

UNIVERSITY OF BUNER

HOSTEL RULES REGULATIONS

I. SHORT TITLE AND COMMENCEMENT

- a. These Rules shall be called “Hostel Admission and Residence Rules 2019 and Onwards”.
- b. They shall come into force with immediate effect.

II. DEFINITIONS

In these rules unless there is anything repugnant in the subject or context.

- a) Campus means the Campus of the University of Buner.
- b) Hostel means any Hostel established and administered by the University of Buner.
- c) Authority means Authority of the University of Buner.
- d) Hostel Administration means the Senior Warden, Warden and Assistant Warden appointed by the competent authority of the University of Buner.
- e) Student mean Students enrolled in different programmes of the University of Buner.
- f) Boarder means a regular student of the University of Buner allowed under these rules to reside in the hostel.
- g) Employees of the Hostel means Clerks, Head Bearers, Bearers, Cooks, Assistant Cooks, Water Carriers, Gardeners, Sweepers and other engaged persons.
- h) Director means the Director of the University of Buner.
- i) Hostels Authority means Provost, Deputy Provost, Assistant Provost, Senior Warden, Warden, and Assistant Warden as the case may be.

III. HOSTEL RULES

Residence in the hostels is a privilege and not a matter of right and since accommodation in the hostels is limited, the authorities may refuse accommodation to the applicants.

1. Admission

- a) Only students who are on the regular rolls of the University of Buner may be allowed admission in the hostels.
- b) Students seeking admission to a hostel should apply on the prescribed form (alongwith four passport size Photographs attached and duly signed by the Provost/Deputy Provost and Assistant Provost), which can be obtained from the University of Buner office on Cash payment.

- c) Admission to the hostel will be subject to the approval of the Provost/Deputy Provost.
- d) After admission to a hostel the students shall come under the direct supervision of the Hostel Administration.
- e) The Hostel Administration has the right to refuse admission to a student whose past record in the hostel is not satisfactory/favourable.
- f) A boarder shall be required to furnish an undertaking to the Hostel Authorities containing such conditions as determined by them.
- g) A boarder shall not be allowed to occupy his room in the hostel until he signs such an undertaking.
- h) Students of other educational institutions may be allowed admission in the hostels, subject to the prior approval of the Provost, University of Buner, and availability of seats.

2. **Allotment**

- a) Space in the hostel will be allotted to the student (after getting approval from the competent authority) by the Warden immediately. A student who fails to turn up within seven days the admission will stand cancel.
- b) Students will be accommodated in four seated rooms according to the capacity of the room.
- c) No student will be allowed to change the room once allotted to him/her except with the permission of the Hostel Administration.
- d) Residents will be required to pay all the dues outstanding against them before they are permitted to appear in examination and leave the hostels.

3. **Discipline**

- a) Each hostel shall have a team of Prefects appointed by the Hostel Authorities on the recommendation of the Provost/Deputy Provost/ Assistant Provost/Senior Warden. Each Prefect will be incharge of a wing/floor in the hostel and shall assist the Hostel Administration in maintaining discipline in the hostel. One of the Prefects may be appointed as Senior Prefect who shall have overall check on the hostel affairs under the supervision of the Provost/Deputy Provost/ Assistant Provost/Senior Warden.
- b) Residents shall abide by the Hostel Rules. Violation of rule or orders issued by the Hostel Administration will render a resident liable to fine or expulsion from the hostel or to such other action, as the Administration may deem necessary.
- c) The Warden in consultation with Provost/Deputy Provost/Assistant Provost /Senior Warden will deal with all cases of indiscipline or breach of rules and orders relating to the hostel affairs.
- d) The Warden may in consultation with the Provost/Deputy Provost/ Assistant Provost/Senior Warden frame any rule for the internal discipline and management of the hostel.

- e) The Warden/ Senior Warden/ Assistant Provost may impose a fine amounting to Rs. 500/- and the Provost/Deputy Provost may impose fine upto Rs. 1000/-. The fine exceeding Rs. 1000/- and expulsion from the hostel will require the approval/sanction of the competent authority. The fine imposed may be forfeited by Provost or competent authority as the case may be, if there is cogent reason for such forfeiture.
- f) The amount of fines shall be credited to the University Account to be maintained by the Treasurer University of Buner office as the case may be.
- g) Residents may bring complaints if any, against the employees of the hostel to the notice of the Warden and shall not deal directly with them.
- h) Residents shall not be allowed to keep any Weapons, Firearms, Drugs, Intoxicants, TV, V.C.R./V.C.P., Air-Conditioners, Refrigerators, louder musical instruments e.g. louder speakers, valuables, etc. with them in the hostel except common room.
- i) Entry of ladies to the male hostels is not allowed.
- j) Students shall not be allowed to use electric heaters in their rooms.

4. **Hostel Dues**

- a) The Boarders are required to deposit all fees, etc by the due date.
- b) Withdrawal of Hostel Admission by a student can be made within seven days after depositing the dues, with the Institute. If this withdrawal is made after seventh but within fourteenth days, only 50% of the amount deposited will be refunded, thereafter, the student will not be entitled to any refund of fees, dues, etc.
- c) The students can make a written request to the Provost/Deputy Provost and Assistant Provost, University of Buner for depositing the Hostel dues in two installments. They will pay the Hostel Dues for the entire period, incase they cancel their Hostel Admission after fourteenth day of depositing the first installment.

The Hostel Charges are as under:

- A)** The Hostel admission fee and other charges shall be paid at prescribed rate
- B)** Hostel Security (Refundable/Adjustable/Rs. 1000/- Consumable)

IV. HOSTEL GATES

a) Following timings will have to be observed:

Opening Time 05:00 a.m.
Closing Time 10:00 p.m. (1st September to 14th March)
 11:00 p.m. (15th March to 31st August)

b) Absence from the hostel at night without permission of the Warden is a serious breach of discipline. Serious action will be taken against the violators.

V. STUDY HOURS

Study hours will start with the closing of the hostel gates at 10:00 p.m. During study hours every student shall maintain perfect silence. Disciplinary action will be taken against a student found out of his room during the study hours or found disturbing others in their studies.

VI. GUESTS

No outsiders shall be allowed to stay in the University of Buner Hostels as guests without prior permission of the Hostel Warden.

NOTICES

No resident will be allowed to place any notice, placard or other material in writing anywhere in the hostel without the permission of the Warden. Violation of the same is punishable with fine or expulsion.

VII. SOCIETIES

No society or club can be formed in the hostel without the permission of the Warden. If, however, once permitted to be constituted the same should be in accordance with rules. No magazine, journal or other printed materials shall be placed in the Common Room without the permission of the Warden. Meetings and other functions in the hostel can only be held with the prior permission of the Warden and Senior Warden.

VIII. LEAVE APPLICATIONS AND COMPLAINTS

All leave applications and complaints about matters relating to hostel shall be submitted to the Warden.

IX. UTENSILS, FURNITURE AND ELECTRIC INSTALLATION

- a) Residents are not allowed to take any utensils to their rooms or remove hostel furniture from its proper place. Each Resident Student in the hostel will be provided with a bed, a table and a chair and he will be responsible for the loss or breakage thereof. Residents destroying or damaging any hostel property shall have to make good the loss and shall also be liable to a fine as well.
- b) Each room in the hostel has the necessary electric fitting/appliances and the students residing therein shall be responsible for the safe custody/return of the same.

X. SERVANTS

The hostel servants appointed by the University of Buner are responsible to the Warden of the Hostel. Any complaint against the servants by a resident should be communicated to the Provost/Deputy Provost/Assistant Provost/Warden. Servants are under no obligation to attend work other than that assigned by the Warden for the service and comfort of the students.

XI. CUSTODY OF VALUABLES

The Hostel Administration or any other Authority shall not be responsible for the loss of any cash and other valuables of the residents in the hostel.

XII. SOCIAL AND CULTURAL ACTIVITIES

The Resident Students as permitted by the Hostel Authorities may arrange all social and cultural activities.

XIII. CLOSURE OF THE HOSTELS

All residents shall be liable to vacate the hostel immediately, as soon as an announcement is made to this effect.

SPECIAL RULES FOR FEMALE HOSTEL

1. Female Hostel offers accommodation to female students of the University of Buner. Female students shall go straight to their, hostel after study hours.

2. STUDY HOURS

Winter	8:00 p.m. to 10:00 p.m.
Summer	9:00 p.m. to 11:00 p.m.

3. HOSTEL GATES

The following timetable will be observed for opening and closing of the Hostel Gates.

Opening Time	6:00 a.m.
Closing Time	9:00 p.m. (from 15 th Sept. to 14 th March)
	9:00 p.m. (from 15 th March to 31 st August)

4. GUESTS

- a) Male visitors are not allowed inside the hostel. They can obtain the requisite information at the Hostel Gate.
- b) Residents will not be allowed to invite guests for casual meals or for overnight stay.
- c) No outsiders should be allowed to stay in the Female Hostels without permission. All outsiders/private/ex-college students who come to stay in the hostel during the examination session shall be charged full monthly room rent and light/service charges etc. They should deposit a sum of Rs. 1000 as Security.

5. LEAVE APPLICATIONS AND COMPLAINTS

All leave applications, complaints etc and other hostel matters shall be submitted to the Warden. Students should get their applications signed from the Warden before going out of the hostel.

6. MEDICAL FACILITIES

University of Buner hostels do not provide any medical facilities to the residents.

7. **VISITORS AND PERMISSION FOR GOING-OUT**

Every boarder must on admission to the hostel submit a list of visitors signed by her Parent/Guardian alongwith photocopies of their National Identity Cards.

- a) Only Parents/Guardians will be allowed to visit their hostels and call them on phone in emergency only.
- b) Student's telephones will remain under observation, if deemed necessary by the Warden.
- c) The boarder can go for night stay on weekends only with their parents/guardians/any person permitted by the parents/ guardians. The Name, Address and Copies of their National Identity Cards must be provided to the hostel authorities at the time of admission.
- d) Permission to see visitors must be obtained from Warden or Senior Warden. Residents must inform their visitors about correct visiting days and timings. Male visitors can see the residents only in the visiting room. Visitors from out-station can visit the residents on non-visiting days with the permission of Hostel Authorities only under special circumstances.
- e) The Hostel Residents are permitted to go out for visits of shopping once a week only. They must return to the Hostel by 6:00 p.m. in winter and at 7:00 p.m. in summer.
- f) The residents may attend University of Buner functions after permission is granted by the Hostel Authorities. Permission for going out must be obtained one day in advance. While going out the resident must sign the Register giving the time of departure, place of visit and the time of return. She must sign the Register on her return.
- g) Night attendance of the residents will be taken daily during study hours.
- h) The Provost/Deputy Provost will do weekly checkup of the residents' rooms. Residents can be fined for untidiness of rooms.
- i) Staff quarters are out of bounds for hostel residents.

8. **VISITING DAYS AND TIME**

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| 1) | Winter | Sunday 9:00 a.m. to 12:00 Noon
Friday 4:00 p.m. to 6:00 p.m. |
| 2) | Summer | Sunday 8:00 a.m. to 12:00 Noon
Friday 5:00 p.m. to 7:00 p.m. |

9. **CLOSURE OF THE HOSTELS**

The hostels will remain closed, whenever deemed necessary by the Authorities. All residents shall be liable to vacate the hostels as and when asked for.

HOSTEL OFFICIALS

1. PROVOST/DEPUTY PROVOST

- a. The University hostels will be under the supervision of Provost.
- b. The appointment, dismissal, and transfer (from and to the Provost set-up) of hostel employees shall rest with the Provost subject to the approval of Vice Chancellor.
- c. The Provost shall convene meetings of the Assistant Provost/Deputy Provost/Wardens/Assistant Wardens from time to time to discuss matters of common interest, related to hostels affairs and management.
- d. The Provost shall also convene a meeting of the Wardens if a request for this purpose is made by a Warden for discussing matters of common interest.
- e. The Provost shall be the sanctioning authority for all kinds of account purposes.
- f. The Provost shall keep the Vice Chancellor informed about all matters of importance about the hostels and the University.
- g. The Provost shall have the authority to deal with all matters of discipline related to confirmation, promotion, demotion and punishment of the employees of the hostel with the approval of Vice Chancellor.

2. SENIOR WARDEN

- a. Each Hostel shall be under the administrative control of the Senior Warden who shall be appointed by the Provost/Deputy Provost University of Buner.
- b. The Senior Warden shall convene the meetings of wardens and Assistant warden from time to time to discuss the matters of common interest and to make suitable recommendations for implementation etc.
- c. The Senior Warden shall also convene the meetings of wardens and Assistant wardens if a warden for discussing matters of common interest makes a request for this purpose.
- d. The Senior Warden shall intimate the Provost of the University of Buner information in respect of all matters of importance to the Institute and shall obtain his sanction for actions proposed and shall consult him on all matters of importance of the hostels.

3. WARDEN

- a. The warden shall directly control the hostel and administer the hostel affairs in consultation with the Senior Warden/ Hostel Authorities. All matters requiring approval, attention or advice the Senior Warden or of the University of Buner authorities relating to discipline or change of conditions in the hostel or to a need or deficiency or to appointment, promotion, dismissal and punishment of the employees of the hostel shall

be initiated by the Warden and shall be routed by the Senior Warden. The appointment and dismissal of class IV servants of the hostels rest with the Hostel authorities on the recommendations of the Warden/ Senior Warden.

- b. The Warden shall also consult the Hostel Authorities while imposing fine for more than Rs.300/- on a resident for breach of regulation or discipline.
- c. The Warden is required to live in the hostel so that he/she may be in close contact with the residents and with the hostel affairs. He/She will not stay out of hostel during night without the permission of the Senior Warden/ Hostel Authorities.
- d. As an official present on the spot, he/she will use his/her own discretion and judgement in all cases requiring immediate attention. He/She will be responsible for maintaining discipline in the hostel.
- e. All the employees of the hostel will be under his/her supervision and he/she will be responsible for the efficiency of the service in the hostel.
- f. He/She will be responsible for the safety of the hostel property for which he/she will maintain a stock register, which will be checked yearly by an official to be appointed by the University.
- g. The Resident Warden shall dine at least once a week with the Resident Students in the respective hostels. He/She will also be responsible for sanitation, maintenance of lawns and for the social and cultural activities in the hostel.
- h. The Resident Warden will issue Clearance Certificates to the Resident Students.
- i. The Warden shall be provided with rent-free accommodation in the hostel.

4. ASSISTANT WARDEN

- a. The Assistant Warden will assist the Warden in the discharge of his/her duties and shall do such work as may be assigned to him/her by the Senior Warden/ Warden or the University of Buner Authorities.
- b. The Assistant Warden shall follow the instructions of the Warden in matters relating to the hostel disciplines.
- c. The Assistant Warden shall also be entitled to rent free accommodation in the hostel.
- d. The Assistant Warden shall dine twice a week with the Resident Students of their respective hostels.

PHYSICAL VERIFICATION AND AUDIT

Each hostel shall maintain a Stock Register and shall enter into it all items purchased for the use in the hostel. The Institute shall appoint official or officials each year for physical verification of the hostel property.

SPECIAL RULES FOR STAFF HOSTEL

Residence in the hostels is a privilege and not a matter of right and since accommodation in the hostels is limited the authorities may refuse accommodation to the faculty/administration member, however once accommodation is granted to the faculty/Administration members, the facility shall not be withdrawn except in emergency.

1. General Rules for Faculty/Administration Members Accommodations in Staff

1. Two staff members will be accommodated in each room in the staff hostel and will pay Rs.2000 per month each, if any member reside in a room alone on his own option he shall pay Rs.4000 per month which will be increased time to time.
2. The distribution of rooms in staff hostel are as under:
 1. Room No. 1: Control Room (reserved for security related matters). In case of shifting the “**Control Room**” to some other place, it shall be allotted to faculty members (i.e. BPS -19 & above).
 2. Room No. 2: Administration Officers (for BPS-17 and 18)
 3. Room No. 3: Guest Room (The guest room will be utilized for the university guests free of cost, however, staff guests (i.e. BPS 17 & above) will have to pay the prescribed rate per night along with food and service charges.
 4. Room No. 4: Faculty Member (for BPS-19)
 5. Room No. 5: Faculty Member (for BPS-19 & above)
 6. Room No. 6: Administration (for BPS-19 & above)

2. Special Rules for Faculty/Administration Members residing in the Boys Hostel are:

1. Two faculty/administrations members will be accommodated in each room in the boy's hostel.
2. Charges per room will be Rs.3000 per month (i.e.Rs.1500 per person), if each staff member reside in a room alone on his own option he shall pay Rs.3000 per month which will be increased time to time.