

The rules for residents students are available in Chapter XXVIII of the First Ordinances of the University which are reproduced hereunder for the perusal and compliance of the students seeking admission in the hostels :

RULE FOR THE RESIDENT STUDENTS

28.1 GENERAL RULES :

- 1) All Rights of Admission to the University Hostels are reserved with the Chief Warden. These rights shall be exercised on the recommendations of the Wardens/ Hostel Welfare Officers Committee. All admission will be made strictly on the basis of merit in the qualifying examination.
- 2) Admission to the University hostels will be open at the beginning of the session and the students will be admitted on the basis of merit. 75% of the seats shall be reserved for the students passing their qualifying examination from H.P. University and 25% of the seats will be open to all.
However, 15% and 7.5% of the seats available shall be reserved for students belonging to scheduled castes and scheduled tribes respectively.
- 3) The merit for admission to the hostel seats will be the same as forms the basis for admission in each course under different teaching departments.
- 4) A candidate who applies for admission in any reserved category, but is admitted in the general category because of his/her merit will be considered in the category mentioned in his/ her application form for the purpose of admission to hostel provided he/ she is eligible in that category.
- 5) All hostels will formally close on the day of the last regular examination. Each boarder will have to vacate his/her room within 72 hours of the termination of his/her regular examination. Fine per day or any disciplinary action, if required, will be taken for overstay.
- 6) Research Scholars and students of Post Graduate classes who are doing their work may be permitted to stay in the hostel during vacation on the specific recommendation of the Chairman/ Supervisor. Foreign students studying in the University Departments and who are not in the final year may be allowed to stay in the hostel during the vacation. The students belonging to the tribal area who cannot go to their homes due to bad weather will also be permitted to stay in the hostel during the vacation on the specific recommendation of the Chairman of the department concerned.
- 7) Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:-

- (i) Receipt of a duplicate admission form duly signed by the parents/ guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/ her parents guardian;
 - (ii) Satisfaction of the Chief Warden/ Warden/ Hostel Welfare Officer regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-residents;
 - (iii) Hostel may be allowed to a student for pursuing Post Graduate Degree/Professional Course for a maximum period of two/three years depending upon the duration of course as well as availability of room in the hostel.
 - (iv) No student pursuing second Post-Graduate Degree/Professional Course will be admitted/re-admitted to the hostel.
 - (v) A student will be allowed to stay in the hostel for a maximum of three years for pursuing research degree(s). However, the admission of the board(s) will be cancelled the moment, he/she gets a job in the Govt./Private/Corporation/ any other institution during the time of studies.
- 8) Admission to the hostel for the academic year will close 10 days after the close of admission to the department.
 - 9) Residents shall see the Chief Warden/ Hostel Welfare Officer/ Warden for official business in the office during fixed hours. In case of emergency, the Chowkidar on duty should be sent to the Chief Warden/ Hostel Welfare Officer/ Wardens residence.
 - 10) Residence should not keep cash or jewellery or other valuable in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
 - 11) Smoking is strictly prohibited in the Common Room, Reading Room, Dining and Kitchen Areas.
 - 12) Residents permitting or abetting unauthorized occupation of the rooms/seats shall be liable to:
 - a) Expulsion from the hostel;
 - b) Forfeiture of securities; and
 - c) Imposition of fine by the Chief Warden.
 - 13) In case of non-payment of dues or violation of anyone of the hostel rules by a resident, the Hostel Welfare Officer/ Warden may get his/ her room locked.
 - 14) Every resident shall be responsible for the safety of the furniture given to him/her. Furniture is not to be removed from one room to another. Replacement of chair for canning or replacement of cot during the session may be done by paying charges as per rules. Damage to hostel property is a serious offence. Any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/University.
 - 15) The telephone is meant for office use only. However, VCC CARD facility has been provided to the residents in case of emergency. The VCC card facility will be available with the chowkidars/security staff of the respective hostels to communicate the report to the Warden/Hostel Welfare Officer/ Chief Warden/ Security Officer in case of emergency for which they will be paid actual charges.
 - 16) Gambling use of intoxicants and keeping of arms in the hostel premises (including room) are strictly prohibited. Residents found guilty of any such lapse in this regard will be liable to a fine

of Rs. 500/- and/or expulsion from the hostel. All rooms (including almirahs and belongings) will be open for inspection by the Chief Warden/ Warden/ Hostel Welfare officer at any time.

- 17) An undertaking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that he/she will not participate in any political and indisciplinary activities which harms the social, academic and congenial environment of the Hostel/University.
- 18) Before leaving the hostel every resident shall obtain clearance from Warden/ Hostel Welfare Officer and personally hand over the charge of the room and hostel property, repair charges for any damage to the furniture will have to be paid by the residents. During vacation all boarders will deposit their room keys with the hostel Clerks/Warden/ Hostel Welfare Officer failing which the result of the defaulters will be withheld.

28.2 ALLOTMENT :

- (i) Rooms will be allotted by the Warden/Hostel Welfare Officer according to the principles laid down by the Chief Warden;
- (ii) Junior students shall be put up in dormitories;
- (iii) Dormitory will not be allowed to a single person even on full payment. If one of resident of the dormitory leaves, either another resident would be allotted that dormitory or resident would be moved to a cubicle, if available;
- iv) Once a student has joined a particular hostel, he/she will not be allowed to shift to another hostel;
- (v) No student shall be allowed to accommodate any other student in his room. If it is found at any stage that a student other than the boarder is staying in his room, the hostel admission shall be cancelled;
- (vi) A student cannot shift from his/ her allotted room within the hostel without the permission of the Warden/ Hostel Welfare Officer;
- (vii) The residents shall be in their rooms in the night and will not move to other rooms for sleeping without the permission of the Warden/ Hostel Welfare Officer;
- (viii) The residents shall keep the Hostel Identity Card obtained from the Warden/ Hostel Welfare Officer with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photograph alongwith the admission form; and
- (xi) Unauthorized occupation in the Hostel shall not be allowed.

28.3 VISITORS AND GUESTS :

- (i) Male visitors shall see the residents of the Girls Hostel only in the visitors room during the specific hours;
- (ii) Female visitor shall not visit male residents in their rooms.

- (iii) Guests are not permitted to stay overnight in any hostel. However, in exceptional cases, they may be put up in the room/Guest rooms, if any, on payment of prescribed charges, but in no case beyond two nights.

28.4 ATTENDANCE AND LEAVE :

- (i) The gates of the boys hostels will be closed at 11.00 PM and opened at 5:00 AM;
- (ii) A resident shall under all circumstances, inform the Warden about his/her absence from the hostel. He/she shall sign the register maintained for the purpose at the hostel gate; and
- (iii) The names of the residents absenting themselves without permission for a fortnight or more may be struck off the rolls and possession of their rooms taken by the Warden/Hostel Welfare Officer.

28.5 CONDUCT AND DISCIPLINES :

- (i) Students shall maintain discipline and peaceful atmosphere in hostel;
- (ii) A student may be fined or expelled from the hostel by the Chief Warden/ Warden/ Hostel Welfare officer for the following reasons :-
 - a) Misbehaviour of any kind, which will include disrespectful conduct towards the Warden/ Hostel Welfare Officer or other teacher, employees of the hostel and other residents;
 - b) Teasing or otherwise harassing other students and/ or the use of violence;
 - c) Stealing or pilfering Hostel/ University property or the property of other students;
 - d) Unruly conduct or rowdism;
 - e) Writing on walls, sticking of posters, distribution of unauthorized handbills or notices;
 - f) Making noise and/ or creating other disturbance including the use of transistor, radio etc. in a manner likely to disturb other boarders;
 - g) Convening, organizing, attending unauthorized meeting within the hostel premises; and
 - h) Breach of any of the hostel rules.
- (iii) No student shall keep gold or costly jewellery in his/her room;
- (iv) While visiting common room/dining hall, the student should be in proper dress;
- (v) For any willful disobedience or defiance or willful tampering with hostel property or insolvent behaviour, the student may asked by the Warden/ Hostel Welfare Officer to leave the hostel immediately in anticipation of the approval of the Chief Warden;
- (vi) Students shall use or handle with care all property belonging to the hostel. When a student found guilty of want on damage of hostel property, the warden/ Hostel welfare officer may recover the cost of repaid or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances;
- (vii) In case of any unauthorized guest/ person is found in the rooms of the boarders, his/her room as well as the admission from the concerned department will liable to be cancelled forthwith;
- (viii) All rooms in the hostel shall be opened for inspection by Chief Warden/ Hostel Welfare officer/ Warden at any time during day and night;
- (xi) Students shall not abuse, maltreat or assault hostel employees;

- (x) The dealing of the students with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any circumstances, take the law in their own hands; and
- (xi) In order to solve the problems of students from time to time and to effectively implement the hostel rules as provided in the Hand Book of Information, there will be a Disciplinary Committee consisting of the Dean of Studies, Dean Students Welfare, Chief Warden and Security Officer with Dean Students Welfare as its convener.

28.6 SPECIAL RULES (FOR GIRLS HOSTEL ONLY) :

- (i) Regular roll call will be taken by the prefects of the Girls Hostel. The roll call time would usually be as under, which can be changed by the Warden from time to time, through notification;
- (ii) No girl student would stay out of the Hostel after the prescribed time;
- (iii) On **Wednesday and Saturday**, the girls can go to city for shopping in case the University bus facility is available for going to and coming from the city;
- (iv) The girls who are going to local guardians or to their homes must write on the register kept for the purpose, the following details:-
 - a) The address where they are going;
 - b) Time and date of their departure and arrival; and
 - c) The relation or the guardians of the girls can meet their wards on every Monday and Friday between 2.00 pm to 5.00 pm. No one can meet the boarders in the hostel on other days except in case of emergency, with the prior permission of the Warden, in case they are coming from outside Shimla.
- (v) No female guest can stay in any room without prior permission of the Warden;
- (vi) No Male visitor is allowed in the rooms of the Girls Hostels; and
- (vii) The girl residents are not allowed to stay overnight out of the hostel. In case there is such need, the Wardens prior permission in writing, must be obtained the address where one wants to stay and purpose of stay must be given.
- (viii) Mutual shifting of girls boarders from one hostel to another hostel is allowed only for one time with in the same category with the permission of Chief Warden.

28.7 The Hostel Welfare Officer/ Warden/ Chief Warden shall have the authority to punish a boarder for any act of indiscipline or violation of Hostel Rules, as under:-

WARDEN

CHIEF WARDEN

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| <ul style="list-style-type: none"> (i) Fine as would be determined from time to time. (ii) Recommend expulsion from the hostel | <ul style="list-style-type: none"> (i) Fine as would be determined from time to time. (ii) Appeal on the issue of Rules/ Law and not on the issue of facts |
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28.8 HOSTEL MESS :

- (i) The hostel shall have facilities for lunch dinner services. A resident shall have meals in his/her hostel only;
- (ii) Residents will not go in the cooking areas;
- (iii) All complaints requiring immediate action of the Warden/Hostel Welfare Officer should be made in writing through a member of the mess canteen committee;
- (iv) The facilities of co-operatives mess will be replaced by contract messes. A contract mess will be started with minimum strength of 50 members. Every member will have to give an undertaking that he/she will shoulder the responsibility and observe the rules of contract mess. Resident changing from one mess to another will have to clear the account for the first mess before being allowed to have meals in the second mess by the Warden/ Hostel Welfare Officer in writing. The change will be allowed only from the first of the month;
- (v) Ordinarily the residents will take food in the hostel;
- (vi) The charges will be calculated on the basis of actual number of diets taken by the residents;
- (vii) Each resident will contribute towards subsidy fund for the needy and deserving students of the hostel @ one diet per month alongwith the mess bill;
- (viii) Guest will also be served meals on the usual rates. However, the maximum diets that could be served to the residents guest will not be more than twenty in a month. If the number of diet exceeds twenty, additional amount will be charged for the excess diets;
- (xi) If mess and canteen charges are not paid by 10th of the month, meals will not be served, nor the defaulter will be allowed to take meals as a guest of other resident. For late payment, fine per day for every mess bill separately will be imposed. After 25th a notice to pay the dues, will be served on the defaulter by the Hostel Welfare Officer/Warden. After 30th the room will be got vacated with the order of the Chief Warden;
- (x) Cooking in the room is strictly prohibited;
- (xi) Meals will not be served before/ after the fixed hours in the rooms, except in cases of illness, and that too only with the permission of the Warden/ Hostel Welfare Officer. The residents as well as the mess servants be fined heavily for violating this rule;
- (xii) Mess servants will be entirely under the control of Warden/ Hostel Welfare Officer who can recommend their dismissal or impose any penalty on them. Residents cannot punish the servants. They can, however, report against them to the Warden/ Hostel Welfare Officer of the hostel; and
- (xiii) The messes and canteens will remain closed during the vacation. The dates for closure will be notified by the Chief Warden.

28.9 ELECTRICITY :

- (i) Residents must switch off the lights while going out of the rooms or to sleep;
- (ii) Residents are allowed to use in their room electrical appliances such as electric heaters only during winter i.e. from 14th November to 14th March. In case a resident is found to be in

possession of any other appliances, the same will be confiscated and the boarder will be fined. In case a resident repeats this act, the amount of fine payable will also increase accordingly; and

- (iii) Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents.

28.10 SECURITIES AND DUES :

- (a) Security and dues/other charges will be realized from the boarders of the hostel in accordance with the decision of the Executive Council or as notified by the Chief Warden from time to time.
- (b) All securities are charged once at the time of admission and the dues/fee shall be charged annually. The amount so collected from the misc. charges will be utilized by the Chief Warden in consultation with the Wardens/ Hostels Welfare Officers Committee for the purpose of minor L.P.G. repair and incidental charges etc.
- (c) Concession in hostel rent may be granted on the basis of merit or sports cum poverty to the extent of 10% freeships and 15% half freeships.
- (d) The hostel fees will be charged from all the residents annually at the time of admission/ continuation.
- (e) In case of continuation of boarder a late fee per day after the date decided/ notified by the Hostel Welfare Officers/ Wardens Committees shall be charged.
- (f) Residents getting admission into the hostel at any time during the month will be charged full fee for the month.
- (g) All residents are required to clear hostel, mess, canteen and other dues and obtain no dues certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostels, failing which their names will be forwarded to the Controller of Examinations/Chairman of the Department for withholding the declaration of result/award of degree and other disciplinary action, including forfeiture of their securities and cancellation of the degree.
- (h) The Controller of Examinations, may on the report in writing of the Head of the Institution concerned, withhold the result of a candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him including hostel and mess charges, or has failed to return Library books or other articles, or in case of loss has not paid the cost thereof as assessed by the head of the institution (Ord. 6.65(a)).
- (i) (a) Roll number slips will not be issued by the Chairman of the teaching departments without clearance from the hostel office.
- (b) As soon as the M.Phil./Ph.D. Research Scholar submits his/her dissertations/ thesis, he/she will have to vacate the hostel room.

- (c) The Controller of Examinations, will not declare the result unless the M.Phil./Ph.D. scholars concerned produce No Dues Certificate from the Hostel/Library (Ord.6.65(b)).
- (d) Securities of mess, telephone as well as hostel will be refunded to a resident only after he/she cleared all the hostel dues and handed over the possession of the room and will be adjusted against the bills only in the special circumstances after the student has left the institution. Application for refund of securities will be submitted three days before the intended date of leaving the hostel (when his/her mess account will be closed and he/she will eat on cash payment). Cheque will be got ready earlier but will be given only after the charge of the room is handed over to Chowkidar (who will sign the register) and the room is locked. All security deposits shall lapse if not withdrawn one year from the date of leaving the hostel.

28.11 APPOINTMENT AND DUTIES OF PERFECT :

Prefects will be appointed by the Hostel Warden/ Hostel Welfare Officer from amongst the senior students of good standing to assist him in the administration of the hostel. Normally for every 50 students, one prefect would be appointed. Prefect will be entitled to rent free accommodation.

1. He/ she shall take the roll call at the time fixed and submit a report of absentee to the Warden/Hostel Welfare Officer on the following day.
2. He/she shall report in writing to the Warden/Hostel Welfare Officer the names of those residents who remained absent for the whole night. Failure to report such cases will be considered gross negligence of duty and may result in his/her dismissal from prefectship.
3. He/she shall assist the Warden/Hostel Welfare Officer in checking of rooms for ensuring that:
 - a) There are no prohibited articles a the room;
 - b) Electric fittings are not tempered with;
 - c) Guests are not kept in the rooms at night; and
 - d) There is no disturbance at night during study hours.
4. He/she shall look to the general cleanliness of the Block.
5. He/she shall keep the record of leave applications.
6. He/she shall forward all complaints regarding the Block to the Warden/ Hostel Welfare Officer.

28.12 COMMITTEES :

For the proper and democratic functioning of the hostels, several committees, such as common room committee, mess committee, finance committee, discipline committee etc. will be formed in each hostel. Faculty members from the teaching departments may also be associated with these committees.

The committee will work closely in full co-operation with the Warden/Hostel Welfare Officer to further the spirit of fraternity in each hostel. These committees will also be concerned with the making of new suggestions to the administration for further improvement in the hostels and to ensure proper discipline and decorum.

28.13 RESPONSIBILITIES OF THE RESIDENTS :

Living in the hostels pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility on the part of the resident to:-

- 1) Make every effort for peaceful co-existence and maintaining the ultimate decorum; and
- 2) To observe all hostel rules meticulously in letter and spirit.
- 3) All violations of rules and directions will be subject to strict disciplinary action which in extreme cases, may lead to expulsion, forfeiture of securities and the right for future admission.

28.14 (Any notification issued from time to time by the Chief Warden will be binding on all the residents.)

General instruction/orders issued by the Chief Warden/authorities from time to time for students admitted in the hostels:

- (1) The Guest permitted to stay in the hostels will be charged Rs 30/- per day and will be deposited in the University accounts regularly. A register will be maintained in each hostel where entry of every guest, if allowed by the warden is required to be made (Read with Ordinance 28.3(iii)).
- (2) The roll call time fixed for girls hostels is as under : (Read with Ordinance 28.6(i))

May to July	8.00 p.m.
August to September	7.30 p.m.
October to February	7.00 p.m.
March to April	7.30 p.m.
- (3) The fine for late deposit of mess bill after the prescribed time a fine of Rs 50/- on the 11th day of display of mess bill and thereafter Rs 10/- per day subject to maximum of Rs 200/- will be charged (read with Ordinance 28.8(ix))
- (4) The following charges will be realised from the boarders of the hostels: (read with Ordinance 28.10 (a) & (b))

1. Annual Charges :

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| (a) Hostel Security | Rs 100/- |
| (b) Mess Security : | |
| (i) Recurring | Rs 3000/- |
| (ii) Non-recurring | Rs 100/- |

2. Monthly Charges :

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| (a) Common Room charges | Rs 30/- p.m. |
| (b) Electricity charges | Rs 120/- p.m. |
| (c) Water | Rs 15/- p.m. |
| (d) Hostel Room Rent | Rs 110/- p.m. |
| (No rent shall be charged from SC/ST Students) | |
| (e) Estt. Charges | Rs 25/- p.m. |
| (f) Misc. Charges | Rs 30/- p.m. |

Note:

The monthly charges of the hostels will increase @ 10% every year. All securities are charged once at the time of admission and the dues/fees shall be charged annually. The amount so collected from the miscellaneous charges will be utilised by the Chief Warden in consultation with the Wardens' Committee for the purpose of minor LPG repair and incidental charges etc.

- (5) A late fee of Rs 10/- per day subject to maximum of Rs 200/- will be charged from the boarder who fails to get his/her continuation fee deposited within the stipulated period subject to a maximum period of 30 days, where-after his/her hostel admission shall stand cancelled. {read with Ordinance 28.10 (e)}
- (6) Admissions to the Ph. D. Scholars will be made twice once in June/July alongwith other P. G. student and other in January each year subject to availability of seats.
- (7) The following actions besides the acts provided in the Ordinances shall be considered act of indiscipline, misconduct and disobedience punishable under the rules:
 - (i) Taking bath in the balconies or outside the bathrooms
 - (ii) Obstructing or creating problems at the time of inspections of rooms, hostel premises, etc., by the University authorities or outside authorities duly authorised by the University authorities for maintaining law and order.
 - (iii) Non-compliance of the instruction issued by the University authorities from time to time.
 - (iv) A boarder who is punished thrice during his/her stay in the hostel may be recommended for expulsion from the hostel by the Warden to the Chief Warden who will issue necessary cancellation of hostel orders as per rules.
- (8) The university may club the Girls boarders residing in different hostels during winter vacation keeping in view the total strength of girl boarders in each hostel.
- (9) No student shall be allotted hostel against whom the University has lodged an FIR.