

University of Agricultural Sciences, Raichur



HOSTEL REGULATIONS-2021-22

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I. General

Regulations for the Maintenance of Discipline and rules of good conduct and respect the authority of the constituted bodies of the University Conduct

1. Every student of the University shall conform to the ordinary.
2. Students shall do everything possible to protect and make proper use of the University property. Any student who attempts to deface or destroy the University or other public property shall be liable for punishment.
3. Proper decorum shall be maintained by all the students in the class rooms, hostels, farms, educational and sports tours, transport vehicles and on and off the University/College campus.
4. No student shall disturb the normal work of the University by disorderly conduct, boisterous behaviour and unauthorised assembly.
5. Ragging and hazing in any form in the University premises is strictly prohibited.
6. Possession or consumption of alcoholic drinks or drunkenness or drug addiction or gambling on the campus is strictly prohibited.
7. Celebration of festivals on days other than authorised ones and unruly behaviour on such occasions will be considered as an act of indiscipline.
8. Violation of any of the regulations is an act of indiscipline and it shall be brought to the notice of the Head of the College / Institution by all the concerned.
9. The Head of the College / Institution shall enquire into the act of indiscipline of the student/s and shall take immediate action such as administering a warning, imposing fine, expulsion from hostel and suspension from attending the classes for a period not exceeding one month.
10. Further, in serious cases of indiscipline, immediately after the action taken by Head of the College/Institution, disciplinary proceedings may be initiated through the Disciplinary Committee comprising the concerned **Dean of the College as Chairman**, three senior faculty members of the college and Chief Warden/Warden as members which can recommend to the Director of Education for punishment in the form of expulsion from the college for a semester/year or for good.
11. The recipients of the student concession or other benefits from the University or from other institutions will lose these concessions and benefits, if they are found to be involved in any of the acts of indiscipline, by an order of the University.
12. The decision of the Vice-Chancellor under these regulations shall be final.

II. Admission

1. Students selected for admission to any institution of the UAS, Raichur are eligible to apply for admission to the Hostels. Admission to students will be only to the extent of availability of accommodation in the hostels, preference being given first to regular students. Those students who have already completed their normal duration of the degree to which they were admitted are not eligible for admission to Hostel. The Hostel Supervisory Committee will have the right to refuse admission for those whose conduct is found to be unsatisfactory during their previous period of residence in the hostels.

2. Application forms and copies of the Hostel Regulations may be obtained in person from the office of the concerned Chief Warden/Warden(s) on payment of **Rs.200/-** in cash.
3. Students shall submit their application for admission to the hostels in the prescribed form well in advance and selected students can join the hostels after paying the prescribed fees.
4. The Chief Warden / Warden shall consider the following guidelines while selecting students for admission to hostels at the commencement of the academic year.

Preference shall be given to:

- a. Scheduled Caste and Scheduled Tribes and Cat-I students who are eligible for Government of India scholarships and
- b. Students from mofussil areas.
5. Allotment of rooms shall be at the discretion of the Chief Warden / Warden. Allotment or reallotment of rooms to a student shall be made only after the payment of all the prescribed fees.
6. All the students admitted to the hostel shall necessarily be the boarders in the hostel and they constitute the residents.

III. Hostel fees

1. Every student admitted to the hostel shall pay a mess deposit* of **Rs.15,000/-** (**Rs.12,000/-** for SC/ST and Cat-I students eligible for Government of India Scholarship) at the time of admission in addition to the following fees:

Residents shall pay the following charges every year

Application form (Each year)	: Rs. 200.00
Admission fees	: Rs. 250.00
Reading room and sports fees	: Rs. 250.00
Upkeep and maintenance of utensils	: Rs. 300.00

Residents shall pay the following charges every month

Room rent	: Rs.150.00
Maintenance Charges	: Rs.150.00
Establishment charges	: Rs.100.00

He / She shall also pay the monthly mess, electricity and contractual labour charges as per the actuals notified by the Chief Warden / Warden from time to time.

*(Mess deposit shall be refunded to the students after deducting arrears of the hostels, if any at the time of vacating the hostel.)

2. Residents of the hostel shall pay the above mentioned monthly charges by 20th of succeeding month. The defaulting students shall be levied a fine of **Rs.1.00** each per day for 30 days and subsequently he/she shall be levied a fine of **Rs.2.00** per day till the dues are cleared.

- 3 Students belonging to SC, ST and Cat-I and recipients of Government of India/Government of Karnataka scholarship may be exempted from levy of fine and expulsion from hostels at the discretion of the Hostel Supervisory Committee, subject to the production of relevant certificates from the respective District Social Welfare Officer.
4. The extra mess charges over and above the scholarship amount shall be paid by the SC, ST and Cat-I students every month failing which fine shall be levied as indicated above.
5. Students belonging to SC, ST and Cat-I who are eligible for Government of India scholarship shall be admitted to the hostel with prescribed mess deposit provided they produce the eligibility certificate for scholarship from the concerned District Social Welfare Officer at the time of admission.
6. The Government of India scholarship holders (SC/ ST students) are exempted from paying the room rent.

IV) Hostel Life

1. The Chief Warden / Warden shall assign two or more residents to a room depending upon the availability of accommodation in the hostel.
2. No student shall change the room, articles and furniture etc. allotted to him / her without prior approval of the Chief Warden / Warden.
3. i) The residents shall keep their rooms clean, neat and tidy. The students are responsible jointly and as well as individually for the articles / furnitures / permanent fittings in the rooms. The residents shall not disfigure the walls of rooms, corridors by writing or by indiscriminate driving of nails or by fixing posters, photographs, etc.
 ii) Hostel rooms shall be opened by the occupants for inspection by the Dean of the college, Dean, Student Welfare, Chief Warden / Warden and other officers of the University whenever required. The above UAS officials can arrange to open the rooms under special circumstances with due orders.
4. All residents shall provide themselves with electric bulbs required for their rooms. Occupants of rooms shall not waste electricity and shall invariably put off all the lights, fans etc. while retiring or leaving the rooms. No radio set, TV, heaters and / or other electric gadgets shall be used in the rooms.
5. Residents shall not damage or tamper the permanent fixtures / hostel property. Residents are liable for fine or to make good of the damaged articles if found responsible by an enquiry. Common passages, corridors and toilets shall be provided with suitable fixtures and electrical materials whenever required, by the Hostel authorities.
6. Students are expected to make proper use of hostel amenities like **computer room, TV Hall, reading room, sports facility**, bathrooms, toilets, water closets, wash basins *etc.* They shall not park their vehicles inside the hostel.
7. Residents shall be solely responsible for the safe custody of their belongings and shall take adequate precautions towards this end.
8. Residents shall not be permitted to keep or use fire arms, bombs, missiles, narcotics, alcohols or other intoxicants either in the rooms or in the hostel premises. Drinking alcohol and **consumption of** intoxicating drugs, **gutakha, smoking *etc.* shall be** strictly prohibited

9. Any form of gambling or participation in games of chance or playing of music inside rooms or causing annoyance to others in the hostel is strictly prohibited. No student shall himself / herself act or initiate others to act in a manner calculated to cause annoyance to others in the hostel.
10. Persons other than Hostel inmates shall not enter the hostel without the approval of the Chief Warden / Warden.
11. Guests of residents are not permitted to stay in the student's room overnight.
- 12. No student shall remain outside the hostel after 9 PM on working days and 10 PM on holidays without the prior permission of the Chief Warden/Warden. The girl student in any of the Ladies Hostel of the University shall not remain outside the hostels after 8.30 PM on any day without prior permission of the concerned chief warden / warden. Girl students may visit their already declared guardians during day time on holidays after making necessary entries in the movement register. If he / she does not obey these rules and continues the same for more than three times, he / she will be liable for punishment to the extent of expulsion from the hostel / college.**
13. Residents are required to treat all hostel employees with courtesy and with due respects. Student (s) behaving indifferently with hostel employees are dealt with disciplinary measures on receipt of complaints by the Chief Warden / Warden.
14. No unauthorised meeting shall be held in the hostel premises. For any meeting, if required, prior permission of the Chief Warden / Warden is essential.
15. The reading room and visitor's room in the hostel shall be kept open on all the days upto 10.00 p.m. except during vacation.
16. All residents shall vacate the hostel during semester break to enable the University to undertake maintenance / repair / any other UAS works. The concerned Dean or Head of the Institute may permit the post-graduate student/s to stay in hostel rooms during the semester break on the recommendations of the Chairman, Advisory Committee and the Professors. The under-graduate student/s may also be permitted by the concerned Dean or Head of the Institute to study in hostel rooms during the semester break in case such student/s required to attend course work or any University work on the recommendation of the course teacher / Head of the Department.
17. Residents are expected to wear proper dress whenever they visit the common room, dining hall and other public places in the UAS premises.
18. The Chief Warden / Warden can award punishments such as warning, censure, fine or reprimand. In respect of serious cases of indiscipline, misbehaviour and misconduct, the matter shall be dealt by the Disciplinary Committee. Appeals, if any against such punishments shall be made within 48 hours to the Director of Education.

V. Hostel Supervisory Committee

- 1. There shall be a Hostel Supervisory Committee (HSC) constituted in each of the teaching campuses to supervise the working of the hostels.**

a. i) The Hostel Supervisory Committee at Raichur campus for UG Boys Hostel shall consist the following members:

Chairman : Dean (Agri) AC, Raichur

Member Convener: Chief Warden

Members : Dean (Student Welfare), Dean (Ag.Engg.), Dean (PGS), ADR & ADE or his nominee, Warden/s, one Senior Professor nominated by the Dean (Agri.), AC, Raichur, AEE (maintenance), Deputy/ Assistant Comptroller, ACD and General Secretary of HMC of UG Hostel.

ii) The Hostel Supervisory Committee at Raichur campus for PG and International hostels shall consist the following members:

Chairman : Dean (PGS), UAS, Raichur

Member Convener: Chief Warden of PG Hostel

Members : Dean (Student Welfare), Dean (Agri.),AC, Raichur, Dean (Ag.Engg.), Raichur ADR & ADE or his nominee, Warden/s of PG and International Hostel, one Senior Professor nominated by the Dean (PGS.), UAS, Raichur, AEE (maintenance), Deputy /Assistant Comptroller, AC, Raichur and General Secretary of HMC of PG Hostel and International Hostels.

iii) The Hostel Supervisory Committee at Raichur campus for Ladies hostel shall consist the following members:

Chairman : Dean (Ag.Engg.), Raichur

Member Convener: Chief Warden

Members : Dean (Student Welfare), Dean (PGS.), UAS, Raichur, Dean (Agri), AC, Raichur ADR & ADE or his nominee, all Wardens, one Senior Professor nominated by the Dean (Ag.Engg.) Raichur, AEE (maintenance), Deputy/ Assistant Comptroller and General Secretary of HMC of Ladies Hostel.

b) The Hostel Supervisory Committee at Kulburgi, Bheemrayagudi and Gangavathi campuses respectively shall consist the following members:

Chairman : Dean of respective colleges

Member Convener: Chief Warden / Warden

Members :Dean (Student Welfare)/ DDSW, ADR & ADE or his nominee, Wardens of Boys and Ladies Hostels, one Senior Professor from concerned College nominated by the Dean, AEE (Maintenance), Deputy/ Assistant Comptroller of the college and General Secretary of HMC from each Hostel.

2. Responsibilities:

- The HSC should supervise the working of the Hostel/ Hostels
- Shall meet once in 3 months to discuss about the needs of the hostels and submit to the University for consideration

- Shall take care the upkeep of the Hostels
- Shall maintain the discipline among the residents
- Shall report the serious cases of indiscipline with recommendations to the University for further action.
- Shall monitor the overall activity of HMC
- Shall arrange for annual auditing of Hostel Accounts.

VI. Hostel Mess

1. The number of messes of each Hostel shall be as per the number of students and facilities available. A boarder shall be a member of only one mess and can change to another only on the first day of a month with prior approval of the Chief Warden / Warden.
2. The mess will be managed by the Hostel Management Committee / Mess Committee / Contractor fixed by the UAS as the case may be.

The Hostel Management Committee shall ordinarily consist of the following:

Chairman : Chief Warden / Warden

Convener : General Secretary

Members : Joint Secretary, Mess Secretary, Hostel Sports Secretary and other members as prescribed below:

In respect of each class, applications will be called from residents having a **CGPA of 6.0** and above at the end of II Semester of the previous Academic year. Among the applicants, the students with highest CGPA will be selected. In case of first year students, admission marks of **45 per cent** and above will be considered for eligibility. In the absence of eligible applicants, representation shall be given to the class by the concerned Dean of the college.

- (i) The student should not be a defaulter in payment of mess charges at the end of previous month.
- (ii) The contesting student should not have been debarred from the college/hostel anytime during his/her stay.
- (iii) The contestant should have no police cases against him/her for misbehaviour / criminal conduct.

There shall be generally one class representative for a strength of **60-80** students. The office bearers viz., General Secretary, Joint Secretary, Mess Secretary and Hostel Sports Secretary shall be selected among the elected class representatives.

3. The Chairman may invite any staff members to attend a meeting of the Managing Committee but such invitees will have no right to vote.
4. The mess shall be managed by the prefects nominated / selected every month by the Hostel Management Committee or the contractor (if it is a contract mess). In special circumstances, the Chief Warden may appoint the prefects / alternates. In case such an arrangement is not possible, the mess will be closed.
5. The prefects shall maintain the mess stores and make all necessary purchases, through co-operative societies or shops approved by the Hostel Management Committee. The

prefects are responsible for the stores and the money drawn from the Chief Warden / Warden. The overall supervision and smooth running of the mess rests with Mess Secretary and the prefects.

6. On the last day of every month, the prefects or the alternates shall hand over the charge of the mess stores to the newly nominated prefects / alternates / the Mess Secretary and shall render accounts to the office of the Warden on the first day of the following month.
7. The mess charges shall be worked out by the office of the Warden and notify the same before 10th of the succeeding month.

In the case of contract mess, boarder shall pay the mess bill to the contractor as specified. Collection of mess dues is the sole responsibility of the contractor in case of a mess run by a contractor.

8. Meals and refreshments shall be served in the dining halls of the hostels during the scheduled hours as per Hostel regulations which will be notified on the mess notice board from time to time. No meals or refreshments shall be served to boarders outside the dining hall and in their rooms without the permission of the Chief Warden/Warden. No food will be served in any mess after **10 PM**.
9. Boarders shall not enter the kitchen
10. The utensils of the hostel shall not be used outside the mess premises without the permission of the Chief Warden / Warden.
11. Boarders shall be penalized if the mess utensils **and other material** are found in their rooms in **unauthorized manner without the permission of the Chief Warden/Warden**.
12. Written complaints pertaining to the mess **shall be** addressed to the Chief Warden / Warden **under intimation to the Dean of the respective colleges**.
13. When a boarder remains absent from the hostel for five or more consecutive days in a month, an amount **Rs.20** per day shall be deducted from the mess charges. If the absence of a boarder is for ten days or more consecutively in a month, he/she shall be charged only for the days he/she was present at the rate notified. Similar reduction is extended in case of closure / start of semesters. In case of contract mess, claiming reduction shall be as per the rules of contract mess. In case students are found boarding in the mess after having communicated to the Chief Warden / Warden about his/her absence, he/she shall not be eligible for the concession. Such of the students shall be subjected to disciplinary action for willful misrepresentation.
14. A boarder shall intimate in writing regarding the period of his/her absence from the mess with specific dates to the Chief Warden/Warden and Prefects, failing which he/she shall not be entitled to any reduction **in the mess bill**.
15. Guests shall not be allowed in a mess **wherein dividing system operates**. However, in exceptional situations, **where canteen facility is not available**, the Hostel Management Committee may take a suitable decision **to entertain the guests on payment basis**.
16. A defaulter **in one mess shall not be allowed to become a member of other messes**.
17. A student of the University who is not a resident of the hostel or a teacher or an employee of the University may take lunch / dinner in the hostel as part time boarder with the permission of the Chief Warden/Warden by paying a mess deposit of **Rs.1000/-** only **and by paying as per operating system** such part time boarders shall not, however, be entitled to entertain guests.

VII. General Management of the Hostel

1. The General Body of Hostel shall normally meet at the beginning of the academic year. The Chief Warden / Warden 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 boarders. No quorum is necessary for the adjourned meeting.
2. The General Body shall discuss problems of common interest and general aspects of the Hostel Management.
3. The recommendation/s of the General Body be forwarded to the Dean of the concerned College.

VIII. Hostel Management Committee

1. The Hostel Management Committee shall meet once in a month.
2. The General Secretary shall convene the meetings of the Management Committee giving advance notice of at least one day.
3. The Chief Warden / Warden shall preside over the Management Committee Meetings.
4. The Management Committee shall be responsible for the general management of the hostel including collection of dues from the boarders.
5. Fixing contractors for supply of fuel, provisions, vegetables, meat, milk and other supplies. Such supplies shall be obtained through the co-operative society wherever such facility is available on the campus.
6. Make decisions for celebrating festivals and such other special functions.
7. Ensure implementation of the general body meeting decision with regard to the schedule of menu and such other matters of the day.
8. Fix the charges and number of guests for the Hostel Days.
9. Decide the extra curricular activities of the hostel such as inter-hostel competitions, etc.
10. Appoint prefect, student auditors and volunteers needed for special functions of the hostels.
11. Assist the Chief Warden / Warden in carrying out their duties.
12. Report cases of indiscipline, misbehaviour, mismanagement in the hostel to the Chief Warden / Warden.

IX. Appointment of Chief Warden / Warden

1. The Chief Warden / Warden will be appointed from among the panel received from the Dean of a college with a recommendation of the Dean, Student Welfare.
2. The term of Chief Warden / Warden will be for a period of two years. The term may be extended for one more year with a recommendation of the Dean of a college and endorsed by the Dean, Student Welfare. In case, performance of the Warden / Chief Warden is not satisfactory, their services shall be terminated based on the recommendations of the concerned Dean.

X. Duties of the Chief Warden

1. The Chief Warden along with Wardens shall be responsible for the maintenance of discipline among the boarders and staff of the hostel.

2. He shall engage cooks, servers, cleaners and other staff required for the hostel, availing suggestions from the Warden and the Management Committee, wherever necessary.
3. Deal with cases of indiscipline and take appropriate action against defaulting students and members of the hostel staff.
4. Be solely responsible for the management of the hostel funds.
5. Sanction of leave to members of the hostel staff and recommend the leave to the appropriate authority.
6. Be incharge of the duties of the Warden (wherever such warden's post exists) in his/her absence.
7. Preside over the meetings of the General Body as well as the Hostel Management Committee and conduct the proceedings in accordance with the Hostel Regulations.
8. Be responsible for the maintenance of accounts of the Hostel.
9. Be responsible to clear all outstanding objections pointed out in the audit report and submit the same to the Hostel Supervisory Committee. He / She shall, however seek guidance from the Hostel Supervisory Committee on all matters that are not provided for in these regulations.
10. Any other duties related to the hostel entrusted by the Dean.

XI. Duties of the Warden

1. The Warden/s jointly with the Chief Warden, shall be responsible in all matters related to management of the messes and hostels.
2. Be responsible for supervision and general up keep of the hostel including sanitation.
3. Arrange medical aid for the boarders requiring such assistance.
4. Be responsible for all other actions necessary for the promotion of harmony and smooth life of the boarders.
5. Be incharge of the duties of the Chief Warden in his/her absence.
6. Any other work assigned by the Chief Warden / University shall be implemented.

XII. Duties of Hostel Care Taker

1. Be responsible for the running of mess.
2. Be incharge of hostel store including stock registers of all non-consumable articles.
3. Arrange to maintain sanitation in the hostel and mess.
4. Arrange to attend day to day complaints in the hostel.
5. Attend to any work, in addition to the above, assigned by the Chief Warden/Warden.

XIII. Financial Powers of the Chief Warden / Warden

1. All collections from the boarders towards hostel charges shall be deposited into a **bank account in favour of** the Chief Warden / Warden in the State Bank of India or any other scheduled bank in /out side the campus.

2. Room rent at the rate of **Rs.150/-** and establishment charges Rs. 100/- per boarder per month shall be remitted by the Chief Warden/Warden to the University at the end of every month.
3. The chief Warden/Warden of different hostels shall have imprest amount of Rs..40,000/- for making advance payments to the Prefects for meeting the day to day expenses of the hostel. The warden shall not make any further advance payment unless the Prefects render accounts for the amount previously drawn.
4. Wages of the hostel workers engaged other than those provided by the University shall be paid by the Chief Warden / Warden.
5. All bills received in respect of hostel shall be paid by cheques.

XIV. Audit of Accounts

1. The accounts of the hostel (other than mess expenses) shall be got audited every year by the University auditors / staff appointed by the Comptroller of UAS, Raichur, or by a Chartered Accountant appointed by Chairman, Hostel Supervisory Committee. The remuneration for the auditors shall be paid out of the hostel fund.

XV. Hostel fund

1. A common fund called “**The Hostel Fund**” shall be built up from the following collections
 - (i) Utensil charges : **Rs.300.00 per student per year**
 - (ii) Application form : **Rs.200.00 per student per year**
 - (iii) Admission fees : **Rs.250.00 per student per year**
 - (iv) Maintenance charges : **Rs.150.00 per student per month**
 - (v) All fines, readmission fees collected from the residents and all other resources
 - (vi) Sale of old news papers and magazines.

XVI. Hostel fund utilization

1. The hostel fund shall be utilized for

- a. Repairs of vessels including tinning
- b. Cost of all stationery articles required for the hostel which includes application forms, receipt books, account books, ledgers, pencils, papers, etc..
- c. Transport charges to carry out official transactions of the hostel.
- d. Refreshment charges of meeting held in connection with Hostel Management and Hostel Supervisory Committee.
- e. For purchase of phenyl, vim, broomsticks, brushes, door mats, towels, soap, candles, petromax lights, pesticides etc. for upkeep of the hostel.
- f. Tools, flower seeds, manure etc. for development of gardens in the Hostel premises.

- g. Purchase of equipments and furniture and any repair to permanent equipment, furniture required for maintenance and management of the hostel.
 - h. Damages to the bulbs and fixtures outside the rooms by way of replacement.
 - i. Any other unforeseen expenditure.
2. The Chief Warden/Warden may spend from the hostel fund to the extent of **Rs.10,000/-** in a month following the Stores purchase committee rules. Any expenditure above **Rs.10,000/-** shall have the approval of the respective Hostel Supervisory Committees. The office of the Chief Warden/Warden shall maintain all necessary records/registers, both for consumable and non-consumable articles purchased out of hostel fund, in addition to the non-consumable articles provided by the university.

XVII. Sports and Reading Room Fund

1. Sports and reading room fund shall be operated out of fees collected @ **Rs.250/-** per student every year. This fund shall be utilized for the :
 2. i) Furnishing and maintaining a common room in each hostel.
 - ii) Payment of subscription to newspapers and magazines for the common rooms.
 - iii) Payment of the caretaker who may be appointed for the common rooms and
 - iv) Purchase of sports material required for the hostels.
3. All surplus funds of the hostels may be deposited in short term deposits (not exceeding one year) in scheduled banks or co-operative banks in consultation with the Chairman of the Hostel Supervisory Committee.
4. Unserviceable materials, news papers and magazines purchased out of hostel funds, shall be auctioned by following the auction procedures and the amount thus realised shall be remitted to the Hostel Fund.

Since hostel messes are run either on co-operative basis or through contractor they are not covered under any service rules. Employees working in these messes shall be governed by the Rules and regulations separately prepared for smooth running of the hostels and shall not be entitled to get any of the service benefits.

XVIII. International Hostel

1. Students from other countries admitted to various degree programmes in UAS, Raichur campus are provided with two types of accommodations provided in the International hostel.
 - i) Full fledged International hostel for male and female bachelor students.
 - ii) UAS, staff quarters for married students subject to availability of the quarters.
2. The family of any student will not be allowed to stay in the International hostel meant for bachelors.
3. There shall be a warden and contractual staff members who will assist the Chief Warden
4. An abstract account will be operated by the Chief warden opened in the campus bank.

5. Rent and electricity charges will be borne by the hostel mates.
6. The room rent in IH will be Rs.450/- per head per month and electricity charges will be Rs.150/- head per month. These charges are liable to be revised by the UAS, Raichur from time to time.
7. The UAS, Raichur reserves the right to fix rent payable by married International students residing in UAS staff quarter allotted to them. However, the inmates will pay the electricity and water charges themselves as mentioned above.
8. There will be no boarding facilities provided to the inmates of the International hostel. They will have to make their own cooking arrangements.
9. For the foreign students studying in other campuses of UAS, Raichur, Dean of that college will make suitable arrangements.
10. They should abide by the rules and regulations for the maintenance of discipline and conduct as mentioned in the Hostel regulations for Indian students.