding on leave.
11. Research students desirous of taking leave from the hostel for more than 7 days, are required to get their leave applications forwarded by their head of

the Department and submit the same in the hostel office for permission well before proceeding on leave.

12. No resident shall proceed on long leave without clearing any pending dues/mess dues etc. Disciplinary action, including expulsion, would be taken against a resident for remaining absent from the hostel without permission. In case they are on leave and want to extend their leave they should write to the hostel authorities for permission in advance. Residents remaining absent without permission / intimation to hostel office will be liable for disciplinary action.

## **SECURITY**

1. Residents are responsible for all their personal belongings and valuable items like cell/mobile phone, ATM Card, laptop, computer, watches and money etc and should ensure that door and windows of their rooms are properly locked at all times. The Hostel/University is not responsible for any loss of personal items.
2. Residents are not permitted to change rooms or sleep anywhere other than in their allotted room without the consent of the Hostel Authority in writing.
3. Residents shall not hand over the keys of her room to anybody except the warden/ matron of the hostel concerned.
4. Employment of a private servant is not allowed in the hostel.
5. Offering of payment / Tips, rewards, token of appreciation or gifts of any kind for any services rendered by any worker of hostel is not allowed.

## **MEDICAL AID**

- First aid Kit is available in Hostel Office.
- Any case of illness should be reported to the Warden/University Medical Officer / Hostel Authorities immediately.
- If necessary, the residents can be shifted to the hospital on the recommendations of the Medical Officer.
- Ambulance service is available for all residents during night hours.

## **MESS RULES**

1. **Mess membership is Compulsory for all residents.**
2. Residents using mess facility for more than ten days in a month will have to pay total monthly mess charges. However residents using mess facility for ten or less than ten days in a month will have to pay mess charges on guest basis i.e. Rs.75/- per day for actual days of stay in the hostel PLUS 5 days extra charges @ Rs.75/- per day.
3. a. Students using Mess facility on interval/s (except for university holidays) shall have to pay the total monthly mess charges.

- b. Students shall not pay any amount to the Mess Contractor during the Semester breaks or Annual breaks after examination.
- c. Payment of Mess Fee shall be applicable from the date of commencement of classes in respective departments.
4. The hostel mess may / may not function during the Holi or Deepawali vacation. Those permitted to stay in the hostel during the summer vacation will pay the charges as per arrangements made.
  5. All meals shall be provided to the students fasting for Navratras. During fast other than Navratras one time meal shall be provided to the students in the evening.
  6. The Mess Fee should be deposited latest by 10<sup>th</sup> of every month. In case of delay in payment, a fine of Rs.100/- per day shall be charged.
  7. The minimum Guest Charges will be Rs.175/- per day (Rs.100/- per day rent and Rs.75/- Mess Fee).
  8. No food will be taken to rooms. The food should be taken in Mess ONLY.
  9. The timings of the Mess will be as below:
 

Breakfast -	8.15 a.m.	-	10.15 a.m.
	<b>Sunday</b> – 9.00 a.m. - 11.00 a.m.		
Lunch -	1.00 p.m.	-	3.00 p.m.
Tea	5.15 p.m.	-	6.15 p.m.
Dinner	7.30 p.m.	-	8.45 p.m.
  10. In case the students are not able to reach for lunch in time due to class schedule, she should hand over the tiffin to the Mess for food with name and room number tag.
  11. **The students shall essentially give their FEEDBACK ABOUT THE MESS FOOD AFTER EVERY MEAL TO ENSURE QUALITY OF FOOD AND SERVICE.**

#### **VACATING THE HOSTEL ROOM**

1. All residents shall vacate their rooms within seven days of completion of their annual examination/submission of dissertation. Foreign students can retain their room on prior approval, on guest basis until their result is out.
2. Residents before leaving the hostel should pay all her dues and get a clearance certificate from the hostel office. The resident will be responsible for inspection and verification of all the furniture and fixture in her room before leaving the hostel. In case a resident leaves the hostel without clearance her Security Money will be forfeited.

3. As per University decision, residents are required to obtain No Dues Certificate from the hostel for obtaining admission ticket for the annual examination.
4. Residents are required to pay all their dues at least seven days in advance before vacating the hostel. On the day of leaving the hostel they should hand over the room during office hours i.e. 10:00 A.M. to 5:00 P.M.
5. Residents who discontinue their studies in the middle of the session shall inform the hostel office in writing and vacate the hostel accommodation after clearing all the dues.
6. Residents who have to attend internship/other curriculum related training should inform the office immediately to avail late permission or other approvals. The relevant documents from the HOD/Training Institute must be submitted to University Hostel Office.

### **TERMINATION OF HOSTEL OCCUPANCY**

Disciplinary action shall be initiated or Hostel facility shall be withdrawn at any point of time without giving any notice, if it is found that, the resident is misusing the facility or not following the rules and regulations of the Hostel or found involved in any illegal activity anywhere inside/outside the hostel.

### **REVISION OF RULES AND REGULATIONS**

- The University reserves the Right to revise the Rules & Regulations, Terms & Conditions from time to time and will keep the residents informed of any changes in the form of memoranda and/or notices on the Notice Boards.
- A resident residing at any of the hostel under the purview of this University is governed by the rules and regulations mentioned herein.
- Residents found breaking any Rules & Regulations, Terms & Conditions at any hostel(s) under the purview of this University are liable for expulsion from the hostel / disciplinary action.
- The University reserves the right to close any hostel in case of any unforeseen event.

*A safe and pleasant stay in hostel depends on your co-operation*

#### **Help lines**

Dean Students Welfare	Prof. Devesh Nigam	9415056228
Procter	Prof. R.K. Saini	9412322576
Provost - Girls Hostels	Prof. Aparna Raj	9453039872
Warden - PG Hostel	Dr. Chitra Gupta	9795499422
Warden- VJB Girls Hostel	Dr. Yashodhara Sharma	9598487185
Warden - Samta Girls Hostel	Dr. Raina Garg, Dr. Shipra Gupta Vashisth	9406622647, 8840601728
Warden - OBC Girls Hostel	Dr. Shweta Pandey	9935032832