

**HOSTEL MANUAL**  
(Approved by the Executive Council of the  
University)

**OFFICE OF THE DEAN OF STUDENTS  
JAWAHARLAL NEHRU UNIVERSITY  
NEW DELHI-1 10067**

# CHAPTER 1

## INTER-HALL ADMINISTRATION

### Inter-Hall Administration: Definition, Objectives, Organisation of Hostel Authorities/ Functionaries & their Powers, Responsibilities/ Duties

**1.1 DEFINITION OF HALL:** As per Section 2(b) of the University Act, "Hall" means a unit of residence, by whatever name called, for students of the University provided, maintained or recognised by it.

#### 1.2 OBJECTIVES OF THE HOSTEL LIFE ARE

- (a) to ensure that the students are able to devote adequate time to their studies and research;
- (b) to ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill; and
- (c) to develop a climate congenial for co-curricular and extra-curricular activities of students.

#### 1.3 ORGANISATION OF THE HOSTEL ADMINISTRATION

(i) As a national University, the JNU maintains a substantial complex of hostels for students, both for men and women. These are grouped, for administrative convenience, into five *Khands* - each *Khand* comprising up to three/four hostels, as given below:

Khand	Hostels	Khand	Hostels	Khand	Hostels
Uttarakhand	Sutlej Jhelum Ganga Yamuna	Dakshinapuram	Periyar Kaveri Godavari	Poorvanchal	Brahmaputra Mahanadi (MRSH) Damodar
Paschimabad(I)	Sabarmati Narmada Tapti Mahi- Mandavi	Paschimabad(II)	Lohit Chandrabhaga Koyna Shipra		

(ii) The **Dean of Students** is the Head of the Department and looks after the general welfare of Students, and advises the Provosts and the Sr. Wardens on matters concerning their functions. The Dean is assisted by an Associate Dean of Students and Provosts of *Khands*. The Dean of

Students is also assisted and advised on matters concerning general administration by an Asstt. Registrar/ Dy. Registrar (IHA).

(iii) The **Provosts** look after the affairs of their respective *Khands* and advise Wardens on matters concerning their functions.

(vi) The **Sr. Warden** in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the hostel. The Sr. Warden is assisted by the other wardens i.e. Warden (Maintenance & Sanitation); Warden (Mess); Warden (Health and Recreation); etc. The Sr. Warden is also assisted by full-time office staff i.e. Office Incharge, Cashier, Caretaker, etc. The Wardens are responsible for their respective portfolios.

(v) At the hostel level, there is a **Hostel Committee** consisting of a President and six members elected directly by the General Body of the hostel concerned. The Committee will actively participate in (or collaborate with) the Wardens in the routine functioning .and organising of all activities of the Hostel to ensure smooth running of the Hostel activities.

(vi) Each hostel mess has a **Mess Committee** consisting of Warden (Mess) as *ex-officio* Chairman and six students elected by the residents of the Hostel to supervise functioning of the mess.

(vii) There is a **Provost Committee** with the Dean of Students as Chairperson and all Provosts and AR/DR (IHA) as members.

(viii) The **Inter-Hall Administration Committee** is the apex deliberating body of IHA. The Dean of Students is its Chairperson.

(ix) The hierarchical chart explains the organisational scheme as shown on the next page.

## **1.4 AUTHORITIES OF IHA:**

### **1.4.1 Dean of Students**

(i) The Dean of Students in the University looks after the general welfare of the students and their residential life in hostels. He provides general instructions and guidance to the Provosts and the Sr. Wardens on matters concerning their functions. As far as hostel administration is concerned, the Dean's office is engaged in a range of other facilities for hostlers and for other students also.

(ii) Appointment: In terms of Statute 10 of the University, the Dean of Students is appointed from the teachers of the University not below the rank of Associate Professor/Reader by the Executive Council on the recommendation of the Vice-Chancellor. The Dean so appointed shall be a whole-time officer and shall hold office for a term of three years and shall be eligible for re-appointment.

#### **Organisational Chart of Inter-Hall Administration (IHA) / (Dean of Students Office)**

(iii) When the office of the Dean of Students is vacant or when the Dean of Students is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

#### **(Associate Dean of Students will look after the day-to-day affairs of the office of the Dean of Students in the absence of Dean of Students)**

(iv) Powers and Functions of the Dean of Students:

(a) The Dean of Students in the University shall look after the general welfare of the Students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room, which contribute to their growth and development as matured and responsible human beings.

(b) The Dean of Students shall be the Head of the Department so far as Hostels, Sports, Health Centre, University Cultural Committee, **National Social Service** and Day Scholars are concerned.

(c) The Dean of Students, *inter alia*, will arrange for the guidance of and advice to the students of the University in matters relating to:

- i. organization and development of student bodies;
- ii. counselling and students' guidance facilities;
- iii. liaison with Students' Affairs Committee;
- iv. extra-curricular and sports activities of students;
- v. promotion of students participation in co-curricular and **National Social Service** activities;
- vi. students' financial aid;
- vii. students-faculty and students-administration relationship;
- viii. career advice services;
- ix. health and medical services for the students;
- x. residential life of the students;
- xi. arranging facilities for educational tours and excursion for students; and
- xii. securing facilities for students for further studies in the country and/or abroad.

(d) The Dean of Students will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

#### **1.4.2 Associate Dean of Students**

He/ She is appointed by the Executive Council on the recommendation of the Vice Chancellor from the teachers of the University for 2 years to assist the Dean of Students in matters of hostel administration. He is eligible for re-appointment. **Specific financial powers are given to the Associate Dean of Students at par with Centre Chairpersons at Rs. 40,000/-**

#### **1.4.3 Asstt./ Deputy Registrar (IHA)**

To aid and advise the Dean in running the hostel administration, etc. there is a full-fledged office headed by an Asstt. Registrar/ Dy. Registrar (IHA).

#### 1.4.4 Provosts

- (a) The Provosts shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor. The Provost ordinarily holds office for two years. There is one Provost for each *Khand*. He/ She is entitled for honorarium as per rates decided by the University from time to time.
- (b) The Provost looks after the affairs of a particular *Khand* and advises its Wardens on matters concerning their functions.
- © All kinds of leave applications of the wardens will be forwarded by the concerned Provosts with their specific recommendations.

#### **Powers and Functions of Provosts:**

- (i) He will supervise the hostels in his or her *Khand* in matters relating to the hostels' overall functioning, the resident-students' welfare and discipline.
- (ii) He will periodically visit the hostels and be in contact with the Wardens, staff and students.
- (iii) He will encourage sports and cultural and other activities at the *Khand* level so as to promote inter-hostel cooperation.
- (iv) He can permit stay of any guest for more than 14 days according to hostel norms.
- (v) The Provost can impose fines (up to the limit set in List of Rates) or waive fines and take other disciplinary actions, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- (vi) The Provost in consultation with the Senior Warden will make recommendations to the Dean of Students for the distribution of work between Wardens in a hostel every year in January.
- (vii) He will sanction/recommend leave to Wardens in the *Khand* as per rules.
- (viii) The Provost's prior approval is required for a warden to take leave from hostel.
- (ix) **Provosts are to ensure compliance by Minimum Wage Act and the terms and conditions of contract entered into by the IHA with the private manpower service provider in regard to contract labour/staff engaged in mess, sanitation, caretaking and security services, etc at the hostel/ khand level.**

#### **1.4.5 Wardens of Hostel:**

There shall be four Wardens for each hostel.

(a) Appointment: Warden's appointment is made for two years by the Vice-Chancellor on the recommendation of the Provost concerned to the Dean of Students, and is eligible for re-appointment on the recommendation of Provost to the Dean of Students. The Vice-Chancellor may, however, terminate the assignment of any Warden, by giving at least one month's notice. The Wardens are entitled to honorarium as per rates decided by the University from time to time and shall be required to pay house rent as per rules of the University.

(b) On the expiry of their term or on termination of their appointment, the Wardens shall be required to vacate their flats immediately. The Warden shall also be required to vacate the flat before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he is granted special permission by the Vice-Chancellor on the recommendation of the Provost concerned and the Dean of Students for retaining the flat. **[All types of leave applications of Wardens viz., duty leave, sabbatical, study leave, fellowship, visiting professorship, etc, shall be forwarded by the concerned Provost to the Dean of Students well in advance before consideration by the University authorities and respective schools/centres. The wardens should submit their leave application through the concerned Provost/Dean of Students if they are proceeding on leave for more than 90 days or taking any assignment outside the University)**

#### **(c) Powers and Functions of Wardens:**

The Senior Warden/Wardens of Hostel shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to the specific duties assigned by the Provost, the Sr. Warden/Wardens shall perform the following functions:

(i) The Wardens shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.

(ii) The Wardens functioning under the overall charge/**coordination** of the Senior Warden

will be individually and collectively responsible for the smooth functioning of the hostels. **Each warden shall be responsible for his/her portfolio and such responsibilities as assigned to them by the Provosts/Sr. Warden from time to time. Under the collective responsibility principle, they are responsible together for the overall smooth functioning of the hostel and to meet any contingency.**

- (iii) Each Warden will be responsible for the assigned resident students.
- (iv) Each Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Senior Warden all cases of misbehaviour, indiscipline, and sickness of the residents in his or her charge.
- (v) The Wardens can impose fines (upto the limit set in List of Rates) upon resident-students.
- (vi) The Wardens should be available in the hostel office everyday at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
- (vii) The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.

#### **1.4.6 Senior Warden:**

(a) The Provost in consultation with the Dean of Students will designate one of the Wardens in a hostel as Sr. Warden for one year on the basis of the person's all-round experience in running a hostel and capacity to cope with diverse contingencies, subject to the provision that the Sr. Warden will not ordinarily hold the office of Sr. Warden in successive terms. As a normal practice, the rotation of portfolios will be: Sr. Warden, Warden (Health & Recreation), Warden (Mess), Warden (Maintenance & Sanitation), Sr. Warden and so on. The Sr. Warden will also hold charge relating to one of the portfolios, normally as Warden (Administration).

#### **(b) Powers and Functions of Sr. Warden:**

(i) The Senior Warden in a hostel is the principal authority and executive in all matters relating to resident students' welfare, their discipline and messing as well as the administration and security of the particular hostel. The Sr. Warden shall be responsible to the Provost for the proper maintenance and management of the hostel and of its attached mess.

(ii) To assist the Senior Warden, each hostel has appropriate full time staff as well as two or three more wardens to look after general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.

- (iii) Senior Warden will supervise all matters concerning the functioning of the hostel, and will also hold charge of one of the portfolios, normally Warden (Administration).
- (iv) Senior Warden will chair the meetings of the Wardens Committee in the hostel, which will be held as regularly as may be necessary, but at least once a month.
- (v) Senior Warden can impose fines (upto the limit set in List of Rates) or waive fines.
- (vi) Senior Warden can transfer a resident from one wing of the hostel to another.
- (vii) Senior Warden can permit the stay of a resident's guest for more than 7 days but upto 14 days according to hostel rules.
- (viii) Senior Warden will regulate expenditure out of the authorized hostel budget and for timely adjustment of temporary advances.
- (ix) Senior Warden will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- (x) Senior Warden can sanction payment of security deposit to suppliers for goods to be supplied or services rendered.
- (xi) Senior Warden can sanction refund of all kinds of security money.
- (xii) Senior Warden will secure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel.
- (xiii) Senior Warden shall ensure proper checking by Office Incharge and shall verify the wage bills pertaining to the mess, sanitary and other staff provided by the private manpower service provider.**
- (xiv) Senior Warden can sanction repairs to furniture in emergent cases.
- (xv) Senior Warden will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- (xvi) Senior Warden can recommend overtime in accordance with rules.
- (xvii) Sr. Warden can sanction or recommend leave in respect of mess and other staff of the hostel as per delegation of authority given in this Manual.
- (xviii) The Sr. Warden will normally perform the following responsibilities as Warden (Administration).

#### **1.4.7 Warden (Administration)**

- (i) He/ She will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel)
- (ii) Will check the resident students register and the guest room register.
- (iii) Can permit stay of a resident-student's guest upto a period of 7 days.
- (iv) Will take disciplinary action for keeping any unauthorised guest.
- (v) Will order double-locking of rooms of resident students and their re-opening, when required.
- (vi) Will take action for the eviction of defaulting resident students in consultation with the Senior Warden/Mess Warden for mess bill defaulters.
- (vii) Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- (viii) Will periodically verify the furniture and fittings of the hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.

#### **1.4.8 Warden (Health & Recreation):**

- (i) He/ She will be responsible for general matters relating to health with the advice of the Chief Medical Officer (CMO).
- (ii) Will look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
- (iii) Will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.
- (iv) Will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.
- (v) Will ensure maintenance of discipline and decorum in the common room.
- (vi) Can permit the common room to stay open beyond the prescribed hour on a special occasion.
- (vii) Will pursue, at appropriate level, all complaints relating to common room items like television.

#### **1.4.9 Warden (Sanitation & Maintenance):**

- (i) He/She will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel in consultation with/ upon the advice of the CMO.
- (ii) Will supervise the work of the sanitation staff, keep a control over their attendance and maintain the Attendance Register.
- (iii) Can grant Casual Leave to the sanitation staff and recommend regular leave to the Sr. Warden/ **Provost** as per delegation of authority given in the Manual.
- (iv) Shall ensure implementation of the Minimum Wage Act and other contractual obligations by the private manpower service provider towards the sanitary staff under contract.**

#### **1.4.10 Warden (Mess):**

- (i) With the assistance of the Mess Committee, he/she will supervise the functioning of the mess and the working of the Mess Managers/Supervisors, Cooks and Helpers under his/her charge.
- (ii) Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (iii) Will conduct regular inspection of the kitchen room and the dining hall, especially when the residents take their meals.
- (iv) Will enforce discipline and decorum in the dining hall.
- (v) Will supervise the system of purchases of mess stores, provision etc.
- (vi) Will ensure the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- (vii) Will ensure that stores are kept in good and efficient condition.
- (viii) Will check and certify the bills received from suppliers with reference to the stock register.
- (ix) Will investigate cases of shortage/excess of stores.
- (x) Will be responsible for drawl of temporary advance when necessary and for keeping watch over its adjustment.
- (xi) Will examine the monthly income and expenditure statement of the Mess.

- (xii) Can sanction mess rebate and lunch rebate in accordance with Mess rebate rules.
- (xiii) Will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action to the Sr. Warden for eviction.
- (xiv) Will stop mess facilities in respect of those who have vacated the hostel or have been evicted.
- (xv) Will supervise the deployment of Cooks and Helpers on daily wage and overtime when necessary as per rules.
- (xvi) Can recommend proposal to the Dean/VC through the Sr. Warden/Provost, regarding overtime to mess staff when absolutely essential.
- (xvii) Will make recommendations to the Sr. Warden about refund of mess security to students.
- (xviii) Will arrange disposal of empties, crockery etc. and ensure depositing of sale proceeds in the appropriate head of account.
- (xix) Can grant casual leave to Mess Managers, Cooks and Helpers and recommend regular leave to the Sr. Warden/Dean of Students as per delegation of powers.
- (xx) Can approve extra duty allowance to Mess Managers.
- (xxi) Will ensure the required number of mess staff in every shift provided by the private manpower supplier and shall ensure implementation of the Minimum Wage Act and the contractual obligations by the contractor towards the mess staff.**

## **1.5 COMMITTEES AND OTHER FUNCTIONARIES:**

### **1.5.1 IHA Committee (composition, quorum, meetings, powers & functions)**

#### **(a) Composition:**

i.	Dean of Students	Chairperson
ii.	Associate Dean of Students	Member
iii.	All Provosts	Members
iv.	All Sr. Wardens	Members
v.	All Hostel Presidents	Members
vi.	President, JNUSU	Member
vii.	Gen. Secy, JNUSU	Member
viii.	JNUSU- IHA, Convenor	Member
ix.	AR./D.R.(IHA)	Member-Secretary

*Note:-* Dean of Students may invite any other Warden/person to the IHA committee meeting, if he so desires.

(b) In the absence of the Dean of Students, the Associate Dean of Students shall chair the meeting.

(c) Quorum: Twelve (12) members, including the Chairperson, shall form quorum for holding the meetings.

(d) Notice of Meetings.

(i) Ordinary meeting may be called at 10 days advance notice.

(ii) Emergency meetings: Any time

(d) Meetings of IHA may be held as and when required, at least once in a semester, as may be decided by the Dean of Students.

(e) Powers of IHA:

(i) The IHA will be competent to consider and decide or recommend to VC/ University, as the case may be, all matters relating to hostel administration, students discipline and general health and well-being;

(ii) any matter referred to the Dean by the Vice-Chancellor for placing before the IHA;

(iii) any other matter as may be decided by the Dean in consultation with the Provosts Committee.

### **1.5.2 Provosts Committee:**

(a) Composition:

Dean of Students	Chairperson
Associate Dean of Students	Member
All Provosts	Members
A.R./D.R. (IHA)	Member-Secretary

(b) Quorum for meetings: Four (4) members, including Chairperson, shall form quorum

(c) Meetings: As may be decided by the Dean

(d) Functions:

(i) To consider matters relating to hostel administration and to decide such matters which normally fall within the powers of Provosts /Dean.

(ii) To recommend other cases to the IHA or the Vice-Chancellor/University, as may be decided by the Provosts Committee.

(iii) Any matter referred to it by the Vice-Chancellor/Dean of Students or the IHA.

### **1.5.3 Managing Committee:**

(a) The Managing Committee (M. C.) of each *Khand* will consist of the Provost (Chairman), all Senior Wardens of the *Khand*, all Hostel Presidents of the *Khand*, two faculty members and a Deputy Registrar of the University nominated by the Vice-Chancellor.

(b) The M. C. will meet at least once a semester to receive and consider reports on the functioning of each of its hostels from the Senior Warden.

(c) The M. C. will scrutinise and authorise annual budgets for each of its hostels.

## **1.6 HOSTEL LEVEL COMMITTEES - STUDENTS' PARTICIPATION**

### **1.6.1 Hostel Committee**

(a) For the proper integration of the students' life, each hostel will have a Hostel Committee consisting of a President and six members, all directly elected by the General Body of the Hostel concerned. The General Body shall consist of all resident students excluding SRs (second roommates), TRs (third roommates), students with Non-Resident status, casual students, guests and any other residents falling in this category. A student may contest for one post only for Hostel Committee/Mess Committee. (Modification approved by VC on 12.10.10)

(b) Any vacancy in the Hostel Committee will be filled in by election or by cooption by the Senior Warden in consultation with the President and the members of the Committee. The election of the Committee will be held and declared in September each year and the following rules will be observed:

(c) **RULES REGARDING THE CONDUCT OF ELECTIONS FOR HOSTEL COMMITTEE:**

(i) Candidates will have to submit nominations in the prescribed proforma available in the Hostel Office.

(ii) A candidate may file more than one nomination for the same post.

(iii) A bona fide resident from the hostel is eligible to contest for the post of Presidentship.

The name of the proposed presidential candidate must be in electoral rolls of the Hostel. However, \*terminal students will not be eligible to contest hostel level elections if the tenure of studentship falls short of the normal duration of the hostel/mess committee.

- A student in the B.A. Vth semester, M.A. IIIrd semester, M.A. 5<sup>th</sup> year integrated: 9<sup>th</sup> semester and 7<sup>th</sup> semester and above of the M.Phil./Ph.D. programme excluding the period of 9(b) will not be eligible to contest election as their tenure as bona fide students will come to an end on 13<sup>th</sup> May and 21<sup>st</sup> July as the case may be, while the tenure of the hostel/mess committees normally ends with fresh elections conducted during September and October. (Modification approved by VC on 12.10.10).

(iv) For the post of member of Hostel / Mess Committee, the proposer, the seconder and the proposed candidate must be a resident of the hostel, and his/her name must be in the electoral rolls of the Hostel.

*Note:* A student may contest only for one post i.e. either for Hostel Committee or Mess Committee.

(v) When filing up the nomination form, care must be taken to ensure that the name of the proposer, seconder and the proposed candidate correspond to the name given in the electoral rolls exactly. Addition or deletion or any other change from the original will render the nomination invalid.

(vi) Candidates contesting for the post of member of Hostel Committee or Mess Committee or President shall abide by the rules, regulations and instructions issued by the Presiding Officer appointed by the General Body to conduct the elections.

(vii) All decisions of the Senior Warden of the Hostel in all matters pertaining to elections shall be final and binding.

(viii) Candidates must make themselves accessible and available in the Presiding Officer's office as and when required.

(ix) A proposer or seconder can propose and/or second only as many persons as there are number of posts in the hostel.

(x) The voting will be done according to single non-transferable vote.

(xi) No postal-ballot papers shall be allowed.

(xii) Dinning Halls of the respective hostel will be the polling booth.

(xiii) The residents shall bring their valid Identity Cards at the time of casting their votes and show the same to the election official, when demanded.

## **Annexure I**

### **Note approved by Vice-Chancellor on 12<sup>th</sup> October, 2010**

The proposed modification is stated below:

- (a) For the proper integration of the students life, each hostel will have a Hostel/Committee consisting of a President and six members, all directly elected by the General Body of the Hostel concerned. The General Body shall consist of all resident students excluding SR i.e., Second Roommate, TR i.e., Third Roommate, students with non residents status, casual students, guests and any other following in this category. A student may contest for one post only for Hostel/Mess Committee

### **The justification for proposed modification are following:**

- a) Clause 2.10.2 defines a resident as “resident” means a student who has been allotted a hostel and currently residing in the hostel but shall not include a third roommate or a non-resident or a casual guest.
- b) Second Roommate and Third Roommate are arrangements which a student enters with another for the purpose of temporary residence until he/she is formally allotted a seat/room. Therefore, SR/TR are not formal residents of the hostel where they could be staying.
- c) The status of SR/TR is, that of a guest; the difference is that the guest is not a bonafide student of the University.
- d) If SR/TR are provided the status of resident students then they become eligible to have their name in the hostel electoral list, and thus can also contest, propose or second nominations for hostel level elections.
- e) In view of the above it is likely that the general process of election could be manipulated as some prospective candidates, groups, political parties etc. could extend such hospitality to students in larger numbers so as to obtain their support in hostel level elections. This would be in the violation of the objective of free and fair election.

The above mentioned modification clause 1.6.1 (a) should be restated under 1.6.2 as necessary preamble to both hostel and mess committees.

### **Modification suggested**

A bonafide resident from the hostel is eligible to contest for the post of Presidentship. The name of the proposed presidential candidate must be in electoral rolls of the hostel. However \*terminal students will not be eligible to contest hostel level elections if the tenure of studentship falls short of the normal duration of the Hostel/Mess Committee.

\* A student in the B.A V<sup>th</sup> semester, M.A III<sup>rd</sup> semester, M.A 5 year integrated: 9<sup>th</sup> semester, and 7<sup>th</sup> semester and above of the M.Phil./Ph.D. programme excluding the period of 9 (b) will not be eligible to contest election as their tenure as bonafide students will come to an end on 13<sup>th</sup> May and 21<sup>st</sup> July as the case may be, while the tenure of the Hostel/Mess Committees normally end with fresh elections conducted during September & October.

This will apply to all other programmes offered by the University.

**(d) Functions of the Hostel Committee:**

(i) The Hostel Committee will actively participate in (or collaborate with) the Wardens in the routine functioning and organising of all activities of the hostel to ensure smooth running of the hostel activities.

(ii) The Committee will normally meet twice a month to discuss and mutually settle hostel affairs. The President shall put on the Notice Board the minutes of the meetings.

(iii) The Committee shall ensure that peace and order is observed at all times by the residents of the hostel.

(iv) The President and members of the Hostel Committee will normally hold office for one year.

(v) The Hostel Committee and its members shall be subject to all rules/norms as residents of the hostel and shall be responsible for any violation of hostel rules, etc.

(vi) General Body Meeting may be called, as and when necessary, by the Hostel President in due consultation with the Hostel Committee by giving at least 24 hrs. advance notice. The GBM may also be requisitioned on the written request of the members (resident students) concerned provided such a request is signed by at least 50% of the members of the hostel concerned and notice to this effect be given to the Hotel President at least 48 hrs. in advance.

(vii) Procedure for No Confidence/Removal of any members or **President** of the Hostel Committee: The no confidence motion as per practice may be brought about by a simple majority of the membership (Hostel General Body) by signifying in writing to the Hostel President of their intention to move such a motion against any members/President and calling upon the President to call a meeting of the GBM within a reasonable time but positively within 48 hrs. Such a motion then be tested by 2/3rd majority of the members of the General Body of the hostel concerned present and voting. Provided, however, the President or the members

against whom no confidence motion is being moved, shall not have the right to vote. Provided further that where such a motion is being moved against the President or if the President is not in position or the post is vacant, the GBM may elect its chairperson to conduct the business of the General Body Meeting. Such a chairperson will continue to function in place if the President is removed, till new President's election is held, as the case may be.

(viii) If no confidence motion/removal of any members/President is passed by the GBM, this will be minuted by the Committee members/President/elected chairperson as the case may be, and submitted to the Senior Warden, who will decide further course of action in consultation with other Wardens of the Hostel concerned.

*Notes:*

1. Members of the Mess Committee may be removed in the same manner.
2. On a point raised by one of the Wardens whether the **hostel/mess committee** is responsible for any violations, the IHA ruled/clarified that since the members of the hostel/ **mess** committees are firstly the residents of the hostel and secondly for any violation the committee or its members are very much responsible.

### **1.6.2 Mess Committee**

- (a) To assist the Warden (Mess), each hostel will have a Mess Committee consisting of:
  - (i) The Warden (Mess) as the *ex-officio* Chairperson;
  - (ii) Six members (preferably three vegetarians and three non-vegetarians) elected directly by the General Body of Hostel residents, NRs, casual students, guests, and SRs/TRs etc. shall be excluded for the purpose of General Body. One of these six members will act as the Mess Secretary to the Committee by rotation to be decided by the Committee itself;
  - (iii) The Mess Secretary will be entitled to free food during the period of his tenure as Mess Secretary;
  - (iv) The elected members will hold office for one year; and
  - (v) Any vacancy may be filled by the Committee either by cooption or by election.
- (b) Functions of the Mess Committee: The Committee will function in accordance with the rules laid down hereinafter. In general, the Committee will:
  - (i) supervise the working of the mess;

- (ii) ensure compliance with the Mess Rules;
- (iii) Prepare the food menu to be adopted by the mess for each month in advance;
- (iv) supervise individually and jointly the purchase of supplies for consumption in the mess to ensure that supplies are as per approved quality and quantities;
- (v) suggest improvements in the quality of food served in the mess;
- (vi) devise ways and means for achieving maximum economy, so as to avoid abnormal expenditure unless on special dinners etc.,; and
- (vii) arrange special dinners or other functions in the mess and fix the financial limits of expenditure to be incurred on such occasions.

### **1.6.3 Mess Secretary:**

(a) One of the six members of the Mess Committee will act as the secretary to the committee by rotation to be the Mess Committee itself.

(b) Duties of Mess Secretary:

- (i) He/She will convene meetings of the Mess Committee in consultation with the Chairperson and maintain minutes of such meetings duly signed by all members;
- (ii) He/She will look after the quality of food and the general services rendered to the residents and bonafide guests in the dining hall;
- (iii) He/She will put up the complaints of the students, if any, before the Mess Committee for redressal;
- (iv) He/She will check the quality and quantity of stores received and the indents for supplies to the mess and will ensure that for all bills, the stores have been taken into stock correctly and will certify as such on the bills under his/her full signature with date.
- (v) He/She will check the correctness of daily issues of stores **and will append his/her full signature with date on the daily consumption form/quantia every day;**
- (vi) He/She will supervise the physical verification of the stores by a Mess Manager or other official, as nominated by the Mess Warden, crockeries lying in stock at the close of each month, and initial the relevant entries in the Stock Register;
- (vii) He/She will actively associate himself with the functioning of the stores Purchase Committee and disposal committee of the mess and safeguard the overall interest of the mess. He/She shall ensure that the expenditure of mess bill is kept within normal limits, except on

occasions of special dinner, etc.

(viii) He/She will examine and countersign in the monthly mess bill; and

(ix) He/She will discharge such other duties in connection with the mess as may be assigned to him by the Mess Committee/Mess Warden.

#### **1.6.4 Student(s) Caretaker(s):**

(i) In each hostel, the Common Room will be run by a student(s) caretaker(s) selected from amongst the hostel's residents on grounds mainly of suitability for the job and the student's economic need. **Students not in receipt of any fellowship or scholarship except the MCM** may apply to the Warden (Recreation) upon his notification. All the Wardens of the Hostel will jointly interview the applicants and the Warden (Recreation) will hold the chair.

(ii) The appointment of student caretaker will be for one year subject to satisfactory performance. **In case, more than one caretaker is selected, the term of one year will be divided equally.**

(iii) The student caretaker will be entitled for free messing during his tenure.

(iv) The student caretaker will be responsible for the following:

(a) To ensure that Common Room is open and facilities for indoor games are available to residents, during stipulated hours.

(b) To ensure **proper safety and maintenance of equipments and their record in register** and the cleanliness in the Common Room.

(c) To ensure that all electrical fittings, TV, Record Player/Music Player, etc. are in proper order **and are used as per hostel norms.**

(d) To make purchases and maintain proper records of items like TT balls, powder for carrom boards, new records/music cassettes, etc. in consultation with Warden (R) and Hostel Committee.

(e) To maintain proper records of all magazines received in Common Room and their disposal in consultation with Warden (R).

(f) To organise the annual events as decided by Warden (R) and Hostel Committee.

(g) To assist Warden (R) in any other function necessary for the smooth and efficient running of Common Room.

## **1.7 OTHER FUNCTIONARIES IN THE HOSTEL (STAFF), THEIR RESPONSIBILITIES AND DUTIES**

### **1.7.1 The Office Incharge** will be responsible for:

- (i) Supervising the staff under his or her control, including the sanitation staff through the caretaker/sanitary guide.
- (n) Checking and verifying the attendance of the staff under his control and custody of the attendance register.
- (iii) Grant or recommend casual leave to the staff under his or her control in accordance with the rules.
- (iii) Keeping liaison with all Wardens in the Hostel.
- (iv) Assisting the Sr. Warden/IHA/Admission Cell in admission process at hostel level.**
- (vi) Maintaining list of residents along with their guardians' permanent address and such other information as may be necessary.
- (v) Maintaining a close supervision over room vacancy and immediate transmission of vacancy position to IHA.**
- (vii) Checking the cash book and daily cash scroll with reference to relevant records, vouchers, etc.
- (viii) Physical verification of cash balance at the end of the month and of cash coupons.
- (ix) Custody of receipt books and cheque books.
- (x) Check and verify and attest all bills, and including all bills related to the wages, overtime of contract staff in the hostel.**
- (x) Supervisory check on all ledgers, registers and stock registers maintained in his or her office and 'no dues' certificate issued by the Cashier.
- (xi) Attending to the observations of internal audit.
- (xii) Checking the correctness of the pages of receipt books, cheque books, cash coupons and cash books and to maintain proper records for these.
- (xiii) Initiating write-off of fittings, furniture and equipment needing replacement.
- (xiv) Preparing bank reconciliation statements as frequently as may be normally necessary.
- (xv) Maintenance of casual/compensatory leave account of staff and forwarding of applications for regular leave.
- (xvi) Custody of imprest and maintenance of imprest accounts. Scrutiny and sign the wage

bills of mess staff, depositing establishment charges/service charges to the Dean of Students office without delay.

(xvii) **Keeping all application forms for various purposes in sufficient quantity.**

(xvii) Any other work assigned by the Senior Warden/Senior officers of IHA.

**1.7.2 Assistant-cum-Cashier/Jr. Assistant-cum-Cashier** will be responsible for:

- (i) Custody of cash and cash coupons.
- (ii) Maintaining cash book and its daily closing
- (iii) Collecting cash/cheque and issuing receipt
- (iv) Paying bills after due scrutiny and on the authority of Mess Warden
- (v) Remitting cash to bank and maintaining bank receipts.
- (vi) Safe custody of receipt books which are used and in current use lying in his possession.
- (vii) Preparing and maintaining daily cash scroll.
- (viii) Maintaining temporary advance register and keeping watch over adjustment of such advances.
- (ix) Custody of paid vouchers, used receipt and coupon books and counterfoils of cheques.
- (x) Maintaining all ledgers.
- (xi) Maintaining various registers like stock registers of cash coupons, register of deposits, and register of contracts.
- (xii) Writing cheques and obtaining bank drafts. Refunding security amount, after necessary adjustments of dues, if any, to the resident students on the authority of Sr. Warden.
- (xiii) Issuing 'no dues' certificate under signature of Mess Warden/Sr. Warden.
- (xiv) Preparing list of defaulters and submitting it to the -Office Incharge.
- (xv) Typing work as may be assigned by the Office Incharge/ Sr. Warden.
- (xvi) Any other work assigned by Office Incharge/Senior officer of IHA.

**1.7.3 Caretaker** will be responsible for:

- (i) Preparing and maintaining the master list of hostel rooms indicating the student's name, programme of study, centre/school along with **latest photographs**, local and permanent address/tel. No. etc.
- (ii) Assisting the Sr. Warden in allotting rooms.

- (iii) Handing over possession of hostel rooms to allottees and obtaining from them acknowledgement of furniture and fittings, in the prescribed Form (IHA-I).
- (iv) Maintaining individual resident's files along with student's activities data in the prescribed proforma on the file. (See item Individual Personal File of Student and Resident Students' Register).
- (v) Collecting and depositing guest room charges and issuing receipts to the guest.
- (vi) Supervising the guest room(s), **wherever provided**, and undertaking physical verification, by an appointed officer, of furniture/equipment, etc annually and to submit reports to the Finance Officer and to take action on losses/surplus stores.
- (vii) Maintain room inventories in respect of each room
- (viii) Verifying hostel furniture, fittings, etc., periodically and also when a resident vacates room including on transfer within or outside the hostel and issuing a clearance certificate with reference to the items issued to the student and to charge damages if furniture/fittings are missing or broken, as per direction of Warden (Maintenance) keeping in view the depreciation value.
- (ix) **Identifying room vacancy on due dates and to bring it to the notice of SO/Sr. Warden for conveying to IHA.**
- (x) Maintaining stock registers of furniture/ non-consumable/consumable stores history sheet register, as may be necessary.
- (xi) Reporting and pursuing complaints relating to civil/electrical works, repairs/ replacements of furniture, fittings, refrigerator, water cooler, **water purifiers** etc. and preparing a list of outstanding complaints with a view to ensuring that hostel life is smooth and neat and clean.
- (xii) The caretaker has to inspect his hostel at least once a week thoroughly and record any defects etc. in the Caretaker's Register, which will be inspected by the Sr. Warden **every week. He is required to report immediately in writing to Senior Warden installation/ use of unauthorized equipments/appliances by residents e.g. air-conditioners, room coolers, refrigerators, gas cylinder/hotplate and cooking arrangement etc.**
- (xiii) Once a week he has to come to work at 8 a.m. to locate leakages in water pipes, blockage of drainage, etc. **He shall immediately report in writing to the Sr. Warden presence of unauthorised guests/ persons, if found living in hostel rooms/premises.**
- (xiv) Indenting and stocking of electric bulbs and tubes and maintaining their stock register.

- (xv) Double locking residents' rooms and their reopening as and when ordered by the competent authority.
- (xvi) Assisting the Sr. Warden in eviction proceedings and preparing list of personal belongings of evicted students and keeping them in stock.
- (xvii) Preparing bills for newspapers and magazines and maintaining bill register.
- (xviii) Assisting Warden concerned in disposal of old newspapers, magazines, crockery, waste food, etc. and to prepare information in the prescribed proforma for Survey Board.
- (xix) Safe custody of receipt books lying in his possession and obtaining fresh receipt books when necessary (in the prescribed Form IHA-2).
- (xx) Receipt and despatch of all office correspondence.
- (xxi) The Caretaker will be responsible for the keys of hostel rooms when lying vacant or double locked.
- (xxii) Any other work assigned by Sr. Warden (Warden, Admn.)/Office Incharge/ Senior Officer of IHA.

**1. 7.4 Mess Manager/Supervisor** will be responsible for:

- (i) Supervising cooks, helpers and daily wage staff.
- (ii) Maintaining the attendance register of cooks, helpers, daily wage staff, obtaining approval of their leave applications from the Warden (Mess), and forwarding these to Deputy Registrar (Admn.). (Also see Chapter 7 on Attendance of Staff).
- (iii) Supervising the kitchen room and dining hall.
- (iv) Keeping watch over the quality and the hygienic preparation of food with reference to the menu.
- (v) Maintaining account of diets (in Form IHA-3) and preparation of connected records.
- (vi) Indenting, receipt and issue of mess stores, provision and crockery, etc. and maintaining stock register and connected records.
- (vii) **Filling of daily consumption/quanta and obtaining signature of Mess Secretary and Mess Warden.**
- (viii) Collecting and depositing guest charges.
- (ix) Safe custody of cash coupons in his possession.
- (x) **Preparing a fortnight report on mess expenditure and suggest to the mess committee**

**of change, if required, in mess menu so as to keep mess bill for the month under control.**

- (xi) Preparing bills **including mess bill every month** and maintaining of bill register.
- (xii) Preparing requisition of temporary advance (in Form IHA-4) and submitting adjustment bills.
- (xiii) Preparing monthly income and expenditure statement and individual Mess Bills.
- (xiv) Assisting the Purchase Committee in purchase of mess stores
- (xv) Assisting the Warden in disposal of empties, old crockery and kitchenware.
- (xvi) Conducting the physical verification of stock of mess stores under the Mess Secretary's supervision.
- (xvii) Issuing 'No Dues Certificate' in respect of mess charges. **Submitting mess rebate applications to the Mess Warden for approval on due date and keeping proper entry in diet register and records of mess rebate of resident students**
- (xviii) Any other work assigned by Warden (Mess).

**1.7.5 Cook** will be responsible for:

- (i) Timely preparation of food under the guidance of the Mess Manager
- (ii) Ensuring cleanliness of the food and the kitchen, upkeep of kitchen equipment.
- (iii) Helping Mess Manager in receipt and issue of stores.
- (iv) Any other work assigned by Mess Manager/Mess Warden.

**1.7.6 Helper (Mess)** will be responsible for:

- (i) Helping the cook in preparing food, cutting vegetables, cleaning rice, pulses, preparing *chapaties*. etc.
- (ii) Serving food to diners.
- (iii) Arranging of clean drinking water on the dining table.
- (iv) Cleaning kitchen, dining tables, crockeries, utensils, etc.
- (v) Any other duty assigned by Mess Manager/Mess Warden.

**1.7.7 Security Guard** posted in the hostels will be responsible for:

- (i) Watch and ward.
- (ii) Ensure that no property belonging to the hostel/University is removed by

unauthorised person.

- (iii) Safe custody of keys of entry points and office rooms in the hostel.
- (iv) Check the entry of unauthorised persons.
- (v) To remove stray cattle/dogs, etc. from the hostel and its surroundings.
- (vi) Patrol of buildings and other installations.
- (vii) Report cases of theft, sabotage or fire, etc. to hostel authorities and security officer at once.
- (viii) Any other duty assigned by hostel authorities /Security Officer/Sr. Officer of IHA.

**1.7.8 Safaiwala/Sanitary Guide** will be responsible for:

- (i) To keep building rooms, roads, lavatories, etc neat and clean.
- (ii) To make economical use of cleaning material.
- (iii) To bring to the notice of sanitary guide/Inspector/hostel authorities of the place (not allotted to him/her) where insanitary conditions are noticed by him/her.
- (iv) To deposit garbage, etc, at the appropriate place.
- (v) To supervise the work of other safaiwalas whenever required.
- (vi) To perform other duties as may be assigned by the caretaker/hostel authorities/sanitary guide/Inspector.

**1.7.9 Duties and Responsibilities of Sanitary Inspector (See Appendix on Sanitary Inspector – IHA):**

- (i) To look after the sanitation of the Campus;
- (ii) To supervise the work of Sweepers/Sanitary Guides;
- (iii) To keep campus free from dogs and undertake raids in this behalf periodically;
- (iv) To visit various buildings according to the approved timetable and submit periodical reports about their sanitation/cleanliness;
- (v) To forward in time leave applications, and other statements etc, and to maintain casual leave account of the staff;
- (vi) To supervise the removal of garbage from the campus in time; **[Has been entrusted to Animal Birth Control (ABC) committee under CDC ]**
- (vii) To render effective assistance in anti-malaria activities; and

- (viii) To perform such either duties as may be assigned to him from time to time.
- (ix) To work out the number of staff for each hostel and their individual duties in consultation with IHA.**
- (x) To arrange reserve staff from the service provider and its deployment.**
- (xi) Identify details of individual duties which are of daily nature and those of periodic nature so that staff remains continuously deployed during duty hours.**
- (xii) Fix duty hours in hostel in consultation with the wardens.**

## CHAPTER 2

### HOSTEL ALLOTMENT: NORMS, PROCEDURE AND ADMINISTRATION

Norms/priorities for allotment of Hostel accommodation to students, eligibility and procedure for Hostel allotment; procedure for allotment of rooms in Yamuna and Mahanadi hostels, allotment of rooms to JRF/SRF, project staff of JNU; procedure for allotment of rooms, norms of hostel life, period of stay, vacation of hostel rooms & eviction procedure, penal action/ fines on defaulters, grievance redressal mechanism in hostels, M.R.S.H., Yamuna, etc.

#### 2.1 NORMS/PRIORITIES FOR ALLOTMENT OF HOSTEL ACCOMMODATION TO THE STUDENTS:

##### 2.1.1 First Priority

(a) Students admitted to the full-time programmes who have passed their qualifying examination from places outside Delhi and are not residents of Delhi, excepting those who are admitted to a programme at a level at which the student already has a degree or has pursued studies in JNU at the same level with hostel accommodation.

(b) Students who have passed their qualifying examinations from Delhi but have stayed in recognized university/college hostel and are not residents of Delhi, subject to their furnishing documentary evidence along with hostel application from the Head of the College/ Institution to the effect that he/ she has been a resident student. **A documentary evidence includes passport, ration card, bio-metric identity, voters ID not later than 6 months old. Telephone bill, IT return & PAN card, appointment/transfer letter of parents/guardian, driving licence are not accepted as documentary evidence.**

### Note for Coordinator on 5<sup>th</sup> November, 2012

List of documents to be furnished along with application form (original documents should be submitted at the time of hostel allotment).

- i. Residence certificate issued by BDO/SDM/Tehsildar or any other competent authority and at least two of the following documents showing the permanent address of the applicant (a) Domicile certificate issued by the competent authority (b) Valid Passport (c) Voter ID (d) Aadhar Card
- ii. Students having completed their qualifying degree in Delhi must submit proof of residence i.e., as mentioned at (i.) and hostel certificate etc.
- iii. If there is a gap period between the last degree obtained and admission to the current course is more than one year the applicant will have to submit an affidavit about status during the gap period.
- iv. Those students, whose parents/guardians are transferred outside Delhi or retired from service and vacated the official residence will have to submit satisfactory documentary evidence to this effect from their employer.

Provided that in case an applicant fails to furnish the relevant documentary evidence, as mentioned above, at the time of submitting the application for hostel admission, but submit the same after the hostel accommodation process started, his/her priority will be considered by the Dean of Students on the merit of the case and his decision shall be final. If any documents submitted by the applicant found to be fake the hostel allotment will be withdrawn immediately and no fees paid will be refunded and also appropriate disciplinary action will be taken.

(c) Students who have passed their qualifying examinations from Delhi institutions by making their private arrangements for accommodation but at the same time do not have their family residence in Delhi, subject to their furnishing documentary evidence to the satisfaction of the University authorities.

(d) Local students whose parents/guardians are transferred outside Delhi, subject to their furnishing satisfactory documentary evidence to this effect from the employer **and evidence of ward not staying in own accommodation.**

(e) Provided that in case an applicant fails to furnish the relevant documentary evidence, as mentioned at (b), (c) and (d) above at the time of submitting application for hostel admission, his/her priority, as well as merit, will be treated as per the information furnished in the application and that certificates submitted subsequent to start of hostel allotment in support of his/her claim will be considered by the Dean of Students as he deems fit.

**PG accommodation should submit their proof of residence (Refer to ADOS circular/notification) along the with the required documents as mentioned thereof.**

**There should be specific mention of the students who switch over from one programme to another programme on same level (from one language to another language at BA level; one discipline to another discipline at MA level; and changing to direct Ph.D programme without completing the existing programme of study) will be allotted hostel accommodation for less than the period he/she has already availed in the JNU hostel (i.e. total stay will be 6 semesters for under-graduate programmes, 4 semesters for post-graduate programmes, 8 semesters for M.Phil/Ph.D programme. Persons who come to direct Ph.D. programme without completing their M.Phil Programme but stayed in JNU hostel would not be entertained for full course duration of Ph.D. programme.**

**Annexure III**

**Circular by the IHA Deputy Registrar on 19<sup>th</sup> October, 2012**

It is hereby notified for the information of all concerned that all the students belonging to P-I category, who have not yet been allotted hostel, may be treated at par with other hostel students for all purpose.

This issued with the approval of the Dean of Students.

**Annexure IV**

**Note approved by Vice-Chancellor on 24<sup>th</sup> January, 2013**

Those students who change/convert their category from P-III to P-I may be considered for hostel allotment only after the allotment of seats to students who were under P-I category in the merit of admissions.

**Annexure V**

**Note for Dean on 23<sup>rd</sup> January, 2009**

It has been observed that those students, who have been allotted hostels as per their seniority in the admission merit list, leave the hostel in between, without completing their course or programme of study and they again apply to the Dean of Students for fresh hostel allotment as per their old seniority.

Keeping in view the above, that the allotment to these students be made after exhausting the list of waiting students in P-I and P-II categories,

If approved, these students will be considered for hostel allotment after allotting rooms/seats to the P-I and P-II category students.

**Annexure VI**

1180/DoS/12/1/13

**Note approved by Dean of students on 18<sup>th</sup> January, 2013**

Keeping in view of the above, it is proposed that those students who change/convert their category from P-III to P-I may be considered for hostel allotment only after the allotment of seats to students who were under P-I may be considered for hostel allotment only after the allotment of seats to students who were under P-I category in the merit of admissions.

**Annexure VII**

**Note approved by Vice Chancellor on 23<sup>rd</sup> May, 2012**

1. Every 5<sup>th</sup> seat in the general category will be allotted to the candidate from the OBC merit list of the Centres/Schools.
2. SC/ST P-II category will be considered after clearing allotment to P-I category as has been done in the past.

**2.1.2 Second Priority**

Outstation students who are admitted to a programme at a level at which the student already has a degree or has pursued studies in JNU (at the same level) with hostel accommodation.

**Annexure VIII**

**Note for all Senior Wardens by Associate Dean of Students on 2<sup>nd</sup> August, 2010**

Kindly find enclosed approval of the IHA reinterpretation of Clause 2.1.2 of the Hostel Manual Accordingly to the clause the normal duration of stay of student in hostels should be equal to the normal duration of the course. A student having already availed Hostel facility while pursuing studies in JNU in a programme of study equivalent the course being currently pursued will be allowed hostel facility in second priority for the remaining balance period e.g., a student who has already lived in JNU hostel for two years during the course of the B.A. programme will be allowed only 1 year of stay in hostel if admitted to another B.A programme. A copy of the detailed note approved by the competent authority in this regard is enclosed for your record and necessary action at your end. This rule applies to all programme of studies.

### **2.1.3 Third Priority**

V and XI Semester (SLL&CS) M.A., V Semester M.Phil, IX Semester Ph.D., local students in that order. Admission to the local students, when provided, will be only for the duration of the current Academic Session strictly and such students would be required to surrender the hostel accommodation latest by 31 May of the Academic Session.

### **2.2.2 ELIGIBILITY FOR HOSTEL ALLOTMENT**

2.2.1 Only students admitted to a full-time programme of study are eligible to apply for hostel accommodation. Students who accept employment or join any course outside JNU in the course of their study **including a course through open and distance learning mode** will lose their entitlement to hostel accommodation if they are employed (ad hoc or temporary employment included) for a period exceeding 3 months on a salary (including all allowances) higher than the amount of UGC/CISR JRF or any other research fellowship. The students concerned shall be responsible to immediately inform the hostel administration in this regard. Concealment of any information or failure to inform about joining a course outside JNU or undertaking employment and salary shall lead to disciplinary action, including eviction from Hostel.

For the purpose of this clause, the condition of "3 months" and "salary" are to be taken into account jointly and separately and even one condition will be sufficient to invoke this provision against the defaulting student. For example, if a student undertakes employment upto 3 months but with a salary (including all allowances) more than the amount of UGC/CISR JRF or any other research fellowship, such a student will have to vacate the hostel. Similarly if a student undertakes employment for more than 3 months even with a salary less than the amount of UGC/CSIR JRF or any other research fellowship, such a student will also have to vacate the hostel.

*Note:* UGC or any other fellowship will not be treated as employment.

2.2.2 Students coming from outside Delhi will have first preference over the local students who will be considered only after the outside students have been allotted hostel accommodation. Provided, however, the local students will be allotted accommodation only upto the end of current academic year. Casual students will be considered for accommodation only when seats are available. However, casual students from abroad may be given priority, as may be decided by

the Dean of Students on merits of each case.

2.2.3 Allotment will be made as per select merit lists supplied by the Admission Branch and on the basis of their application for hostel allotment to be submitted to the Dean of Students' Office.

2.2.4 The Dean of Students may allot a seat/room to a student(s) on medical grounds, keeping in view the seriousness of the ailment and merits of the case.

2.2.5 Students belonging to SC/ST & P.H. categories shall be given reservation in hostel seats as per quota fixed from time to time by the University. Presently it is 15% for SCs; 7.5% for STs; and 3% for Physically Handicapped students. **All SC/ST students of P-I category shall be allotted hostel on priority basis as per University norms.**

2.2.6 Similarly some rooms will be reserved for non-resident foreign nationals ( i.e. those foreign nationals not residing in India) joining the various full-time programmes of study of the University, so as to provide accommodation at the earliest.

2.2.7 No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Branch of the University. (See List of Rates).

2.2.8 Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

#### **Annexure IX**

Minutes of the meeting held on 30<sup>th</sup> September, 2008 in the chamber of the dean of student to discuss the issues concerning medical insurance to the students and out of turn hostel allotment on medical grounds.

1. No out of turn allotment on medical grounds will be entertained by the IHA.

#### **Annexure X**

**Note approved by the Vice-Chancellor on 15<sup>th</sup> November, 2012**

##### **(1) Hostel facility for 9 (b) students.**

Reference is invited to the Resolution No. 9/AC/B of the Academic Council dated 9th April 1999, pertaining to Clause 9(b) of Ph.D. Ordinance (copy placed at F/A). The Academic Council had considered the matter pertaining to re-enrollment under clause 9(b) and among other things decided that student registered **shall ordinarily not be eligible for allotment of hostel accommodation.**

In every academic year, the IHA has been receiving several requests from the Ph.D. students of Centres/Schools for re-enrollment under Clause 9(b) which include the

students who have reregistered/left the University on completion of four years from the date of confirmation and also the continuing students who have not completed their Ph.D. program. The IHA has acute shortage of single seats/double seats accommodation in the hostels and we are finding it very difficult to accommodate large number of wait-listed students admitted every year. The existing provisions in the Rules need to be amended. It is therefore, proposed that the Ph.D. students re-enrolled under clause 9(b) may not be granted hostel accommodation.

**(2) Allotment of hostel to P-II category students(EC approval needed)**

Apart from this, the B.A and M.A students who have completed or left their program and are again admitted in same program of different Centres/Schools are also given hostel accommodation under P-II category as there are no clear cut rules/guidelines in the Hostel Manual in this connection the proposal of the IHA was approved by the Vice-Chancellor (copy of note dated 29/03/2010 enclosed as F/B) but the same was not reported in the Executive Council for ratification and approval. The students may not be allotted hostel seats for double degree programs. This needs to be considered and approved by the University.

**(3) Allotment of hostel facility to all PH category students.**

In addition, the hostel accommodation is allotted to all Physically Challenged students, irrespective of percentage of disability being admitted to various programs in Centres/Schools as against of 3% reservation laid down by the Government. Therefore, all PH students under P- I, P-II and P-III categories have been given hostel accommodation during academic year 2012-2013.

**(4) Allotment of hostel for 50+50 OBC (Girls/Boys) students.**

As per the decision of the University, the IHA has allotted hostel seats to 50 boys and 50 girls students under OBC category who belong to P-I category in the merit list of admissions during academic year 2012-2013. (Copy of the note of the decision/approval is placed at F/C).

**(5) Allotment of hostel to P-III category students.**

Every year a large number of students who have studied in Delhi/NCR region admitted in various programs of Centres/Schools apply for hostel accommodation. These students covered under least priority (P-III category) are also demanding hostel accommodation. Since, there is acute shortage of hostel seats, it is proposed that henceforth P-III category students will not be given hostel accommodation from Academic Year 2013-14; thereby prospective applicants get sufficient advance notice to continuing their study.

**Annexure XI**

Note approved by the Vice-Chancellor on 06<sup>th</sup> July 2012

University has decided to reserve 50 seats each for OBC boys and girls from the OBC list with effect from the Academic Year 2012-13 as agreed by the University with the Government of India in matter related to hostel for OBC students.

OBC students may be allotted hostel seats in the ratio of 4:1 starting from the next academic year of 2012-13.

## Annexure VII

### Note approved by Vice Chancellor on 23<sup>rd</sup> May, 2012

1. Every 5<sup>th</sup> seat in the general category will be allotted to the candidate from the OBC merit list of the Centres/Schools.
2. SC/ST P-II category will be considered after clearing allotment to P-I category as has been done in the past.

### 2.3 PROCEDURE FOR ADMISSION INTO HOSTEL:

2.3.1 A student seeking admission into a hostel will apply in writing in the prescribed (Form IHA-5) (available in the office of the Dean of Students) to the Dean of Students or to his authorised officer along with documentary evidence of registration for a programme of study of the University and residential proof.

2.3.2 Fresh application will be required for re-admission into the hostel. (Form IHA-6)

*Note:* A Student rusticated or removed from hostel when becomes eligible for hostel re-admission, shall not be allotted the same hostel where he lived prior to such rustication/removal.

2.3.3 Admission in the hostel is in accordance with the merit secured in the Entrance Examination held by the University in the respective programme of study.

2.3.4 Allotment of hostel will be made by the Dean of Students or by an officer of IHA authorised by him. No student shall be entitled to go to a particular hostel or room as a matter of right.

2.3.5 The students are expected to take possession of the allotted room soon after allotment of hostels by the Dean of Students office including depositing of the prescribed dues, but not later than five days of such allotment.

2.3.6 The allotment of rooms will be made by the concerned Sr. Warden. The Sr. Warden shall not delegate this authority to any other staff member/Office Incharge, unless with prior written permission of the Dean of Students **and then to another warden.**

2.3.7 To assist the Sr. Warden in the allotment of rooms, the Caretaker of the hostel will prepare and maintain a master list/card in the prescribed Form (Form IHA - 7) of all the rooms in a hostel. When a room/seat is allotted, the Caretaker shall:

- (i) ensure that the concerned student has deposited the hostel dues, before he is allowed

entry into the hostel room/seat;

(ii) fill in the name in the list of the students Register of Residents against the room allotted;

(iii) obtain an acknowledgment from the student in Form H-I listing the furniture and fixtures handed over;

*Note:* When the student leaves the room or hostel, the No Dues Certificate will be given only after receiving back all above items/amount for damages, if any. The quantum of damages will be fixed by the Maintenance Warden keeping in view the depreciation value of the articles;

(iv) hand over the key of the room to the student;

(v) inform the Mess Warden/Mess Manager of the new hostler whose name is added to the Diet Register; and

(vi) Prepare and maintain personal/individual file of the student in Personal/Individual Student's File **with full and updated information.**

### **2.3.8 Personal/Individual Student's File**

(a) The Caretaker will maintain individual file for each resident and record the application and other related documents for admission into the hostel and all other papers containing events connected with the residency e.g. levy of fines, disciplinary action, eviction, etc. on the prescribed proforma after affixing a copy of this on to the inner-side of the file cover (Form IHA-8).

(b) The files will be kept in a steel cabinet in the safe custody of the Caretaker who will be **solely** responsible for their misplacement, loss, damage, etc. The Caretaker will also maintain a permanent record in a register (in Form IHA-9) showing room-wise occupancy of the residents from year to year with dates. Separate pages in the register will be set apart for each hostel room. Entries in the register will be attested by the concerned Senior Warden.

## **2.4. ALLOTMENT OF ROOMS TO JRF/SRF WORKING IN PROJECTS IN JNU**

2.4.1 A limited number of seats will be available for JRF/SRF staff working in various projects in the JNU and who are not registered students.

2.4.2 There are 32 seats earmarked for the purpose as follows:

- (i) 14 seats in 7 rooms of Kaveri hostel (for boys)
- (ii) 06 seats in 3 rooms of Sabarmati Hostel (boys)
- (iii) 06 seats in 3 rooms of Godavari Hostel (girls)
- (iv) 06 seats in 3 rooms of Tapti Hostel (girls)

2.4.3 Only double-seated rooms would be provided to them. These will be contiguous rooms in one floor of one Wing each of these four hostels.

2.4.4 Allotment of these seats of JRF' sand SRF's will be on application to the Provost, supported by a copy of appointment letter issued by the Project Section of the University, Dakshinapuram and Paschimabad, whom the Dean of Students Office will supply an adequate number of application forms.

2.4.5 JRF's and SRF's coming from Delhi will get last preference in the allotment of this accommodation.

2.4.6 The following rules will be observed in respect of the accommodation given to the JRF's and SRF's.

(i) The allotment will be renewed every semester by the Provost, Dakshinapuram and Paschimabad on the basis of a certificate given by the appointing authority that the person continues to be a JRF and SRF **working on the same project.**

(ii) The maximum duration for stay in the hostel for JRF'S/SRF's working in the projects would be 3 years and can be availed only once. **Switching over from one project to another shall entail submission of new appointment letter and fresh allotment of hostel seat.**

(iii) The monthly rent for the seats will be 10% of the fellowship/pay of a month received by the JRF/SRF.

(iv) Hostel charges will be as for other residents and will be payable at the Hostel's Office.

(v) All rules of discipline and norms of living in hostel applicable to the residents will be applicable to JRF's and SRF's also.

(vi) The Provost may cancel the allotment of hostel seat at any time if the JRF's or SRF's contract with the Project ends or if hostel rules are violated.

2.4.7 The Dean of Students may reduce or increase the number of such rooms in consultation with the Provost Committee.

## **2.5. NORMS GOVERNING HOSTEL LIFE**

2.5.1 Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.

2.5.2 The residents should be back in their respective hostels latest by 11 p.m. or by half an hour after time for library closing, whichever is later. Students who are found outside their respective hostel premises after the stipulated time and involving in any violence or otherwise disturbing the peace on campus and privacy of JNU community will be evicted from hostel forthwith apart from any other disciplinary action by the University.

2.5.3 A resident who wishes to stay out late or to remain absent overnight shall inform the Warden concerned in the prescribed form.

2.5.4 No Non-resident visitor shall be permitted to stay in the rooms of the residents after 10.30 p.m.

2.5.5 Male visitors including male students or guests shall not be allowed in girls/women hostels except that bona fide male guests may be permitted by Mess Warden in the dining halls of girls' hostels. Similarly female visitors (including girl students) may not be allowed in the dining halls of Men's Hostels.

2.5.6 Only men can stay as guests in a men's hostel and only women can stay as guests in women's hostel.

2.5.7 The residents shall make payment of all hostel dues as per prescribed intervals and on demand.

2.5.8 For a visitor to stay in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with law on the subject.

2.5.9 Any resident lodging an unauthorised person shall be liable to fine and such other disciplinary action as may be decided by the Wardens or higher authorities. The relevant provision is reproduced below:

"The hostel resident(s) on account of harbouring unauthorised person(s) in his/her room would be fined in the first instance Rs. 1000/-. If found guilty second time, the fine will be Rs. 2000/- and if found guilty for the 3rd time he/she will be evicted from the hostel".

"The IHA also clarified that the Sr. Wardens will be competent to levy fines on the students for any breach of hostel norms/discipline upto Rs. 1000/-. However, the fine for keeping unauthorised guest would be not less than Rs. 1000/- per unauthorised guest. In other words, for example, if a resident student is found keeping two unauthorised guests in his/her room, he/she would be fined at least Rs. 2000/- (i.e. Rs. 1000/- per guest). Further this would not prejudice the powers of the Provosts for imposing higher amount of fine if the breach of discipline is more serious in nature".

Notwithstanding the above, the Vice-Chancellor may take *suo moto* cognizance of any violation of rules or breach of discipline by any students and may impose fine/punishment in terms of the provisions of Rules of Discipline issued under Statute 32 of the University. (ANNEXURE)

2.5.10 The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student's, is likely to disturb peace and order in the hostel.

2.5.11 The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.

2.5.12 Every resident is responsible for the care of the hostel property he uses. Residents found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Warden/Provost will be final in this regard.

2.5.13 Residents shall switch off the lights, including table light, fans and other electrical gadgets of their room while going out.

2.5.14 The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.

2.5.15 The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorised electrical appliance/gadget. **Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken by the wardens.**

2.5.16 Cooking of food in the rooms including in the pantry is strictly prohibited.

2.5.17 The residents should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the residents.

2.5.18 No resident is permitted to take away his belongings from the hostel premises without a proper 'gate pass' issued by the Sr. Warden.

2.5.19 The residents must not indulge in any act of intimidation or violence and drunken or riotous behavior.

2.5.20 Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited.

2.5.21 The residents shall not hold any religious or political function (other than related to students activities) within the premises of the hostel, except with the prior written permission of the Vice-Chancellor.

2.5.22 The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.

2.5.23 The Warden or the Provost or any officer of IHA concerned reserves the right to inspect the hostel rooms at any time.

2.5.24 Pets are not allowed within the Hostel.

2.5.25 The University reserves the right to close any or all hostels *suo motto*.

2.5.26 Students/Residents shall not hold any meetings within the hostel premises unless with the prior permission of the Senior Warden of the Hostel concerned and such permission should normally be obtained at least 48 hours in advance of the meeting.

## **2.6. INTER-HOSTEL & INTRA-HOSTEL CHANGE/TRANSFER OF STUDENTS/ MUTUAL EXCHANGE/ TRANSFER**

2.6.1 Inter-Hostel Change/Transfer: Normally once a student is allotted a room/seat in the hostel on regular basis i.e. other than as a Second Roommate (SR) or Third Roommate (TR) or as a guest, he/she shall seek change of hostel \*only in the first half of January every year. Such requests may be considered by the DOS if the Sr. Warden/Provosts of concerned Hostel/Khand have no objection to such change. Provided, however, in very exceptional circumstances, Dean of Students, may permit change of hostel at his discretion. Provided further that Dean of Students

will be competent to transfer a student or a group of students *suo motto* from one hostel to another hostel or hostels, as he may deem fit so as to ensure that hostel life is not unduly disturbed or tampered with.

2.6.2 Intra-Hostel Change/Transfer: A student allotted a room seat in a hostel will not normally ask for change for at least 6 months. The Sr. Warden of the hostel may consider change, provided rooms/seats are available on first cum-first served basis. For this purpose the Sr. Warden may devise a suitable mechanism to ensure transparency and disposal of such requests in a judicious manner, consistent with that of other hostels. Permission of mutual exchange does not entitle any student(s) to occupy the same rooms (upon exchange) as a matter of right.

(\* Amended in its meeting of IHA held on 19-9-2003 & 10.02.2014)

2.6.3 Mutual Exchange of Hostel: Cases of mutual exchange/transfer from one hostel to another may be considered by the Dean of Students, provided the concerned Sr. Wardens/Provosts have no objection to such mutual exchange/ transfer and the students concerned have completed at least six months in the respective hostels from date of allotment of rooms. Permission of mutual exchange does not entitle any student(s) to occupy the same rooms (upon exchange) as a matter of right.

## **2.7. UNIFORM GUIDELINES/ PROCEDURE FOR ALLOTMENT OF SINGLE-SEATED ROOMS IN HOSTELS UNDER THE UNIVERSITY LEVEL POOL FOR SINGLE ROOMS(ULPSR) (modified as per the IHA and EC Resolution)**

**Annexure XII**

**Note approved by the Vice-Chancellor on 08<sup>th</sup> September, 2010**

In view of the IHA approval of the University Level Pool for single seated rooms the modalities pertaining to seniority and cut off for the same need to be revised as given below. A meeting of the

Provosts committee held on 30<sup>th</sup> July 2010 considered the modalities pertaining to seniority and cutoff date for implementation of the University Level Pool of Single rooms. The committee resolved the following criteria for determining the seniority of the applicant:

1. Only those students who have completed at least 3 semesters in M.Phil./Ph.D. programme and 1 semester in direct Ph.D. programme will be eligible for single seated accommodation.
2. The seniority will be determined on the basis of the date of joining of the hostel system and inter alia on first-cum-first-served system basis.
3. In view of the above (1&2) Clause 2.10.5 (a,b,c,d) stands suspended.

The committee also felt that clause 2.10 and 2.4 needs to be deleted as the status of Brahmaputra Hostels as a separate category becomes irrelevant as Brahmaputra Hostel is now part of the University level single seated pool.

The Committee further resolved that the norms and procedure for Mahi/Mandovi Hostels (clause 2.5) also needs to be deleted as they are not more valid now. In view of the new system of University level single seated pool clause 2.10 needs to be suitably amended as given below:

<b>Existing</b>	<b>Proposed</b>
2.10.1 These rules shall be applicable to all hostels except Brahmaputra & Mahanadi Hostel (MRSH) and shall come into force with immediate effect.	2.10.1 These rules shall be applicable to all hostels except Mahanadi Hostel (MRSH) and shall come into force with immediate effect.
1.10.2 For the purpose of these rules: i). "Hostel" means a hall or halls of residences, by whatever name called, owned or maintained by the University.	1.10.2 For purpose of these rules: i). "Hostel" means a hall of residences, by whatever name called, owned or maintained by the University.
ii). "Student" means a student, who is currently registered for any programme offered by the JNU. However, it does not include a part-time or a casual student.	ii). "Students" means a full time student, who is currently registered for any programme offered by the JNU. However, it does not include a part-time or casual student and those engaged in any kind of gainful employment exceeding 3 months as per clause, 2.21 2.16.3
iii). "Seniority list" means a list prepared by the concerned Hostel authority indicating seniority of residents in that particular hostel.	iii). "Seniority list" means a list prepared by the Dean of Students Office indicating seniority of residents based in the criteria approved by the IHA from time to time.
iv). "Resident" means a student who has been allotted a hostel and currently residing in the hostel but shall not include a third roommate or a non-resident or a casual guest.	iv). "Resident" means a student who has been allotted a hostel and currently residing in the hostel but shall not include a second/third roommate or a non-resident or a casual guest.
v). "Non-resident" means a student who is attached to a Mess of any hostel temporarily for mess facility only.	v). "Non-resident" means a student who is attached to a Mess of any hostel temporarily for mess facility only.
vi). "Research Scholar" means a student who is pursuing M.Phil./Ph.D.	vi). "Research Scholar" means a student who is pursuing

or direct Ph.D. Programme of JNU or any other programme considered as such with prior approval of the Dean of Students.	M.Phil./Ph.D. or direct Ph.D. Programme in JNU or any other programme considered as such with prior approval of the Dean of Students.
For the purpose of this clause, an M.A student will also be eligible for consideration of single seated room provided he/she has completed the:	For the purpose of this clause, an M.A student will also be eligible for consideration of single seated room provided he/she has completed the:
a) First two consecutive semester (for those registered in the 7 <sup>th</sup> Semester of two-year M.A programme) or	a) Deleted
b) Six consecutive semesters (for those who are registered for 5 year integrated programme of study)	b) Deleted
2.10.3 Objective: The objective of these rules is to provide a suitable single seated accommodation to a research scholar with a view to facilitating him/her to carry out his/her research smoothly with due regard to standards of academic excellence.	2.10.3 Objective: The objective of these rules is to provide a suitable single seated accommodation to a research scholar with a view to facilitating him/her to carry out his/her research smoothly with due regard to standards of academic excellence.
2.10.4 Priority cut-off-date: For the purpose of determining one's seniority the cutoff date shall be 30 <sup>th</sup> September of the current year i.e., the year in which the list is prepared.	2.10.4 Priority cut-of-date: For the purpose of determining one's seniority the cutoff date shall be 30 <sup>th</sup> September of the current year i.e., the year in which the list is prepared.
2.10.5 Seniority: The seniority of Research Scholar for the purpose of these rules, shall be determined with reference to the date of joining the Hostel concerned on first-cum-first served basis, provided however:	2.10.5 Seniority: The seniority of Research scholar for the purpose of these rules shall be determined with reference to the date of joining the hostel system under the IHA.
a) Research Scholars, who have been confirmed* to Ph.D. programme, shall get first priority;	a) Research Scholars who have completed at least 3 semesters in M.Phil./Ph.D. programme or 1 semester in direct Ph.D. programme will be eligible to apply for single seated accommodation.
* Research Scholars who have been confirmed to the Ph.D. Programme and wish to be considered under first priority will have to produce documentary evidence to this effect (e.g. Office Order issued by the A.O, Chairperson of the Centre/Dean of the School), Merely writing "Ph.D." in their folios against Programme of study will be taken as a proof of confirmation to the Ph.D.	

Programme.	
b) Research Scholars, who are admitted/promoted to Ph.D. either directly or through M.Phil./Ph.D. stream and are not yet confirmed to Ph.D. programme, shall get second priority;	b) The seniority will be determined on the basis of the date of joining of the hostel system and inter alia on first cum first served system basis.
c) Research Scholars, who are yet to submit their respective M.Phil. dissertation shall get the 3 <sup>rd</sup> priority;	c) Deleted
d) All other students shall be considered in the descending order;	d) Deleted
Explanations	Explanations
i) Period of Zero Semester or break of academic or hostel life shall not count for seniority;	i) Period of Zero Semester or break of academic or hostel life shall not count for seniority;
ii) Those who are expelled or rusticated or evicted or transferred from one hostel to the other, as a measure of penalty, shall forfeit their earlier respective seniority i.e., the earlier stay in a hostel shall not count for seniority, in the same or the other hostel.	ii) Those who are expelled or rusticated or evicted or transferred from one hostel to the other, as a measure of penalty, shall forfeit their earlier respective seniority i.e., the earlier stay in a hostel shall not count for seniority, in the same or the other hostel.
iii) Those who seek mutual transfer from one hostel to the other on their own violation for various personal or medical reasons shall have to forego their earlier seniority.	iii) Delete
iv) Those who seek transfer from one hostel to the other on their own violation due to personal or medical grounds, shall have to forego their earlier seniority.	iv) Delete
v) Research Scholars admitted directly to the Ph.D. programme wishing to stay in a hostel other than Brahmaputra will be required to complete at least one year in the given hostel in order to become eligible for allotment of a single seated room in that hostel, the date of joining remaining the same for future-purposes.	v) Delete
vi) For the second priority, under clause 2.10.5 (b), in the event Research	vi) Delete

Scholars having the same date of joining the hostel, the seniority would be decided on first come first cum first served basis i.e., on the basis of the receipt number issued by the respective hostels at the time of collection of hostel fees.	
vii) The girls students holding JRF/SRF would be considered at par with the other residents of the hostel for allotment of single seated room in the Hostel. This decision is to be implemented from the beginning of the next academic year. However; the process of redrawing the seniority lists in the concerned hostels may begin as early as possible.	vii) The girls students holding JRF/SRF would be considered at par with the other residents of the hostel for allotment of single seated room in the Hostel.

### Annexure XIII

#### Notification dated 9<sup>th</sup> august, 2012

#### **Norms for applying Single seat accommodation:**

**Priority cut-off-date:** For the purpose of determining one's seniority the cut-off-date shall be 7<sup>th</sup> September of the current year i.e., the year in which the list is displayed.

**Seniority:** The Seniority of Research Scholar for the purpose of these rules, shall be determined with reference to the date of joining the hostel under IHA. The research scholar admitted to the direct Ph.D. programme, however shall be given the advantage of four semesters in order to maintain parity with M.Phil. students.

***Students who have been promoted to Ph.D. programme without submission of M.Phil. dissertation will be given the benefit of two semesters from the date of entry in the hostel system.***

The seniority will be determined and prepared at the University level on the basis of the following three criteria in the sequence give below:

- (a) Number of semesters completed in the programme of study to which the applicant is enrolled.
- (b) Date of joining the University in the same programme of study to which currently enrolled.
- (c) Date of joining the JNU hostel system as Direct Ph.D., Promoted to Ph.D. programme and Pre-Ph.D., M.Phil./Ph.D.

### **Priority list Preparation:**

- i) Research Scholars, who have confirmed\* to Ph.D. programme, shall get first priority;

\*Research Scholars who have been confirmed to the Ph.D. Programme and wish to be considered under first priority will have to produce documentary evidence to this effect (e.g. Office Order issued by the AO, Chairperson of the Centre/Dean of the School). Merely writing "Ph.D." in their folios against Programme of Study

**2.7.1 The rules shall be applicable to all hostels where single seated accommodations are available except Married Research Students Hostel (Mahanadi) and the following hostels which are twin-sharing accommodation - Narmada, Tapti, Mahi/Mandovi, Lohit, Chandrabhaga, Koyna and Shipra Hostels.**

### **2.7.2 For the purpose of these rules:**

- (i) "hostel" means a hall or halls of residences, by whatever name called owned or maintained by the University .
- (ii) "Student" means a student, who is currently registered for any programme offered by the JNU. However, it does not include a part-time or a casual student.
- (iii) "Seniority list" means a list prepared by the concerned Hostel authority indicating seniority of residents in that particular hostel.
- (iv) "resident" means a student who has been allotted a hostel and currently residing in the hostel but shall not include a Third Roommate (TR) or a non-resident or a casual guest.
- (v) "Non-resident" means a student who is attached to a Mess of any Hostel temporarily for mess facility only.
- (vi) "Research Scholar" means a student who is pursuing M.Phil/Ph.D. or Direct Ph.D. Programme of JNU or any other programme considered as such with prior approval of the Dean of Students.

For the purpose of this clause, an M.A student will also be eligible for consideration of single seated room provided he/she has completed the:

- (a) first two consecutive semester (for those registered in the 7th semester of two-year M.A Programme) or
- (b) six consecutive semesters (for those who are registered for 5 year integrated

programme of study)

**2.7.3 Objective:** The objective of these rules is to provide a suitable single seated accommodation to a research scholar with a view to facilitating him/her to carry out his/her research smoothly with due regard to standards of academic excellence.

**2.7.4 Priority cut-off-date:** For the purpose of determining one's seniority, the cut-off-date shall be 30th September of the current year i.e. the year in which the list is prepared.

**2.7.5 Seniority:** The Seniority of Research Scholar for the purpose of these rules, shall be determined with reference to the date of joining the hostel concerned on first-cum-first-served basis, provided however:

(a) Research Scholars, who have been confirmed\* to Ph.D. programme, shall get first priority;

\* Research Scholars who have been confirmed to the Ph.D Programme and wish to be considered under first priority will have to produce documentary evidence to this effect (e.g. Office Order issued by the AO, Chairperson of the Centre/Dean of the School). Merely writing "Ph.D" in their folios against Programme of Study will not be taken as a proof of confirmation to the Ph.D. programme.

(b) Research Scholars, who are admitted/ promoted to Ph.D. either directly or through M.Phil/Ph.D stream and are not yet confirmed to Ph.D. programme, shall get second priority;

(c) Research Scholars, who are yet to submit their respective M.Phil dissertation, shall get the 3rd priority;

(d) All other students shall be considered in the descending order;

M.A./M.Phil students allotted a single seat in Brahmaputra cannot seek transfer/exchange of single seater automatically. The priority will be worked out by the IHA keeping in view of the following:

**Explanations:**

- (i) Period of Zero Semester or break of academic or hostel life shall not count for seniority;
- (ii) Those who are expelled or rusticated or evicted or transferred from one hostel to the other, as a measure of penalty, shall forfeit their earlier respective seniority i. e. the earlier stay in a hostel shall not count for seniority; in the same or the other hostel.

**(iii) Those who seek mutual transfer from one hostel to the other on their own volition for various personal or medical reasons shall have to forego their earlier seniority.**

**(iv) Those who seek transfer from one hostel to the other on their own violation, due to personal or medical grounds, shall have to forego their earlier seniority.**

### **2.7.7 Appeal and Interpretation of Rules:**

(i) Any resident aggrieved of the decision of the Sr. Warden/Provost may appeal to the Dean of Students, within two weeks of cause of action, whose decision shall be final and binding.

(ii) Any issue as to the interpretation of these rules shall be referred to the Dean of Students whose decision shall be final and binding.

2.10.8 Amendments/Repeals: Any amendment or repeal to these rules may be effected with the approval of the Executive Council.

## **2.8 DURATION OF STAY IN THE HOSTEL**

2.8.1 Accommodation in the hostel is allowed initially for the current semester and is subsequently renewed subject to the continuing registration and fulfilling academic requirements from time to time by the allottees. All occupants should subject themselves to the proof of registration and payment of all hostel dues every semester, including depositing of registration folios with the hostel office/ Dean of Students office, failing which, he/she will be liable to be evicted as if he/she were not a registered student.

2.8.2 An M.Phil/Ph. D student may stay in the hostel for a maximum of six years from the date of admission to the M.Phil/Ph.D programme or four years from the date of confirmation to the Ph. D programme, whichever is earlier. Provided, however, a student admitted to Direct Ph.D. will be allowed 4 years from the date of admission to direct Ph.D.

**Relevant extract from the Minutes of the meeting of the Hostel Manual  
Review/Amendment Committee held on 7<sup>th</sup> April 2011 at 3:00 pm in the office of the Dean  
of Students.**

1. The question of retaining room by students proceeding on overseas scholarship, field work etc., was raised by some members. It was also noted that the Hostel Manual is silent on the duration of such long leave from the hostel. It was resolved that students may be allowed to retain their rooms for a maximum of three months only. In case the duration exceeds three months, then the student must vacate the hostel. He/she may be given hostel on priority on their return.

*Notes:*

- (i) Outstation Students admitted under clause 9 (b) of the Ph.D Ordinance may be considered eligible for the hostel accommodation, subject to seats being available. **[Reference is invited to the Resolution No. 9/AC/B of the Academic Council dated 9<sup>th</sup> April 1999: “Students registered under Clause 9(b) SHALL ORDINARILY NOT BE ELIGIBL FOR ALLOTMENT OF HOSTEL ACCOMMODATION”.]**

**Annexure XV**

**Academic Council Resolved on 28<sup>th</sup> September, 1999**

That though Clause 9 (b) of the Ph.D. ordinance does not stipulate the maximum period under which a candidate can seek re-enrolment for submission of Ph.D. thesis, the respective schools may work out a mechanism to screen the request of a candidate seeking re-enrolment under Clause 9(b) of the Ph.D. ordinance to assess whether or not the candidate is in a position to submit thesis and for this purpose the respective Centres/Schools may appoint a committee consisting of three faculty members of the Centre/School concerned for their assessment in the matter and for consideration by appropriate body of the School. The students registered under Clause 9(b) SHALL ORDINARILY NOT BE ELIGIBLE FOR ALLOTMENT OF HOSTEL ACCOMMODATION.

- (ii) Ph.D. Students may stay in the hostel upto 7 days from the date of submission of their Ph.D. theses.

- (iii) M.Phil/Ph.D students of the University required to visit the University for their *viva-voce* tests may be allotted accommodation in the hostel, subject to their availability for a period not exceeding 7 days on payment of guest charges.

2.8.3 An M.Phil student may stay in a hostel for 2 years (i.e. 4 semesters) from the date of admission to the M.Phil programme, provided that the hostel accommodation in the 5th semester of the M.Phil programme may be considered according to the order of priority laid down.

2.8.4 For M.A. or undergraduate students, the maximum duration of stay in the hostel is the normal prescribed period of the programme of studies (five years for ~ year integrated M.A. programme and two year for 2-year M.A. programme) | which the student is admitted. Similarly the normal duration for MCA students is 3 years from date of admission.

2.8.5 Students who have been granted zero semester by the competent authority/Zero Semester Committee of the University (including M.Phil/Ph.D students) may be allowed hostel facility, subject to availability of seats [**provided they had vacated the hostel during the zero semester**]

2.8.6 Foreign nationals may be allowed to stay beyond the normal period, provided the Ph.D. viva is likely to be conducted shortly but not later than two months keeping in view the merits of each case. Stay beyond two months will be on guest charge basis, (**payment to be made in advance including mess charges**) subject to the prior permission of the Dean of Students and on the recommendations of the Supervisor/Chairperson of the Centre concerned. **After 2 months but not exceeding 3 months, such students may be allotted dormitory, if available.**

## **2.9 VACATION OF HOSTEL ROOMS - PROCEDURE:**

2.9.1 Subject to the provisions contained in the para 2.11 above, all terminal student must surrender their rooms to the concerned warden, latest by May 31, each year i. e. by the date on which they complete the normal period of stay in the hostel. Provided, however, the Dean of Students may grant extension to such students in very exceptional cases, in consultation with the Provost Committee on such charges and terms and conditions, as may be decided by the Provost Committee/Dean of Students.

2.9.2 Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed (Form IHA-10) to the Sr. Warden concerned at least four days in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Sr. Warden concerned after the clearance of hostel and mess dues by the student concerned is submitted. Mess security refund may be made as per procedure given in para 2.14 hereafter.

2.9.3 Before vacating the hostel, each resident must hand over to the Caretaker (vide Form IHA-10) the complete charge of his or her room with all furniture and fixtures intact, and clear

all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden (Maintenance) of the Hostel concerned.

2.9.4 Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.

2.9.5 The University reserves the right to close any or all hostels *suo motto*.

## **2.10 PROCEDURE FOR EVICTION**

2.10.1 A resident may be evicted from the hostel for any breach of discipline, norms of hostel or mess rules (please also see para 2.14 ahead) or if not conforming to academic requirements as stipulated in the Academic Ordinances of the University or otherwise notified by the University.

2.10.2 The Eviction process will be initiated by the Senior Warden in consultation with the Provost of the Khand or the Dean of Students in case the post of Provost is vacant.

2.10.3 Before eviction, the resident concerned will be served with a 5 days Eviction Notice (Form IHA-II) by the Senior Warden so that the resident is informed of the proposed action and could take care of his or her personal belongings lying in the room, and vacates the room on or before the date fixed for eviction.

2.10.4 If the resident does not vacate by the date specified in the "notice for eviction", the lock of the room will be broken open in the presence of:

- (i) The Senior Warden
- (ii) The Security Officer or his representative,
- (iii) The Caretaker, and
- (iv) The Chief Proctor or his representative, where necessary.

For this purpose, the Senior Warden will inform the concerned officers (in Form IHA-12) in advance.

2.10.5 Where the second room-mate or third room-mate is affected by eviction of the defaulting resident, the second room-mate/third room-mate will be accommodated by the Sr. Warden in other room(s) as may be possible.

2.10.6 If, on breaking open the lock, any personal belongings of the defaulting resident are

found in the room, these shall be listed over the signature of all those present at the time of eviction (in Form IHA-13) and disposed of by the hostel administration in whatever manner it may deem fit. The hostel administration will not bear any responsibility whatsoever for any loss or damage of such personal belongings. The amount, if any, earned by disposing of the personal belongings, will be deposited in the General Fund of the Hostel.

2.10.7 If any furniture articles/fixtures allotted to the student are found missing or damaged, the cost of article or damages to articles shall be recovered from the student, keeping in view the original price of the article minus depreciation value, as may be decided by the Maintenance Warden.

## **2.11 REFUND OF MESS SECURITY**

2.11.1 A student vacating or on being evicted from the hostel and desiring refund of mess security money will apply to Warden(Mess) in the prescribed (Form IHA-10). The Warden will send it to the Office Incharge with his recommendation and expenditure sanction.

2.11.2 The student will also obtain no dues certificate from the Caretaker, Mess Manager and the Cashier in Form IHA-10. This will be retained in the personal file of the student.

2.11.3 After adjusting/recovering the amount due from the student, whether on account of mess dues or furniture items, etc. contingent bill for refund of security will then be prepared by the Cashier, the bill will be checked by Office Incharge and the amount refunded to the student under his/her dated signatures.

2.11.4 A note of refund made to the student be kept by the Cashier in the student's personal ledger and attested by Office Incharge with signature and date.

## **2.12 UNAUTHORISED GUESTS - PENAL ACTION/ FINE ON DEFAULTING RESIDENTS:**

2.12.1 The hostel residents on account of harbouring unauthorized person(s) in his/her room would be fined in the first instance with Rs. 1000/-. If found guilty second time, the fine will be Rs. 2000/- and if found guilty for the 3rd time he/she will be evicted from the hostel.

*Note:* Please see paragraph 2.7.9 also.

### **2.12.2 Authorities for penal action/fines**

**In the event of breach of discipline and/or misconduct/misbehaviour on the part of a student or a group of students the following are the authorities:**

**Authority: Extent of fine/penalty**

- 1. Provost**
  - (i) To impose a fine upto Rs. 2000/- at a time.**
  - (ii) To remove students or a group of students from hostel and for keeping the Hostels out of bounds from such student(s).**
  - (iii) To transfer a student from one hostel to another hostel within the *Khand*.**
  
- 2. Sr. Warden**
  - (i) To impose a fine upto Rs. 1000/- at a time;**  
**(Note: Please see paragraph 2.7.9); and**
  - (ii) To transfer a student from one wing to another of the hostel)**
  
- 3. Other Wardens**
  - (i) To impose a fine upto Rs. 250/- at a time; and**
  - (ii) To transfer a student from one room to another room in his/her hostel wing.**

**(Note: Please also see para 2.5.9 regarding fine on unauthorized guests.)**

**2.13 RULES OF DISCIPLINE AND PROPER CONDUCT OF STUDENTS OF JNU APPROVED BY VICE-CHANCELLOR IN ACCORDANCE WITH THE POWERS VESTED IN HIM AS PER STATUTE 32(5) OF THE STATUTES OF THE UNIVERSITY W.E.F. 19<sup>TH</sup> JUNE 2000.**

**PREAMBLE**

Whereas by virtue of Section 5(10)\* of the JNU Act read with Statute 32(1)\*\* of the Statutes of the University, the Vice-Chancellor has been vested with all the powers relating to discipline and disciplinary action in relation to students and whereas Statute 32(5)\*\*\* empowers the University to frame detailed rules of discipline and proper conduct; and now in pursuance of the same the Vice-Chancellor has approved the following rules of discipline and proper conduct among the students of the University.

**1. SHORT TITLE AND COMMENCEMENT**

- (i) These Rules shall be called “The JNU Students” Discipline and Conduct Rules”, hereafter referred to as the “Rules”.**
- (ii) These Rules shall come into force with effect from the date of notification.\*\*\*\***

**2. APPLICATION OF RULES**

- (1) These Rules shall apply to all students of the University (including part-time**

students) whether admitted prior to the commencement of these Rules or after the commencement of these Rules.

- (2) Any breach of discipline and conduct committed by a student inside or outside the JNU Campus shall fall under the purview of these Rules.
- (3) Without prejudice to the generality of the power to enforce discipline under Statute 32 of the Statutes of the University, the acts mentioned in Rules 3 shall amount to acts of misconduct or indiscipline of both.

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- To regulate and enforce discipline among students and employees of the University and to take such disciplinary measures in this regard as may be deemed necessary.
  - \*\* All powers relating to discipline and disciplinary action in relation to students shall vest in the Vice-Chancellor.
  - \*\*\* Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, detailed rules of discipline and proper conduct shall be framed. The Principals or, as the case may be, the Heads of the Colleges, Institutions, Department, Special Centres or Specialised Laboratories may frame such supplementary rules as they deemed necessary for the aforesaid purposes. Every student shall provide himself with a copy of these rules.
  - \*\*\*\* These Rules shall come into force w.e.f. June 2000.

### 3. CATEGORIES OF MISCONDUCT AND INDISCIPLINE

#### CATEGORY - I

- (i) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and or any act which incites or leads to violence;
- (ii) Gheraos, laying siege or staging demonstrations around the residence of any member of the University Community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus;
- (iii) Sexual harassment of any kind which shall also include:
  - Unwelcome sexual propositions/advancements, sexually graphic comments of a body, u
  - (v) Unwelcome touching, patting, pinching or leering of parts of the body or persistent or unwelcome sexual jokes and or comments.

#### CATEGORY - II

- (iv) Committing forgery, tampering with the identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages of defacing, burning or in any way destroying the books,

journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.  
hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University community.

- (vi) Furnishing false certificates, or false information in any manner to the University.
- (vii) Any act of moral turpitude;
- (viii) Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, women staff member/visitor;
- (ix) Arousing communal, caste or regional feelings or creating disharmony among students;
- (x) Use of abusive, defamatory, derogatory or intimidatory language against any member of the University Community;
- (xi) Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorised occupation of any portion of the University premises; including halls of residence, by any person;
- (xii) Unauthorised occupation of the hostel rooms or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere;
- (xiii) Indulging in acts of gambling in the University premises;
- (xiv) Consuming or possessing dangerous drugs or other intoxicants in the University premises;
- (xv) Damaging or defacing, in any form, any property of the University or the property of any member of the University community;
- (xvi) Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity;
- (xvii) Improper behaviour while on tour or excursion;
- (xviii) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre;
- (xix) Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the University;
- (xx) Any other offence under the law of land;
- (xxi) Ragging in any form;

- (xxii) Accomodating unauthorized guests or other persons in the halls of residence;
- (xxiii) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus;
- (xxiv) Any intimidation of or insulting behavior towards a student, staff, or faculty or any other person;
- (xxv) Any other act which may be an act of violation of discipline and conduct;

#### 4. **PUNISHMENT :**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category-I or Category-II, as the case may be, in Rule 3.

##### **CATEGORY – I :**

- (1) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- (2) Rustication up to four semester period and/or declaring any part or the entire JNU campus out of bounds.
- (3) Expulsion

##### **CATEGORY – II :**

- (1) Admonition/Reprimand
- (2) Fine upto Rs. 20,000/-
- (3) Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
- (4) Withdrawal of any or all facilities available to a student as per JNU Rules (such as Scholarship/Fellowship, hostel etc.,)
- (5) Stoppage of any or all academic processes.
- (6) Declaring any Halls of Residence, premises, building or the entire JNU Campus out of bounds to any student.
- (7) Rustication upto two semesters.

#### 5. **GENERAL**

- (1) No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a proctorial or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself.

- (2) In case the Vice-Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bona fide student pending proctorial or any other inquiry.
- (3) Notwithstanding any punishment mentioned in Rule 4, the Vice-Chancellor may keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

6. **INTERPRETATION:**

In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.

**2.14 RULES RELATING TO ALLOTMENT OF RESIDENCE IN THE MARRIED RESEARCH SCHOLARS' HOSTEL (MRSH) - MAHANADI HOSTEL**

**(PROPOSED AMENDMENTS)**

2.14.1 **Preamble** : The norms and rules in regard to the hostels of the University are an important factor in fostering a climate of learning and community life that need to be developed in the University.

2.14.2 **Objective:** To enable married research scholars to stay with their families during the course of their studies in the University. Accommodation may be provided to the extent it is available in the Hostel.

2.14.3 **Eligibility:**

- (a) Only married students/single parents with unmarried dependent children registered for pursuing full-time programme leading to M.Phil./Ph.D. in the University are eligible for consideration of allotment of accommodation in the Hostel.
- (b) A full-time M.Phil./Ph.D. students of the university will not be eligible for Married

- Research Scholars' Hostel accommodation (a) if he/she takes up full-time employment (temporary job included) with a salary including allowances higher than the amount of UGC/SRF; (b) or if the spouse of the student takes up full-time employment in Delhi (including temporary job) on a salary including allowances higher than the amount of UGC/SRF (Fellowship is not considered as employment). University/College teachers on authorized study leave with pay during the course of studies at the University are exempted from the norm (a) above).
- (c) A full-time M.Phil./Ph.D. student of the University will not be eligible for MRSH accommodation (a) if he/she is a resident of Delhi; (b) those who are admitted to a programme at a level at which the student already has a degree or has pursued studies in JNU at the same level with hostel accommodation.

#### 2.14.4 Procedure for Allotment:

- (i) Married students desirous of and eligible for accommodation in the Hostel shall submit to the Warden an application on the prescribed form, obtainable from the Warden's Office.
- (ii) To be accepted, an application shall be fully and properly filled in accompanied by documentary proof wherever necessary. Seniority shall be determined according to the date of acceptance (receipt) of application in the Warden's Office.
- (iii) Accepted applications are included in the waiting list of anyone of the categories viz. General, Scheduled Castes, Scheduled Tribes, **OBC**, Foreign Nationals, and both application /**applicant** and the spouse student categories – depending on the applicant's particulars.
- (iv) Allotment may be made as and when vacancies arise broadly in consonance with the following arrangement: General Category 50% (including one seat for physically handicapped and one seat for severely physically handicapped student who may quite often be even unmarried and may need the physical presence of the family member with them); Scheduled Caste 15% & Scheduled Tribes Category 7.5%; Foreign Students 20%; Wife/Husband both Students Category 7.50%; **OBC in the 4:1 ratio (?)**.

- (v) Out of total number of rooms available for Foreign Nationals category (20%), one seat will be reserved for husband/wife category for Foreign Nationals.
- (vi) Allotment are made by Allotment Committee meeting from time to time under the Chairmanship of the Provost.
- (vii) Applicants can apply for the accommodation in the hostel in all eligible categories simultaneously. For example, one can simultaneously apply under physically handicapped category, Husband/Wife category and SC/ST category at the same time. Allotment will be done in only one category according to applicant's choice when his/her turn will come for that category. Once allotment has been done in a particular category it cannot be changed in total tenure of stay in the hostel.
- (viii) At the time of applying for hostel accommodation, applicants have to give one mailing address of their choice for sending the allotment offer, irrespective of whether or not they are staying in the campus and it will be the responsibility of the applicant to inform the hostel office of any change of their address for communication.
- (ix) An applicant when offered allotment of accommodation in the Hostel will be given a maximum period of twenty days to accept the offer. In case the offer is not accepted or in case no response is received within twenty days, the applicant shall lose priority in the waiting list and will have to apply afresh.
- (x) An applicant when indicates acceptance will be given possession of the room allotted when such terms and conditions as mentioned in the allotment offer are satisfactorily fulfilled.
- (xi) Any applicant who has received allotment letter wishes to postpone it for a specified period of time accounted semester wise is required to inform the Hostel Warden well in time about the reason for which he/she is unable to accept the allotment. This would enable the applicant to retain his/her seniority in the priority list of the Hostel. However, this option will be provided only once. If the applicant fails to accept the allotment for the second time then his/her priority will be cancelled and will have to apply afresh.
- (xii) Applicants will be eligible for accommodation at the time of allotment under Husband/Wife category if both are registered students of the University and none of

- them should be registered under 9B Clause. In this case they will be considered for hostel accommodation under General category (when their turn will come under general category).
- (xiii) Applicants seeking allotment under Husband/Wife category have to give the name of spouse in whose name allotment will be made. Thereafter no request will be entertained for transfer of allotment from allottees name to the spouse suiting allottee's convenience.
  - (xiv) Applicant under study leave will not be eligible for the hostel if he/she is an employee of Delhi-based (local) Govt./Private/Autonomous organizations.
  - (xv) Students registered under 9B Clause are not provided fresh allotment in the hostel.

#### **2.14.5 Charges:**

- (i) An amount of Rs. 250/- is required to be deposited as Security with the Finance Office before an applicant is allotted accommodation. The security deposit shall be refunded when the allottee has handed over the apartment, after deducting for damages, missing articles and fittings.
- (ii) Room rent will be charged at the rate of Rs. 100/- p.m. subject to a concession of Rs. 40/- p.m. to non-fellowship holders.
- (iii) The allottee who took admission under study leave-with pay will be charged room rent Rs. 100/- p.m. and those who are on leave without pay will be charged as other non-fellowship holders.
- (iv) Admission fee Rs. 20/-.
- (v) A flat rate of Rs. 5/- will be charged for water and for electricity charges will be as per actual consumption meter reading (Presently an amount of Rs. 180/- is charged for water and electricity from residents of the Hostel. It is suggested for implementation of utility charges as per actual as mentioned in the hostel manual.)

**(Proposal as approved by the competent authority to charge electricity charges subject to free units of 50 per resident to be added)**

#### **2.14.6 Duration of Accommodation:**

- (i) Accommodation in the Hostel is allowed initially for the current semester and is renewed subject to the continuing registration of the allottees. All occupants should themselves submit the proof of registration and payment of all hostel dues every semester.
- (ii) An M.Phil. student may stay in the hostel for a maximum period of two years. An M.Phil./Ph.D. student may be allowed to stay in the hostel for a maximum of six years from the date of admission to the M.Phil/Ph.D. programme of four years from the date of confirmation in the Ph.D. programme whichever is earlier. Provided, however, a student admitted to Direct Ph.D. will be allowed four years from the date of admission to direct Ph.D.
- (iii) Maximum permissible period of stay in the hostel (six years, including hostel facility availed in other hostels) includes zero semesters.
- (iv) Students registered under Clause 9B in continuation may be allowed to stay in the hostel depending on the availability of rooms for a maximum period of one year in continuation.
- (v) The allottee shall vacate the accommodation within a month from the date of leaving the University, or the date of submission of Ph.D. thesis or joining a job, failing which he/she is liable to eviction. The allottees will be charged room rent after the due date of the vacation of the room as per market rate decided by the University.
- (vi) Those who submit Ph.D. thesis and subsequently surrender accommodation will be provided temporary accommodation at the time of viva-voce, subject to the availability of accommodation for a period not exceeding seven days on payment of guest charges.
- (vii) Foreign Nationals may be allowed to stay beyond the normal period but maximum for six months after submission of Ph.D. thesis or viva-voce, whichever is earlier. Stay after two months will be on guest charge basis. The students have to pay their said guest charges on monthly basis in advance. The allottee shall vacate the accommodation within seven days from the date of his / her viva-voce got over. The allottees will be charged room rent after the due date of vacation of the room as per market rate decided by the University.
- (viii) The allottees under 'study leave scheme' can stay in the hostel only for the period of

their study leave. Their stay could be extended in accordance with extension of their leave but not exceeding the maximum duration of six years stay in the hostel. For which they have to submit the relevant official documents, failing which they will be asked to vacate the Hostel.

#### **2.14.7 General Conditions:**

- (i) The supervision and control of the residents in the hostel is vested in the Provost of the Khand, who will carry out this function with the help of the Warden.
- (ii) Allotment of accommodation shall not confer on the allottee any right to tenancy of the premises and the University shall have every right to have the accommodation vacated in the event of the breach of rules by the allottee.
- (iii) Allotment is offered to a bona fide student, to be occupied for the duration of the course the allottee is admitted to or till expiry of maximum permissible period whichever is earlier. No request will be entertained for transfer of allotment from allottees name to the spouse suiting allottees convenience.
- (iv) A spouse can apply for the hostel accommodation afresh only after the allottee vacates the present accommodation in the Hostel.
- (v) It is decided upon that if a women allottee is taking zero semesters for pregnancy/child birth; her room will be retained for that semester. However, the period of zero semester will be included in the total period of six years of hostel facility availed.
- (vi) The room will also be retained if the allottee has taken zero semesters to go abroad for an academic enhancement leaving behind his/her family. However, the period of zero semester will be included in the total period of six years of hostel facility availed.
- (vii) The allottee of the hostel if gets single status (due to death of/divorce/separation from spouse) during his/her tenure of stay in the hostel then he/she has to vacate the hostel within six months.
- (viii) All the allottees of the hostel will be given one chance during their total duration of stay in the hostel to change their room to another of their choice. This will be done on the basis of seniority on the hostel allotment list.
- (ix) The Provost/Warden are empowered to inspect the premises to ascertain the state of

affairs of the premises. They are also empowered to ascertain the family status of the occupant.

- (x) Any student who is found to have presented false information or forged documents to hostel administration will be liable to disciplinary action including eviction.
- (xi) The Provost shall have the right to shift an allottee from one room to another and also to reorganize the hostel in the best interest of the University.
- (xii) The hostel administration reserves the right to take disciplinary action including cancellation of the allotment of accommodation in the Hostel for violation of the rules of living in the Hostel.
- (xiii) The hostel shall have Hostel Committee comprising a President and four members directly elected by the general body of the Hostel. The President and members of the Hostel Committee will normally hold office for one year. The Hostel Committee shall assist the Warden in the smooth functioning of the Hostel.

#### 2.14.8 Norms of Living:

- (i) Accommodation in the Hostel is meant for the married student and his / her family consisting of his / her spouse and/or dependent children only. Any other person, including parents, siblings, any relation, can stay as a guest for a period of not more than five days after obtaining prior permission from the Warden, and for which allottee have to pay guest charges.
- (ii) The hostel residents having guest in the hostel room without prior permission from the Warden will be treated as harbouring unauthorized person(s) would be fined in the first instance Rs. 1000/-. If found guilty second time, the fine will be Rs. 2000/- and if found guilty for the third time he / she will be evicted from the hostel. **Keeping domestic help in the hostel is strictly prohibited; any violation of the rule shall invite fine and other disciplinary actions.**
- (iii) The accommodation cannot be sublet or shared. Any violation of this clause will result in the cancellation of the allotment and consequent eviction.
- (iv) The Hostel is a family accommodation. After allotment, allottees are expected to bring their family within three months from the date of allotment. Family of an allottee is required

to stay as a regular resident of the hostel. No allottee will be allowed to stay without their families (spouse / children) for a period exceeding more than consecutive three months. In such cases, the allotment will be cancelled and resident will be required to vacate the hostel.

(v) The residents who want to be absent from the Hostel for more than three days must inform the Warden specifying the addresses where he/she can be contacted.

(vi) Where the allottees do not get registered for a semester and simply disappear without informing the hostel office and keep their rooms locked, the hostel authority will vacate the room. In such cases the hostel office disowns any responsibility for the personal belongings of the allottees when they are removed from the abandoned rooms. Also, they are charged fine of Rs. 5000/- for leaving the hostel without proper procedure.

(vii) For a visitor to stay in the hostel room in the absence of the resident is prohibited.

(viii) Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

(ix) The hostel administration reserves the right to deny entry into the hostel to visitor(s) if their visit is likely to disturb peace and order in the Hostel.

(x) All residents are required to make their own arrangement for cooking.

(xi) At the time of occupying the apartment, the allottee shall be given furniture according to the prescribed scale. Demand for additional furniture will not be entertained.

(xii) At the time of occupying the apartment, the allottee shall be required to sign the inventory of furniture and other items provided. He shall be personally responsible for the custody of the same.

(xiii) The residents are responsible for the security of their apartments and their belongings and shall lock their apartment properly before leaving them. The University shall not be responsible for any loss of their private belongings and other property.

(xiv) Allottees shall switch off lights, fans and extinguish gas, coal, kerosene stoves, water taps etc., before they leave their room failing which they have to pay the cost for the waste/damage incurred due to noncompliance of the rule. In addition they will be fined Rs. 3000/-.

(xv) Use of unauthorized electrical gadgets such as air-conditioner, geyser, immersion rod, room heater, cooking heater, inductions, micro-oven etc. is not permitted in the rooms. Tampering with fittings and fixtures in the apartment will be treated as willful damage to the

University property and those guilty may be held liable to heavy penalty.

(xvi) Complaints pertaining to maintenance of the apartment may be made by the residents with the Engineering Inquiry office at the Khand. In case of any difficulty or delay, the same may be brought to the notice of the caretaker of the Hostel.

(xvii) Residents must not indulge in any act of intimidation or violence and drunken or riotous behavior. Use of narcotic, consumption of alcoholic beverages is prohibited.

#### **2.14.8 Norms of Living (It is a repeat of the above)**

(i) Accommodation in the Hostel is meant for the student and his/her family consisting of his spouse and/or dependent children. Any other person, including a relation, can stay as a guest for a period of not more than five days after obtaining prior permission from the Warden. The accommodation can not be sublet or shared. Any violation of this clause will result in the cancellation of the allotment and consequent eviction.

(ii) The residents who want to be absent from the Hostel for more than three days must inform the Warden specifying the address where he/she can be contacted.

(iii) For a visitor to stay in the hostel room in the absence of the resident is prohibited.

(iv) Any resident lodging an unauthorised person shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

(v) The hostel administration reserves the right to deny entry into the hostel to visitor(s) if their visit is likely to disturb peace and order in the Hostel.

(vi) All residents are required to make their own arrangement for cooking.

(vii) At the time of occupying the apartment, the allottee shall be given furniture according to the prescribed scale. Demand for additional furniture will not be entertained.

(viii) At the time of occupying the apartment, the allottee shall be required to sign the inventory of furniture and other items provided. He shall be personally responsible for the custody of the same.

(ix) The residents are responsible for the security of their apartments and their belongings and shall lock their apartments properly before leaving them. The University shall not be responsible for any loss of their private belongings and other property.

(x) Allottees shall switch off lights, fans and extinguish gas, coal, kerosene stoves, etc., before they leave their room.

(xi) Use of unauthorised electrical gadgets is not permitted in the rooms.

Tampering with fittings and fixtures in the apartment will be treated as willful damage to the University property and those guilty may be held liable to heavy penalty.

(xii) Complaints pertaining to maintenance of the apartment may be made by the residents with the Engineering Inquiry office at the Khand. In case of any difficulty or delay, the same may be brought to the notice of the caretaker of the Hostel.

(xiii) No resident is permitted to take away personal belongings from the hostel premises without proper permission.

(xiv) Residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Use of narcotic, consumption of alcoholic beverages are prohibited.

#### **2.14.9 Common Room and Recreational Facilities: (Is it about MRSH?)**

(i) The Hostel shall have a common room for the use of residents and bonafide guests. The common room provides facilities for indoor games and is supplied with newspaper/magazines.

(ii) The Common room will be managed by a student caretaker selected from amongst the Hostels residents on grounds of mainly suitability for the job and the student's economic need.

(iii) The common room will be kept open normally between 6.30 p.m. to 9.30 p.m. unless the time is extended by the Warden-in-charge in writing on any special occasion.

(iv) The magazines or newspapers to be purchased will be decided by the Hostel Committee in consultation With the Warden-in-charge.

(v) The residents are not allowed to remove magazines or newspapers or any other property from the common room.

(vi) The residents shall maintain decorum in the common room.

#### **2.14.9 Common Room and Recreational Facilities: (It is a repeat of the above?)**

(i) The Hostel shall have a common room for the use of residents and bona-fide guests. The common room provides facilities for indoor games and is supplied with

newspaper/magazines.

- (ii) The common room will be managed by a student caretaker selected from amongst the Hostels residents on grounds of mainly suitability for the job.
- (iii) The common room will be kept open normally between 6.30 p.m. to 9.30 p.m. unless the time is extended by the Warden-in-charge in writing on any special occasion.
- (iv) The magazines or newspapers to be purchased will be decided by the Hostel Committee in consultation with the Warden-in-charge.
- (v) The residents are not allowed to remove magazines or newspapers or any other property from the common room.
- (vi) The residents shall maintain decorum in the common room.

#### **2.14.10 Hostel Guest Room:**

- (i) Hostel's guest room is meant for the stay of the bona fide casual guest of the residents on payment of specified charges.
- (ii) A resident seeking permission to entertain a guest will apply in the form prescribed for the purpose and after obtaining the permission of the Warden, deposit the guest room charges in cash with the hostel caretaker. The guest room charges are Rs. 30/- per day per person.
- (iii) Subject to availability of rooms, the Warden may permit the stay of a guest for a period of not exceeding seven days at a time.
- (iv) A particular guest of a particular resident shall not be allowed to continue his / her stay as guest of another resident.
- (v) The warden reserves the right to cancel the stay of a guest at any time without assigning any reason.
- (vi) The host will be responsible for the behaviour of his/ her guest during the stay in the guest house.
- (vii) Any resident found guilty of misusing the guest room facility and violation of rules shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

### **2.14.11 Complaints / Grievances:**

(i) Any complaint / grievance from a resident student or students in the first instance should be referred to the Warden of the Hostel who will, depending on the nature of the complaint ensure that it is processed by him / her as speedily as possible.

(ii) In case the resident student or students are not satisfied with the action taken by the Warden, the student / students, as the case may be, may bring the grievance in writing to the notice of the Provost of the Khand as soon as the decision of the Warden has been made known and in no case later than three weeks from the date of decision of the Warden.

(iii) A Committee consisting of the following to consider and dispose of issue pertaining to violation of rent rules, disputes and grievances etc.

Assoc. Dean of Students, Chair,

Provost (Poorvanchal)

One Warden nominated by the DOS

One student representative from the student union, and

One member from the hostel committee.

#### **(viii) Additional Amended rules (EC 12.1.2010)**

**(a) If a women allottee is taking zero semester for her pregnancy/child birth, she may be allowed to retain the accommodation.**

**(b) The allottee may be allowed to retain the accommodation if the allottee has been granted zero semester to go abroad for academic purpose leaving behind his/her family. The period of zero semester will be accorded for (a) & (b) above.**

**© At the time of applying for hostel accommodation, applicants have to give one mailing address of their choice for sending the allotment offer, irrespective of the fact whether they are staying on the campus and it will be responsibility of the applicant to inform the hostel office of any change of their address for communication.**

**(d) The allottee will be given only three days from the date of issuance of vacating certificate/gate pass to surrender their accommodation. After that the Hostel will take possession of the room without any further communication with the allottee and the Hostel will not be responsible for the belongings.**

**(e) After submission of thesis, the foreign nationals waiting for their viva-voce will have to pay room rent as guest charges after two months on normal rent basis. The rent should be paid in advance.**

#### **2.14.8 Norms of Living**

(i) Accommodation in the Hostel is meant for the student and his family consisting of his spouse and/or dependent children. Any other person, including a relation, can stay as a guest for a period of not more than five days after obtaining prior permission from the Warden. The accommodation can not be sublet or shared. Any violation of this clause will result in the cancellation of the allotment and consequent eviction.

(ii) The residents who want to be absent from the Hostel for more than three days must inform the Warden specifying the addresses where he/she can be contacted.

(iii) For a visitor to stay in the hostel room in the absence of the resident is prohibited.

(iv) Any resident lodging an unauthorised person shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

(v) The hostel administration reserves the right to deny entry into the hostel to visitor(s) if their visit is likely to disturb peace and order in the Hostel.

(vi) All residents required to make their own arrangement for cooking.

(vii) At the time of occupying the apartment, the allottee shall be given furniture according to the prescribed scale. Demand for additional furniture will not be entertained.

(viii) At the time of occupying the apartment, the allottee shall be required to sign the inventory of furniture and other items provided. He shall be personally responsible for the custody of the same.

(ix) The residents are responsible for the security of their apartments and their belongings and shall lock their apartments properly before leaving them. The University shall not be responsible for any loss of their private and other property.

(x) Allottees shall switch off lights, fans and extinguish gas, coal, kerosene stoves, etc., before

they leave their room.

(xi) Use of unauthorised electrical gadgets is not permitted in the rooms.

Tampering with fittings and fixtures in the apartment will be treated as willful damage to the University property and those guilty may be held liable to heavy penalty.

(xii) Complaints pertaining to maintenance of the apartment may be made by the residents with the Engineering inquiry office at the Khand. In case of any difficulty or delay, the same may be brought to the notice of the caretaker of the Hostel.

(xiii) No resident is permitted to take away personal belongings from the hostel premises without proper permission.

(xiv) Residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour. Use of narcotic, consumption of alcoholic beverages are prohibited.

#### **2.14.9 Common Room and Recreational Facilities:**

(i) The Hostel shall have a common room for the use of residents and bonafide guests. The common room provides facilities for indoor games and is supplied with newspaper/magazines.

(ii) The Common room will be managed by a student caretaker selected from amongst the Hostels residents on grounds of mainly suitability for the job and the students economic need.

(iii) The common room will be kept open normally between 6.30 p.m. to 9.30 p.m. unless the time is extended by the Warden-in-charge in writing on any special occasion.

(iv) The magazines or newspapers to be purchased will be decided by the Hostel Committee in consultation With the Warden-in-charge.

(v) The residents are not allowed to remove magazines or newspapers or any other property from the common room.

(vi) The residents shall maintain decorum in the common room.

#### **2.14.10 Hostel Guest Room**

(i) Hostel's guest room is meant for the stay of the *bonafide* casual guest of the residents on payment of specified charges.

(ii) A resident seeking permission to entertain a guest will apply in the form prescribed for the purpose and after obtaining the permission of the Warden, deposit the guest room charges in cash with the hostel caretaker.

(iii) Subject to availability of rooms, the Warden may permit the stay of a guest for a period of not exceeding seven days at a time.

(iv) A particular guest of a particular resident shall not be allowed to continue his/her stay as guest of another resident.

(v) The Warden reserves the right to cancel the stay of a guest at any time without assigning any reason.

(vi) Any resident found guilty or misusing the guest room facility and violating rules shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

#### **2.14.11 Complaints/Grievances**

(i) Any complaint/grievance from a resident student or students in the first instance should be referred to the Warden of Hostel who will, depending on the nature of the complaint ensure that it is processed by him/her as speedily as possible.

(ii) In case the resident student or students are not satisfied with the action taken by the Warden, the Student/Students, as the case may be, may bring the grievance in writing to the notice of the Provost of the Khand as soon as the decision of the Warden has been made known and in no case later than three weeks from the date of decision of the Warden.

(iii) Constitution of a committee consisting of the following to consider and dispose of issues pertaining to violation of rent rules, disputes and grievances, etc. of MRSH. The committee shall be called MRSH Grievances Redressal Committee:

<b>Associate Dean of Students</b>	<b>Chairman</b>
<b>Provost (Poorvanchal)</b>	<b>Member</b>
<b>One Warden (nominated by ADOS)</b>	<b>Member</b>
<b>One student representative from JNUSU</b>	
<b>One member from the Hostel Committee</b>	
<b>(addition of (iii) approved by E.C. 12.1.10)</b>	

#### **2.15 GRIEVANCE REDRESSAL MECHANISM IN HOSTELS:**

**Resolution No.7 of the Academic Council dated 11 March 1988 prescribed the following:**

2.15.1 Hostels in the University exist to provide conditions of congenial living to the students, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.

2.15.2 Any grievance from a resident student or students in the first instance be referred to the concerned Warden who will, depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and in no case later than a fortnight from the date of receipt.

2.15.3 In case the resident student or students are not satisfied with action taken by the Warden the student/students, as the case may be, are free to bring the grievance in writing to the notice of the Provost of the *Khand* concerned as soon as the decision of the Warden has been notified and in no case later than three weeks from the date of decision of the Warden.

2.15.4 The complaint will be made to the Office Incharge of the *Khand* for transmission to the Provost who will ensure that the grievance is looked into by him as speedily as possible depending upon its nature and in any case within a fortnight from the date the complaint was lodged.

2.15.5 Students may appeal against the decision of the Provost in writing to the Grievance Redressal Committee of the *Khand* which shall consist of (1) Dean of Students (2) Two teachers nominated by the Vice-Chancellor, preferably from amongst persons having adequate experience in hostel administration.

2.15.6 The Grievance Redressal Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.

2.15.7 The decision of the Grievance Committee shall be final.

2.15.8 The Committee shall formulate its own procedure.

2.15.9 The term of the Committee shall be two years.

2.15.10 Questions relating to structure of the hostel administration, including Rules and Regulations governing the hostel; will be outside the purview of the Grievance Redressal Committee.

2.15.11 By virtue of the authority vested in him under Para 5 above, the Vice-Chancellor is pleased to constitute the Grievance Redressal Committee as follows:

Dean of Students

Two members as may be nominated by the V. C. from time to time

**New notification should be added**

## **2.16 ISSUE OF GATE PASS-PROCEDURE FOR TAKING OUT ARTICLES FROM HOSTEL**

(i) No articles shall be allowed to be taken outside including personal belongings of students unless a proper gate pass prepared by the Caretaker and signed by the Sr. Warden is produced to the Security Guard on duty at the hostel gate.

(ii) The gate pass will be retained by the Security Guard for record.

(iii) Any lapse will be viewed seriously and disciplinary action will be taken.

## **2.17 WARDEN'S FLAT: PROCEDURE FOR HANDING OVER TAKING OVER**

2.17.1 The Caretaker of the hostel concerned shall maintain proper inventories separately in respect of all Wardens' flats in the Hostels.

(i) On each time when a Warden takes over Warden's flat on joining the hostel on the basis of appointment order issued by the D.R (Acad.) or change, from one hostel to another, the inventories shall be thoroughly checked up and handed over under dated signature of the warden concerned and countersigned by the Sr. Warden. The Caretaker shall invariably send a copy of such joining to the D.R.(Estate) and (D.R. (Acad.) through DOS office for reference and record.

(ii) When a Warden vacates the Warden's flat, the Caretaker shall check the inventory and take over the flat under his possession and keep it locked. Wherever any inventory fittings and fixtures, are found missing or damaged, amount be recovered from the Warden concerned as per University Rules, before issuing a "No Dues Certificate" to the Warden concerned. The No Dues Certificate will be signed by the Sr. Warden or by the Provost concerned in respect of Sr. Warden, as the case may be.

(iii) The Estate Branch shall arrange to recover licence fee/rent, revised licence fee, etc. or such other amount, including water & electrical charges as may be required by the University rules from the salary of the concerned Warden and shall keep watch on recoveries in consultation with the salary section/ Project cell, etc. to ensure that no amount due on this account falls into arrears.

## **2.18 PROCEDURE FOR VACATING/ EVICTING THE WARDEN FLAT:**

(a) The concerned warden who intends to vacate the hostel on expiry of his /her term etc. as Warden of a hostel shall inform in writing to the Sr. Warden at least one Month in advance. However, on the expiry of the expiry term or on termination of his /her appointment as Warden, the Warden's flat shall be required to be vacated immediately.

(b) The Warden shall also be required to vacate the Warden's flat before proceeding on leave exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice-Chancellor on the recommendation of the Provost concerned in retaining the flats .

(c) The Caretaker shall check the inventory/fittings fixture, etc. and issue a "No Dues" after recovering damage, if any, as per University rules. He shall intimate the date of vacating to the D.R. (Estate) & salary section/ project cell, as the case may be, for their record & necessary action.

**2.19 EVICTION OF WARDEN'S FLAT:** Wherever the Warden fails to vacate the hostel on completing his/her term or otherwise when the term of appointment is terminated by the Vice-Chancellor, the matter shall be reported by the Sr. Warden/ Provost to Dean of Students /Estate Officer of the University. The Estate Officer may, in consultation with the Dean of Students, issue a notice under the provisions of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971.

**2.20 NORMS FOR USE OF TT/TV HALL IN THE SAC BUILDING Purpose**

The TT/TV halls in the Students Activity Center (SAC) may be allowed by the Dean of Students at his discretion to be used for the following activities on the recommendations of the authority mentioned against each.

<i>Activities</i>	<i>Requisition to be made</i>	<i>Recommending Authority</i>
(a) Cultural activities organised by any of the clubs	By Convenors of the respective Cultural Clubs	Coordinator Cultural Activities
(b) Seminar, group discussion, fresher's welcome and farewell party to senior students	By any bonafide registered student of School/ Centre	Dean/Chairperson of the School/Centre
(c) International Students Activities	President/Secretary International Students Association.	International Students Advisor

**2.20.1 Timing**

The timing for use of halls will be as under.

SUMMER (APRIL TO SEPTEMBER)	10 a.m. to 11 p.m.
WINTER (OCTOBER TO MARCH)	10 a.m. to 10 p.m.

### **2.20.2 Booking of Halls**

The requisition for booking of halls will be made in the prescribed Form IHA-14, at least 3 days in advance of the date of the function and the booking of halls will be done on "first come-first served basis". The organiser (s) will have to give an undertaking that he/they will abide by all the rules for use of TT/ TV Hall attached with the Requisition Form. Violation of any of the rules will render the Organisers/ Organisation liable to disciplinary action including denial of facility for use of TT/TV halls in the students Activity Center for the future occasion, apart from any other action as the Dean of Students/University may deem fit.

### **2.20.3 Duration**

Normally, the halls will be booked only for one day and for a single event. However, Clubs requiring the halls for conducting rehearsals of plays, etc. may be permitted their use for a week,, and permission to be extended further depending upon the availability of halls on the recommendations of the Coordinator, Cultural Activities.

### **2.20.4 Deposit of Security**

Students Organiser(s) will deposit a token amount of Rs. 200/- (non-refundable) or as may be revised from time to time by the Dean of Students, in the office of Dean of Students and shall hand over the premises back in good condition with fittings and fixtures intact, failing which the organizer(s) will make cash payment for any damage/ loss as may be decided by the Dean of Students/University.

2.20.5 The TT/TV Hall(s) will be allotted subject to availability on first come-first served basis.

2.20.6 Allotment once made is subject to cancellation where the Dean of Students/ Deputy Registrar/ Assistant Registrar (IHA) is satisfied on the grounds that:

- (a) The Programme for which TT/TV Hall(s) has/have been booked is not as per University rules.
- (b) Some other more important programme is to be held in the TT /TV Hall (s) on the same date and/or time.
- (c) Any other reason which may be just and sufficient to cancel the booking.

### **2.20.7 Responsibilities of Organiser (s)**

The organiser(s) will be responsible to ensure strict observance of the following norms/conditions:

- (a) Wherever Security arrangements are to be made, it will be for the organisers to ensure whether adequate security arrangements have been made for the VIPs, including informing the Vice-Chancellor wherever protocol is involved.
- (b) For any mis-happening/incident that may take place during the programme, the responsibility will be that of the organiser(s).
- (c) For public address system/mike, stage lighting, the organisers may directly get in touch with the Supdt. Engineer (E) for making necessary arrangements or make their own arrangement at their risk & expense.
- (d) Smoking and Drinking in the Hall(s) is strictly prohibited.
- (e) Pasting of posters or any decoration material inside the Hall(s) is not allowed. Banners should be carefully hanged without damage to the walls and / or structures; fittings should be removed immediately after the function, otherwise labour charges incurred on this account will be charged from the organisers of the programme concerned.
- (f) Any damage to the Hall(s) will be the responsibility of the organisers and the amount decided by the Dean of the Students/ University in this respect will be charged from the organisers of the programme concerned.
- (g) It will be the responsibility of the organisers to arrange to collect the letter/ intimation of booking or otherwise from the Caretaker of the SAC.
- (h) Organisers will be responsible for proper cleaning of the floors in Halls after the programme is over, failing which Rs.50/- **or an appropriate amount** will be deducted from the Security Deposit towards cleaning charges and the caretaker shall keep proper records for this purpose.
- (i) The proforma for booking may be revised by the DR/AR (IRA) from time to time for booking of the Halls.

**CHAPTER 3**  
**HOSTEL FACILITIES: OBJECTIVES & ORGANISATION OF**  
**MESSES, MESS REBATE, COMMON ROOMS, GUEST ROOMS -**  
**PROCEDURE AND MANAGEMENT**

**3.1 OBJECTIVES OF HOSTEL MESSES:**

- i. to ensure that students get a balanced diet at a reasonable cost;
- ii. to foster a climate where the students with different creeds, languages and food habits sit and eat together harmoniously in a common mess.
- iii. to cultivate amongst the students a spirit of cooperation and tolerance; and
- iv. to develop in the students a capacity to manage the day to day affairs of the mess on a democratic basis.

**3.2 ORGANISATION OF THE MESSES**

3.2.1 Each hostel, other than the Married Research Scholars' Hostel (MRSH) will have a mess of its own.

3.2.2 The mess will be managed by the Mess Committee with the assistance of the hostel administration. It will be run either by a contractor or by the students themselves on the 'No-Loss, No-Profit' basis.

3.2.3 The Warden (Mess) will be responsible for proper administration and maintenance of discipline and accounts in the hostel mess.

3.2.4 Each mess will have such strength of staff as may be justified on norms laid down by the University/UGC from time to time.

3.2.5 The Mess Warden and the Mess Committee shall be responsible for observing purchase procedures & maintenance of records as per rules.

**3.3 ELIGIBILITY FOR JOINING THE MESS**

3.3.1 All bonafide students of the University who have been allotted seats in the University hostels will be the members of their respective hostel Mess. Should there be any hostel except

MRSH without messing arrangements, either permanently or temporarily, its Senior Warden will arrange for its residents to be allowed to join the mess of another hostel. In exceptional cases, the Dean of Students or his authorised officer may grant mess facility to other bonafide students of the University whose applications for hostel admission are under consideration. Such students will be non-resident students, and will not stay inside the hostel by virtue of mess facility.

3.3.2 Joining of the mess is compulsory for the residents and they will be charged for all the meals, whether they actually take or not unless they are allowed mess rebate as per mess rebate rules.

### **3.4 ENROLMENT IN THE MESS**

3.4.1 Before a student is enrolled in the mess, he will deposit in cash with the Hostel Cashier (Form IHA-15) the amounts set out in List of Rates.

3.4.2 Upon depositing the amount, the student will get a receipt from the Cashier. The student will show the receipt to the Mess Manager. The Mess Manager after checking the receipt and also after examining the list of hostlers available with him or the caretaker enrolls the student in the mess and includes his name in the Diet Register.

### **3.5 DIET REGISTER**

3.5.1 An account of the diets taken by each member of the mess is maintained in a bound register (Form IHA-3) wherein are entered date-wise the meals taken by the member, special dinner, and mess rebate, if any.

3.5.2 Before taking a meal, each student will sign the register in the dining hall. Failure to sign the register will not absolve the student of the liability to pay meal charges.

3.5.3 At the end of each month, the Mess Manager will work out the total meals, special dinner, etc. taken by a student and calculate the mess charges accordingly.

3.5.4 Entry regarding stoppage of food should be made in the Diet Register with red ink by the Mess Manager duly counter-signed by the Mess Warden. Similar procedure be observed when food facility is restored to defaulters.

### **3.6 DINING HALL**

3.6.1 Each resident student and his or her guest, if any, will have to take the meal in the dining

hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Warden (Mess), if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall; **doing so would invite disciplinary action by the Mess Warden.**

3.6.2 All residents and guests should come to the dining hall properly dressed.

3.6.3 Self-service system will be followed in the mess. Students collect their share of food from the counter in the dining hall after signing the daily diet register, available with the Mess Manager. If they need more of certain items, it will be provided at the dining table by the Mess Helpers.

3.6.4 Impersonation i.e. eating or signing the Diet Register for bonafide student is prohibited and defaulter will be dealt with as per norms, including lodging an FIR for the offence.

3.6.5 Only one resident may eat from one plate or *thali*. For more than one person to eat from one plate or *thali* is prohibited.

3.6.6 The residents are expected to behave with the Mess Manager and the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may record the matters in the suggestions book, and the Mess Secretary will bring it to the notice of the Mess Committee.

3.6.7 Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.

3.6.8 Students must not take mess utensils out of the dining hall.

3.6.9 Students should not waste food.

3.6.10 Students should observe cleanliness in the dining hall.

3.6.11 Students must not ask mess employees to prepare special dishes for them.

3.6.12 Students and others not on duty must not enter the kitchen.

3.6.13 Dining hours will be as fixed by the Mess Warden in consultation with Mess Committee.

3.6.14 Students including their guests, if any, should adhere to the set timings scrupulously. No complaint will be entertained if a student fails to report within the fixed hours.

3.6.15 To use the dining hall of men's/women's hostel for purposes unrelated to the mess requires prior permission of the Senior Warden **at least 24 hours before the proposed event.**

3.6.16 Any breach of the above rules will render the student liable to fine and/or disciplinary action including expulsion from the hostel, removal from the University, etc.

### **3.7 GENERAL INSTRUCTIONS FOR FOOD HANDLERS/MESS WORKERS**

3.7.1 Food sanitation is directly dependent upon the state of personal hygiene and habits of the personnel working in the food establishment. All those who partake in food handling, utensils and dish washing should observe the following instructions.

3.7.2 The food handlers must scrub and wash their hands with soap and water immediately after visiting a lavatory and so often as necessary at other times before handling food.

3.7.3 Finger nails should be trimmed periodically and should be kept free of nail dirt.

3.7.4 They should cover their heads so that loose hair do not get entry into food stuffs.

3.7.5 They must not cough or sneeze in the vicinity of food. They should cover their face to prevent droplets falling on food.

3.7.6 They should not smoke in food premises.

3.7.7 Licking fingers to taste food must be avoided.

3.7.8 Known cases suffering from Pulmonary tuberculosis, diarrhea, dysentery, typhoid fever, viral hepatitis and persons with wounds, discharging ears, boils and other skin infections should not handle food or utensils.

3.7.9 All mess workers shall report for medical examinations as and when required by the hostel administration (also see paragraph 7.6.5 in chapter-7).

3.7.10 The mess worker/mess manager will ensure that above instructions are followed by the mess workers.

### **3.8 MESS COMMITTEE**

3.8.1 To assist the Warden (Mess), each hostel will have a Mess Committee consisting of the Warden (Mess) as the ex-officio Chairman and six members (preferably three vegetarians and three non-vegetarians) elected by the residents. One of these six members will act as the Secretary to the Committee by rotation to be decided by the Committee itself. The Mess Secretary will be entitled to free food during the period of his tenure as Mess Secretary.

3.8.2 The Committee will function in accordance with the rules laid down hereinafter. In general, the Committee will:

- (i) Supervise the working of the mess;
- (ii) Ensure compliance with the Mess Rules;

- (iii) Prepare the food menu to be adopted by the mess for each month in advance;
- (iv) Supervise the purchase of supplies for consumption in the mess;
- (v) Suggest improvements in the quality of food served in the mess;
- (vi) Devise ways and means for achieving maximum economy;
- (vii) Arrange special dinners or other functions in the mess and fix the financial limit of expenditure to be incurred on such occasions;
- (viii) The elected members will hold office for one year.

### **3.9 DUTIES OF MESS SECRETARY**

3.9.1 The Mess Secretary will be responsible for the following:

- (i) He will convene meetings of the Mess Committee in consultation with the Chairman and maintain minutes of such meetings duly signed by all members.
- (ii) He will look after the quality of food and the general services rendered to the residents and *bonafide* guests in the dining hall;
- (iii) He will put up the complaints of the students, if any, before the Mess Committee for redressal.
- (iv) He will check the indents for supplies to the mess and will ensure that for all bills, the stores have been taken into stock correctly and will certify as such on the bills;
- (v) He will check the correctness of issues of stores;
- (vi) He will supervise the physical verification of the stores by a Mess Manager, crockeries lying in stock at the close of each month, and initial the relevant entries in the Stock Register;
- (vii) He will actively associate himself with the functioning of the stores Purchase Committee and disposal committee of the mess and safeguard the overall interest of the mess. He shall ensure that the expenditure of Mess Bill is kept within normal limits, except on occasions of special dinner, etc.
- (viii) He will examine and countersign the monthly mess bill;
- (ix) He will discharge such other duties in connection with the mess as may be assigned to him by the Mess Committee.

### **3.10 MENU OF THE MESS**

3.10.1 Each hostel Mess Committee will decide the food menu of the mess every month in

advance after taking into account the availability of seasonal vegetables and fruits, eating habits of the residents who have come from different parts of the country and the paying capacity of the members. Care should be taken to prescribe a balanced diet at a reasonable price.

3.10.2 The menu so decided should be displayed in the dining hall and one copy given to the Mess Manager who will ensure its strict observance.

3.10.3 If due to non-supply of the required vegetables, etc. the menu decided by the Committee needs a change, the Mess Manager will immediately bring it to the notice of the Mess Secretary.

3.10.4 A student who has fallen sick may give a written requisition to the Warden (Mess) for supply of special diet subject to the convenience of the mess and availability of food stuff, the Warden (Mess) may authorise the supply of a special diet to the student.

3.10.5 Subject to the availability in the mess, a student who asks for any extra item at breakfast may be supplied with it at such extra charges as may be fixed from time to time. The Mess Manager will keep an account of such extra messing in the diet register which should be signed by the student concerned. Charges for extra messing will be recovered from the concerned students along with monthly mess dues.

### **3.11 MESS REBATE**

#### **3.11.1 Lunch Rebate:**

As an exception to para 3.3.2 residents who have to work in laboratories or visit other parts of the city for their research work or for consulting libraries may be given lunch rebate at such flat rate as may be fixed from time to time (approximately 25% of the current months Mess Bill). The time unit for grant of lunch rebate is the calendar month. If during this period, they want to take lunch in the mess they will have to pay the charges leviable for casual guests. However, no such rebate shall be allowed to student of B.A.(Hons).

3.11.2 Full Mess Rebate: A member is also allowed full rebate with the permission of the Warden (Mess) if he or she is not able to take meals in the mess for a minimum of four consecutive days for any of the following reasons:

(i) if sick when no special meal can be served to the student by the Mess, provided the student concerned submits a prescription to this effect from the treating Doctor of Health Centre to the Sr. Warden concerned; or

(ii) if with the permission of the Supervisor and the Chairperson of the Centre/Dean of School, as

the case may be:

(a) proceeding on field work (exact place and duration of the field work to be mentioned with dates) duly recommended by the Supervisor/ Chairperson of Centre or Dean of School. Any extension, thereafter, may be granted only on the recommendations of the Supervisor and Chairperson/Dean, provided the request for extension is received in advance.

(b) going out of station for an academic event, for an approved excursion, or sports event, exact duration of the mess rebate to be given with dates in the application for mess rebate, provided such requests are recommended by the Supervisor/Chairperson of Centre or Dean of the School, as the case may be.

**(In case the duration of the field work exceeds 30 days Provost of the respective Khands' decision will be final)**

(c) (i) during vacation;

(ii) in connection with natural calamity;

(iii) in connection with medical emergencies of student or his/her parents, death in the family, marriage of a member of his /her family. For the purpose of this clause, family includes brother, sister, son/ daughter (including step- and adopted ones)

Total duration of mess rebate in cases under clause (c) (iii) above shall not exceed a total period of 15 days in a semester or under exceptional circumstances it may be extended to 30 days. For this purpose the hostel will maintain proper records.

3.11.3 Rebate is allowed only once in a month except for sick students.

3.11.4 Mess rebate will not be granted with retrospective effect.

3.11.5 A student seeking mess rebate will apply in Form IHA-16 to Warden (Mess) at least 24 hours in advance, duly recommended by the Centre Chairperson/Dean of School, where necessary, failing which rebate will not be allowed.

3.11.6 In case a student on rebate moves out of town and cannot return in time for some valid reasons, he or she must inform the Warden (mess) immediately by telegram, or letter sent by registered post or under certificate of posting, requesting extension of the mess rebate period. In such cases, extension may be granted by the Senior Warden, if satisfied of the genuineness of the case.

3.11.7 The room of a student away from hostel on mess rebate will be double-locked during his

or her absence.

3.11.8 If sanctioned mess rebate and not likely to return to the hostel before the last due date for the mess bill of the previous month, a student must, before leaving, deposit in advance an amount equal to the current rate for mess advance towards mess dues, failing which he will be liable to the penalties specified for delayed payment of mess dues.

3.11.9 Warden (Mess) is empowered to sanction rebate to any student on grounds specified in paras 3.11 (1) & (2)

3.11.10 Full Rebate to Foreign Students: Full rebate may be allowed to foreign students but they will continue to pay other charges: The concerned Wardens should keep a strict vigil so that these students do not cook their food in their rooms. For all technical purposes, the foreign students will continue to be members of the mess. If any of these students would like to eat from the mess; they will have to pay guest charges for the meal. On a point raised by one of the Wardens, it was also clarified that cooking is prohibited in the pantry,

### **3.12 MESS REBATE FORM ROUTINE/PROCEDURE TO DEAL WITH MESS REBATE APPLICATIONS**

3.12.1 The Warden (Mess) will send the sanctioned application of the student to Mess Manager who will

- (i) give the prescribed acknowledgement to the concerned student (so that there may be no dispute about non-receipt of rebate application);
- (ii) note, over his initials, the rebate in the appropriate column of the Diet Register against the days for which it has been sanctioned;
- (iii) get the application noted by the Hostel Caretaker;
- (iv) fill up the portion of the application form marked for Warden (Gen. Admn./Sr. Warden) sign it, and send that portion to him for double locking of the students room where necessary; and
- (v) keep all sanctioned rebate applications in a guard file.

### **3.13 MONTHLY STATEMENT OF INCOME AND EXPENDITURE:**

At the end of each month, the Mess Manager will prepare a monthly statement of income and expenditure in Form IHA-I7. The statement of income and expenditure should be checked by the Office Incharge and generally examined by the Warden (Mess) and the Mess Secretary, who will

initial it in token of having checked and examined. This should be done by the 3rd of the month following the month to which the bill relates. For this purpose all money realised from the residents students on account of mess advance, monthly messing charges, guest charges, partial mess bills and disposal of waste/ food empties will be taken as credits (income) and all payments made for running of the mess excluding salaries of the mess staff, the mess manager and expenditure on crockery will be taken as debits (expenditure).

*Notes:* 1. The figure in respect of sale of waste food will be taken from the register maintained by the Cashier.

2. The total expenditure shown in the statement against item 1,2,3,4,5, and 6 should agree with the total of the bill register.

### **3.14 PREPARATION OF MESS BILL**

3.14.1 After the monthly statement of income and expenditure has been prepared and checked, the Mess Manager will prepare individual mess bills in triplicate in Form IHA-I8. The amount to be realised from each student should be expressed in whole rupees, paise below 50 being ignored and 50 paise and above being rounded off to the next higher rupee. The bill will be checked by the Office Incharge and generally examined by the Mess Secretary. The preparation and checking of the bill should be completed by the 5th of the month following the month to which it relates.

*Notes:* 1. The grand total of the mess bill under columns (5), (6) and (7) must agree with the total of items (1) and (2) under the head 'Income' in the monthly statement of income and expenditure.

2. The total effect of rounding off should be shown in the monthly statement of income and expenditure.

### **3.15 DISTRIBUTION OF COPIES OF MESS BILL**

3.15.1 Paste on Mess Notice Board along with monthly statement, of income and expenditure.

3.15.2 Send one copy duly signed to the Cashier for collecting dues from residents.

3.15.3 Keep one copy with Mess Manager for official records.

### **3.16 PARTIAL MESS BILL**

3.16.1 If a student vacates the hostel before preparation of the Mess Bill for that month, his diet charges will be calculated at the same rate as in the last mess bill. To this will be added any other dues on account of extra messing/special dinner etc.

3.16.2 The correctness of the partial bill prepared by the Mess Manager should be checked by the Office Incharge.

3.16.3 The student will pay the bill before he or she leaves the hostel.

3.16.4 The proceeds of partial mess bills will be credited to the monthly statement of income.

### **3.17 PAYMENT OF MESS BILLS**

3.17.1 The Mess Bill must be paid by the 24th of the month following the month to which the Bill relates.

**(The last day for payment of hostel dues will have to be by 10<sup>th</sup> of every calendar month and also needs amendment in the rate of fine.)**

3.17.2 Subsequently, a fine of **Rs. 1/- each day (needs revision)** of default shall be payable upto last day of the month. The fine shall, however, continue to be levied on the defaulting student till the date either he is evicted from the hostel or his dues are regularised by the Hostel authorities. (All such residents who do not pay Mess Bills by 24th may be notified that in the event of their Mess Bills remaining unpaid, their rooms are liable to be double locked and meals stopped and this may ultimately lead to their eviction from the hostel. (A copy of the notification will also be sent to the Hostel Committee President for information).

3.17.3 If the bill remains unpaid till the last day of the month, the meals of the resident be stopped, room be double-locked and eviction process be initiated.

In all such cases where bills remained unpaid till the last date of the month, the resident may be re-admitted on payment of **Rs. 20/-(needs revision)** as re-admission fee + all other pending dues.

3.17.4 Provided that the Senior Warden may, at his discretion, waive the re-admission charges on such ground as he may deem fit on an application made by the member.

3.17.5 The amount of Mess Bill, along with fine and re-admission charges, if any, will be deposited by the member with the Cashier.

3.17.6 While receiving the mess charges, the Cashier will:

(i) check the correctness of the amount tendered against the monthly mess bill;

- (ii) check the correctness of the amount of fine and re-admission charges, if any; and
- (iii) note the date of payment in the monthly mess bill in the prescribed column over his initials.

### **3.18 DEFAULTERS' LIST**

3.18.1 On the 24th of the month following the month to which the mess bill relates, the Cashier will prepare a defaulters' List which, after checking by the Office Incharge, will be sent to the Warden (Mess) and the Sr. Warden for stopping meals of the defaulter and also for double-locking of his or her room. The Mess Manager will keep a note of the meal in the diet register.

3.18.2 After the last day of the month, the defaulter is liable to be evicted without further notice.

### **3.19 ENTERTAINMENT OF CASUAL GUEST - PROCEDURE, RECORDS, CHARGES & NORMAL PERIOD OF STAY IN GUEST ROOMS, ETC.**

#### **3.19.1 Guest Room**

(i) Each hostel will have, if possible, a few guest rooms for the stay of the bona fide casual guests of the residents on payment of specified charges (See List of Rates ). **Guests are not permitted to stay with the residents in their rooms. (??) Where Guest Rooms are available.**

(ii) Only men can stay as guests in a men's hostel and only women can stay as guests in a women's hostel.

(iii) A resident seeking permission to entertain a guest will apply in Form IHA-19 and after obtaining the permission of the Sr. Warden, deposit the guest charges in cash with the hostel Caretaker who will grant him a receipt in the prescribed form and allot the guest room.

(iv) Subject to the availability of rooms, the Sr. Warden may permit the stay of a guest for a period not exceeding seven days at a time; further extension upto 14 days may be granted by the Senior Warden. The Provost may permit stay of the Guest for more than 14 days as per hostel rules.

(v) A particular guest of a particular resident shall not be allowed to continue his stay as a guest of another resident.

(vi) The Warden reserves the right to cancel the stay of a guest at any time without assigning any reason.

(vii) Any resident lodging an unauthorised guest/person shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities (please also see

paragraphs 2.7.9 and 2.15.2).

(viii) The amount of fine as decided by the Wardens and communicated to the resident student in Form IHA-20 shall be deposited by the latter with the Cashier within the stipulated date and the resident shall immediately report compliance to the Sr. Warden.

### **3.19.2 Record Concerning Guests**

(i) Of the money realised as guest charges, an amount of **Rs. 3** being room rent, should be deposited by the Caretaker with the Finance & Accounts Branch of the University through a challan in Form IHA-21 (in duplicate; one copy retained as office copy, "the other deposited with the collection"). The remaining amount of Rs. 5/- being the establishment charges creditable to the Hostel General Account will be deposited with the hostel Cashier.

(ii) In case of furnished guest rooms, the total charges will be **Rs. 10/-** out of which **Rs 6/-** will be credited to the hostel general account and **Rs. 4/-** with the Finance and Accounts Department of the University.

(iii) Whenever a receipt book is exhausted, a requisition in Form IHA-2 in the name of the Office Incharge should be sent to the Finance Branch and a new book collected.

(iv) The Caretaker will maintain a guest room register in Form IHA-22 to record the particulars of the guest, the period of his occupancy and the recovery of guest charges. The signature of the guest will be obtained in the register. The register will be checked by the Sr. Warden with reference to the permission granted for the stay of the guest and the receipt book showing the receipt of the guest charges.

### **3.20 ISSUE OF GUEST COUPONS**

3.20.1 Coupons may be of suitable denominations of Re 1/-, Rs. 4/-, etc. the denomination being printed on the coupon itself. These will be machine numbered and bound in the form of booklets, each booklet containing 50 forms.

3.20.2 While issuing coupons to the students, the Mess Manager will put his dated initials on them. He will also emboss each coupon with a rubber stamp 'Breakfast', 'Lunch' or 'Dinner, as the case may be.

3.20.3 The guest will be served food only when the coupon is presented to the mess staff across the counter. Before serving the food, the mess staff shall tear the coupon so as to prevent its re-

use and return it to the concerned student/guest.

3.20.4 The Mess Manager shall be personally responsible for the loss of any coupon from his custody and shall make good any loss on this account.

3.20.5 The counterfoils of the coupons will be retained by the Mess Manager for returning to the Cashier along with the used booklet and the sale proceeds of coupons.

### **3.21 ACCOUNTING OF CASH COUPONS**

3.21.1 Cash Coupons shall be treated as cash and kept in the chest. Their value will be entered in the cash book after realisation is made.

3.21.2 A stock register of cash coupons should be maintained by the Cashier in Form IHA-23 separate pages being set apart for each denomination of coupons. Whenever, printed coupons are received, these should be entered in the register. Similarly, issues made to the Mess Manager should be entered in the register. The entries of receipts and issues will be checked by the Office Incharge.

3.21.3 Printed coupon books when received, should be counted by the Office Incharge and a certificate of count recorded on the flyleaf.

3.21.4 Before coupons are issued to the Mess Manager, the Office Incharge shall countersign each of them on the top as a safeguard against fictitious issues.

3.21.5 Immediately a coupon book is exhausted, the Mess Manager will return it along with the total money collected by him to the Cashier on the same day on which the coupon book is exhausted or, failing this, on the morning of the next working day. The Cashier will grant him a receipt. Counterfoils of used coupons will be kept in Cashiers' personal custody. At the end of each month, the Office Incharge will conduct a physical verification of the coupons lying in stock and record a certificate of verification in the stock register. Loss of coupons should be treated in the same manner as the loss of cash.

### **3.22 DISPOSAL OF WASTE FOOD**

3.22.1 For disposal of waste food, tenders should be called and a contract entered into with the highest tender or unless it is decided for reasons to be recorded in writing to award contract to a lower tender. The tenders will be decided by a Committee consisting of Warden (Mess), Mess Secretary and Mess Manager.

3.22.2 The Contractor will deposit the payment regularly with the Cashier who will issue a receipt in the prescribed form and credit it to Hostel Mess Account.

3.22.3 The Cashier will maintain a register in Form IHA-24 wherein will be noted the particulars of the contractor, the payments made by the contractor from month to month, etc. Office Incharge will check the register each month to ensure payment by the Contractor.

3.22.4 Mess Manager will verify from the Cashier that the amount has actually been realised and will show it as income in the monthly statement of income and expenditure of the mess.

3.23 Day Scholar - A bonafide student, who is not allotted or not residing in the hostel, will be treated as a Day-Scholar. NRs will also be treated as Day-Scholars.

### **3.24 TELEPHONE FACILITY FOR STUDENTS**

The hostel residents are provided with telephone facility at the hostel gate for incoming calls only. The telephone bills will be paid by the Hostel and the amount to be realised from students through the mess bills. Proper records will be maintained for the purpose under the supervision of the Office Incharge. The Sr. Warden will ensure that the facility is not misused.

### **3.25 RECREATIONAL FACILITIES/Common Room Facilities**

3.25.1 Each hostel will have a common room for the use of residents and bonafide guests. The common room provides facilities for indoor games and is supplied with magazines.

3.25.2 In each hostel the common room will be run by a Student(s) Caretaker(s), selected from amongst the hostel's residents on grounds mainly of suitability for the job and the student's economic need. Students not on fellowship or on MCM scholarship may apply upon Warden (Health & Recreation)'s notification. All the Wardens of the hostels will be invited to interview the candidates which will be held with Warden (H & R) in the Chair.

Appointment will be for one year, subject to satisfactory performance. A Student Caretaker will be entitled to free messing during his or her tenure.

3.25.3 Recreation Fund: To pay for durable and consumable sports equipment in the common room and for hostel level sports tournaments and social functions, for the music system and for related items, the University provides every hostel with an annual grant (see List of Rates), by cheque. The bank account (Recreation Account) will be operated jointly by the Warden

(Recreation) and the Senior Warden/ Provost.

(i) In disbursing the amount, Warden (H & R) is advised by Hostel Committee (or its sub-committee constituted for the purpose).

(ii) Warden (H & R) ensures that expenditures are spread more or less evenly throughout the academic year.

(iii) The Hostel concerned will maintain proper account/record of the expenditure incurred which will be open for audit. The adjustment account of the advance drawn will be submitted to the Finance Department preferably within 3 months and in any case within the same financial year.

3.25.4 The common room will be closed by 1.00 A.M. unless the time is extended by the Warden-in-charge (H & R) in writing on any special occasion.

3.25.5 The common room in the girls' hostel is open only to female residents and in the men's hostel only to men residents except in such situations as inter-hall tournaments, to be notified by Sr. Warden.

3.25.6 Each hostel is permitted to purchase magazines, for an amount within the specified limit (See List of Rates).

3.25.7 The magazines or the newspapers to be purchased will be decided by the Hostel Committee in consultation with the Warden (H & R).

**3.25.8. Student Caretaker(s) will be responsible for proper use of gym equipments and up-keep of the instruments in order and their safety. Procedures will be drawn in consultation with the Warden (H&R) and the Hostel Committee.**

### **3.26 STUDENT CARETAKER IN COMMON ROOM:**

1. will ensure that Common Room is open and facilities for indoor games are available to residents during stipulated hours;
2. ensure cleanliness in Common Room;
3. ensure that all electrical fittings, TV, Record Player/Music Player, etc. are in proper order;
4. make purchases and maintain proper records of items like TT balls, powder for carrom boards, new records, music cassettes etc. in consultation with Warden (R) and Hostel Committee;
5. maintain proper records of all magazines received in Common Room and their disposal

in consultation with Warden (H & R).

6. organise the annual events as decided by Warden (H & R) and Hostel Committee.

7. assist Warden (H & R) in any other function necessary for the smooth and efficient running of common room.

### **3.27 WARDEN (HEALTH AND RECREATION)**

He/She will be responsible for the following matters relating to Common Room.

3.27.1 He or She will look after the common room and the sports and cultural programme of the hostel and will regulate disbursements out of the hostel's recreation grant.

3.27.2 Will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.

3.27.3 Will arrange disposal of old Newspapers and Magazines.

3.27.4 Will ensure maintenance of discipline and decorum in the common room.

3.27.5 Can permit the common room to stay open beyond the prescribed hour on a special occasion.

3.27.6 Will pursue, at appropriate level, all complaints relating to common room items like television.

**3.27.7. Will ensure proper maintenance of the gym equipments and suggest procedures for usage, and maintaining the gym equipments in proper condition.**

### **3.28 PROCUREMENT OF NEWSPAPERS, MAGAZINES & DISPOSAL PROCEDURE**

3.28.1 Bills for newspapers will be paid by the hostel and debited to Hostel General Account. Bills for magazines will be paid by the University.

3.28.2 The bills will be prepared by the Caretaker in the form prescribed for contingent bills and sent to the hostel Cashier or the Finance Branch of the University, as the case may be, supported by the invoices of the supplier. Both the Warden incharge and the student caretaker of common room will sign the prescribed certificates on the bill. The Caretaker will maintain a bill register in Form IHA-25.

### **3.29 DISPOSAL OF EMPTIES, OLD CROCKERY, UTENSILS, NEWSPAPERS,**

## **MAGAZINES ETC.**

3.29.1 All empties, old crockeries, utensils etc, should be periodically disposed of through auction to the highest bidder in the presence of Warden (Mess), Mess Secretary and Mess Manager.

3.29.2 Similar is the procedure for disposal of old newspaper and magazines by Warden (Recreation) common room Student Caretaker and hostel Caretaker.

3.29.3 The sale proceeds will be deposited by the Mess Manager or the Caretaker, as the case may be, with the Cashier on the day of sale and, failing that on the morning of the next working day.

3.29.4 The sale proceeds of empties will be credited to the Hostel Mess Account and shown as income in the monthly statement of income and expenditure.

3.29.5 The sale proceeds of old newspapers, magazines, crockeries etc. will be credited to the Hostel General Account and the transactions should be entered in the respective ledger.

## **3.30 HOSTEL NIGHTS - NORMS TO BE OBSERVED:**

The following norms are to be observed strictly regarding celebrations of Annual functions in the hostels of JNU.

3.30.1 Timing for Annual Day Functions:

(a) The functions outside the hostel would end at 12 midnight, No public address (P.A.) System be allowed thereafter.

(b) Inside the hostel, functions can continue upto 2.00 a.m., the music system would be allowed at a low tone. In no case residents and neighbours would be disturbed.

(c) The above timing shall be observed by all the students, and the hostel committee shall take responsibility for its adherence.

3.30.2 Outside performers/professionals:

a) No outside performers, including non-professionals will be allowed to participate in the Function

b. A non-student shall be treated as an outsider in this context.

c. Outside sponsorship of any kind and from any quarter is strictly banned.

d. A detailed programme of the hostel annual functions will be worked out by the Hostel

Committee in consultation with the Warden (Recreation) and the Sr. Warden of the concerned hostel.

- e. For any violation of the above norms the Hostel Committee shall be directly responsible.

## **CHAPTER 4**

### **Upkeep and Maintenance & Sanitation and Cleanliness of Hostels**

4.1 The Warden-in-charge (Sanitation and Maintenance), with the assistance of the Sanitary Guide and the Caretaker, will keep a proper watch over the sanitation and cleanliness of the hostel. Each *Safaiwala* will be allotted a certain number of rooms and other areas to be cleaned daily. The concerned *Safaiwala* will obtain the signature of the residents every day for having cleaned the rooms.

4.1.1 The Warden (Sanitation & Maintenance) will keep a watch over the proper use of sanitation articles supplied to the hostel from time to time on an indent signed by the Caretaker.

4.1.2 The Caretaker is responsible for maintaining the current stock of such sanitation articles and will be responsible for any pilferage.

4.1.3 The Sanitary Guide is responsible for the distribution and supervision of work among *Safaiwalas*.

#### **4.2 MAINTENANCE ROUTINE**

4.2.1 For efficient and economic functioning, the proper and timely maintenance of hostel facilities is crucial. The following paras set out:

4.2.2 the several categories of jobs likely to arise, and

4.2.3 the routines and agencies appropriate for each category.

#### **4.3 FRESH PROVISION**

4.3.1 When a proposal calls for upgrading specifications or providing a facility which has not been available hitherto, this needs special sanction.

4.3.2 Whether for engineering works or for furniture and appliances, such proposals have to be considered first by Dean of Students. Taking needs and available resources into account, the Dean will take a policy decision on the issue. Subsequently, the improvements and provisions may be made for all hostels.

#### **4.4 MAINTENANCE: CARETAKER'S ROUTINE**

4.4.1 The Caretaker has to inspect his hostel at least once a week thoroughly and record any defects etc. in the Caretaker's register.

4.4.2 Once a week the Caretaker has to come to work at 8 a.m. to locate leakages in water pipes, blockage of drainage, etc.

4.4.3 This register will be checked regularly by Warden (Gen. Administration/Sr. Wardwn) and put his initials with date

#### **4.5 STOCK OF BULBS AND TUBES**

4.5.1 The Caretaker maintains a stock of electrical bulbs and tubes for replacing fused ones whenever necessary (These are for use in public areas only, not in residents' rooms). He keeps record of receipts and consumption in his stock register, using separate sheets for bulbs and tubes in Form IHA-26. The fused stock will be surrendered to the Estate at regular intervals by the caretakers to avoid dumping and unhygienic conditions in the hostel.

4.5.2 Warden-in-charge (i) checks the register periodically; and (ii) indents fresh supplies of bulbs and tubes with Engineering Branch as needed.

#### **4.6 REPLACEMENT OF MAJOR ITEMS**

4.6.1 In the event of furniture or equipment in a hostel becoming unserviceable/ surplus/obsolete or unusable, it is necessary to place the matter before the Survey Board which will decide whether to declare the respective stores unserviceable etc. A list of items for inspection, prepared by the Caretaker, will be placed before the Survey Board in the prescribed proforma. The Survey Board's report after approval of V. C. will be sent to the specified official who will arrange for the replacement. The condemned items will be returned to the Estate Branch. In other cases also wherever the disposal of condemned material or junk material or replaced spare parts 'of civil/electrical or apparatus or any other material having resale value shall be placed before Survey Board for deciding disposal value etc.

(i) On account of depreciations as above: Survey Board for declaring various stores as unserviceable will be held once a year to deal with the cases of the year or as frequently as may be required. All stores of permanent nature which become unserviceable will be examined by the Survey Boards. The recommendation of the Survey Boards would be submitted for the approval of the Vice-Chancellor.

(ii) On account of loss or theft: Office-in-charge will report loss or theft in prescribed proforma immediately to Finance Officer with copy to A. R. (Estate) and Security Officer. If responsibility for loss or theft is fixed, through inquiry by the concerned Warden or by Security Branch and cost recovered, replacement will be secured with this amount.

Alternatively, if the Vice-Chancellor to whom the Senior Warden concerned will present the matter agree to write off, the Deputy Registrar/ Asstt. Registrar (Estate) will arrange the replacement.

#### **4.7 REPORTING OF COMPLAINTS:**

##### **4.7.1 Electrical:**

(i) A resident reports urgent complaints, like "no current" or "fan not working" directly to Electrical Enquiry in its complaint register.

(ii) For other complaints (like tube light fused in corridor), the Caretaker will report to Electrical Enquiry in its complaint register.

##### **4.7.2 Civil:**

(i) Caretaker will report civil complaint to the Enquiry.

(ii) Caretaker will keep a check on whether the items reported have been attended to or not.

#### **4.8 FOLLOW UP OF COMPLAINTS**

4.8.1 If a complaint is not attended to within a reasonable time, the Warden or the Provost may bring it to the attention of the appropriate Assistant Engineer or Executive Engineer.

4.8.2 In case any problems still remain unsolved after a reasonable notice, the Warden or the Provost may contact the CPE /Incharge, Engg. Deptt. and inform the Dean of Students about it also.

#### **4.9 FURNITURE**

4.9.1 Maintenance Manager supervises the repair and maintenance of University furniture in the hostels under the overall control of Warden Incharge (Maintenance). This activity includes welding for metal work, caning, polishing; and wood work. Furniture for each hostel is repaired within the hostel for which each hostel is-required to send the job card to Maintenance Manager

listing items of furniture to be got repaired with the approval of the Warden/Incharge (Maintenance). As far as possible the code nos will be indicated in the list of items sent with the job card.

4.9.2 Each hostel is entitled to a reasonable margin of furniture over and above its needs at full occupancy. Furniture needing maintenance should be assembled at a central store for repair and its replacement issued from the margin in stock.

4.9.3 Maintenance Manager will arrange to depute Carpenter and Helper alongwith material to visit each hostel periodically for repair of furniture items included in the Job Card. The Maintenance Manager will keep record of repair work undertaken, material purchased consumed and disposed of as per University Rules.

#### **4.10 APPLIANCES**

4.10.1 The maintenance of various appliances such as television, refrigerator, water cooler and the Gas system required recourse to diverse agencies and appropriate arrangements are in force at any time. The primary responsibility for getting these repairs done is that of staff in the hostel. For advice in case of difficulty, contact office of the Dean of Students.

4.10.2 In emergencies, the Warden-in-Incharge may, with the prior approval of the Senior Warden, draw upon the imprest money to arrange for a private electrician or a plumber for minor repairs to furniture.

## CHAPTER 5

### PURCHASES AND MAINTENANCE OF STORES

#### 5.1 PREPARATION OF REQUIREMENTS - GENERAL NORMS OF PURCHASE

5.1.1 As far as possible the requirements of stores be foreseen sufficiently in advance, thus obviating emergency purchases which comparatively may cost more.

5.1.2 As a rule, piecemeal purchases be avoided. The requirements of stores for a reasonable period be assessed and arrangements made for the purchase. For this purpose, the Wardens' Committee concerned shall ascertain the requirements periodically being fixed with due regard to the shelf-life of the various items.

5.1.3 Scales of consumption or limits of stores be laid down, where possible, and indents/consumption be scrutinised with reference to such limits/scale.

5.1.4 In cases of doubts regarding procedure, proprietary items, etc. the Finance Branch/Internal Audit may be consulted through the Dean of Students Office before purchasing stores.

5.1.5 Wherever the old/unserviceable stores etc is. replaced, such old /unserviceable stores including dismantled/scrap stores, etc., having resale value will have to be periodically sold out as early as possible so as to earn the best out of it, as per procedures of the University.

5.1.6 Purchases of food articles, crockeries, utensils, etc. should ordinarily be made through a Purchase Committee consisting of the Warden (Mess), the Mess Secretary and the Mess Manager. The representative of the Dean of Students be also co-opted to such Committee.

5.1.7 Other purchases of stores like furniture, gas tawa, water coolers or any other items/equipment etc., may be purchased by either calling quotations or through a Purchase Committee, proposals to be approved by the Dean of Students/Vice Chancellor depending upon the amount to be spent (as per delegation of financial powers) as per GFRs. The Purchase Committee may normally consist of (i) Sr. Warden (ii) A.F.O./D.F.O. (iii) D.R Estate (iv) A.E. (E)/A.E. (Civil) as may be required. AR/D.R (IHA) etc.

**Note:** Purchase rules of the University will apply *mutatis mutandis* irrespective of the fact whether the funds, are provided by the University or by the Hostel.

5.1.8 Dry rations should, as far as possible, be purchased in bulk from Super Bazar/ Kendriya Bhandar/Govt. Stores etc. as per provisions of the GFRs.

5.1.9 For bread, eggs, butter, milk, etc. endeavour should be made to enter into contracts with the producers like Modern Bakeries, Nafed, Delhi Milk Scheme, etc.

5.1.10 Gas should be procured from Indane/other approved dealers only.

5.1.11 The Mess Committee can help actively in reducing the Mess Bill by resorting to bulk purchases in the whole-sale markets in a manner to be approved by the Warden (Mess).

5.1.12 The Mess Committee will supervise the system of purchases to ensure utmost economy in the best interest of the hostel mess.

5.1.13 Stationery/Sanitation material, etc. should normally be purchased from Super Bazar/ Kendriya Bhandar/Govt. approved Stores.

## **5.2 RECEIPT OF STORES**

5.2.1 All material received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken. The Mess Manager will be responsible to ensure that the quantities are correct, the quality is good, and the stores are according to approved specifications where presented, and will record a certificate (to be counter-signed by the Mess Secretary and the Mess Warden) to that effect on the relevant bills of the suppliers.

5.2.2 Dry rations which are not charged off immediately, but are kept in stock should be properly preserved in a store room. The Mess Manager will ensure that rats, rodents, etc. do not spoil the stores and will take the necessary precautions. The Warden (Mess) will periodically inspect the stores to see that supplies have been kept in good and efficient condition.

5.2.3 The stores will normally be received during the day preferably when the Mess Secretary and Mess Warden are also present.

## **5.3 ISSUE OF STORES**

5.3.1 Food articles will be issued by the Mess Manager to the kitchen normally twice a day, once in the morning for breakfast and lunch and once in the evening for dinner. The quantity and the kind of stores to be issued will be determined on the basis of the prescribed menu and the effective strength of the dining members including guests. Where scales of consumption have been laid down, issues should be regulated according to the prescribed scales. Care should be taken to ensure that stores are not issued in excess resulting in wastage. **Daily consumption form/quanta to be prepared and signed with date by the Mess Manager and Mess Secretary every day.**

5.3.2 The Warden (Mess) and the Mess Secretary will make surprise checks to assess the correctness of issues and record a certificate as a token of their surprise checks.

## **5.4 DAILY SUMMARY OF ISSUES**

5.4.1 A daily summary of issues will be prepared by the Mess Manager in a register in Form IHA-27. At the end of each month, total issues will be worked out and carried to the stock and issue register.

5.4.2 In register (Form IHA-27) the food items may be grouped on the same pattern as in the stock and issue register.

5.4.3 All entries in register Form IHA-27 should be attested by the Mess Warden! Mess Secretary.

*Note:* Stores charged off immediately on receipt need not be entered in this register.

## **5.5 STOCK REGISTERS**

5.5.1 All transactions of receipts and issues of stores should be recorded in a Stock and Issues Register in Form IHA-28. The pages of the register should be machine numbered. The left hand side of the register should be used for recording receipts and the right hand side for issues. Entries of receipts will be made as and when the stores are received while entries of issues will be made in a lump at the end of each month, the total being taken from the daily summary of issues. The closing stock balance and its value should then be worked out in the register by the Mess Manager.

5.5.2 Separate page(s) may be set apart in the register for each article or group of articles.

5.5.3 Items of food stuff which are procured for day to day consumption like bread, butter, eggs, vegetables, milk, sweets, meats, fish, chicken, etc. should be charged off as and when received. Similar treatment should be given to gas, washing powder, etc. A separate stock and issue register may be maintained for all such items.

5.5.4 Entries made in the Stock and Issues register(s) should be attested by the Warden (Mess) and the Mess Secretary.

## **5.6 PHYSICAL VERIFICATION OF STOCK**

5.6.1 At the end of each month, the Mess Secretary will physically verify the closing stock in the presence of the Mess Manager and tally it with the balances as per stock register. If there is any shortage, the Warden (Mess) will ask for the Mess Manager's explanation and fix responsibility. In case of any other discrepancy, the balance shown in the stock register should be rectified on the basis of actuals over the initials of the Warden (Mess) and the Mess Secretary.

## 5.7 VALUATION OF THE CLOSING STOCK

5.7.1 The closing stock of materials will be valued at the last purchase rate. Where items of stores are grouped together like pulses, *masalas*, etc, the valuation will be made at the average rate (which is determined by dividing the total cost of purchase by the total quantity purchased in a month).

5.7.2 The value of the closing stock as worked out will be taken in the monthly statement of income and expenditure.

## 5.8 PAYMENT OF SUPPLIES BY MESS

5.8.1 All bills for supplies made to the mess will be received by the Mess Manager from the suppliers. The Mess Manager will enter them chronologically in the bill register in Form IHA 29, separate pages of which should be set apart for different articles or group of articles, the pattern adopted being the same as in the case of stock and issue register.

**Note:** Requisition for temporary advances need not be entered in the bill register; the Mess Manager will keep a separate record for them.

5.8.2 The Mess Manager should check the particulars shown in the bill with those in the stock register and record following certificates thereon.

"Stores received in good condition and entered in the stock register at page\_\_\_\_\_ item no\_\_\_\_\_".

"Prior approval of the competent authority has been taken where necessary".

"The amount is actually due and has not been claimed earlier".

"Freight and other incidental charges claimed in the bill are correct".

**Note:** Where purchases are made through Purchase Committee, the certificate will be signed by all the members of the Purchase Committee.

5.8.3 The bills along with the bill register will then be sent to the Office Incharge, who will check their correctness with reference to purchase orders, contracts, etc., if any, prepare the pass orders and put up to the Senior Warden for his approval. Then the Cashier will write the cheque, get it signed by the Warden (Mess) and Senior Warden and deliver it to the concerned party. The bill register should also be returned to the Mess Manager.

5.8.4 All bills should, as a rule, be disposed of within a week of their receipt. Particular care should be taken to ensure that bills received towards the end of the month are disposed off within that month itself. The Office Incharge will review the bill register weekly and, if any, bill found outstanding for more than

a week, he will initiate action for its immediate disposal.

5.8.5 Ordinarily, all payments will be made by means of Crossed Cheque, but in very special and emergent cases cash payments may be made.

## **5.9 TEMPORARY ADVANCES**

5.9.1 Temporary advance may be drawn by the Warden (Mess) for any specific purchase where credit facilities are not available. The occasions for drawl of Temporary Advance should be reduced to the minimum.

5.9.2 Wherever any temporary advance is required, the Mess Manager will prepare a requisition sufficiently in advance in Form IHA-4 and after obtaining the sanction of the Warden(Mess) send it to the cashier. The Cashier, after checking its correctness, will put up the Register to the Office Incharge with a pass order recorded thereon. After the requisition has been examined, the Office In charge will sign the pass order and hand it over to the Cashier for writing the cheque. The cheque, duly signed by the Warden (Mess) and Sr. Warden will thereafter be handed over to the Mess Manager.

5.9.3 The Cashier will maintain a register of temporary advance in Form IHA-30 wherein the particulars of each temporary advance will be noted and its adjustment watched. A note of entry will also be kept in the requisition for temporary advance. The register will be kept in the custody of the cashier who will personally be responsible for its loss, damage, etc.

5.9.4 All requisition of temporary advance should be disposed of immediately and, in any case, within three days of their receipt.

5.9.5 If after purchase, any money out of the temporary advance is left over, the Mess Manager shall immediately deposit it with the Cashier without waiting for preparation of the adjustment bill.

## **5.10 ADJUSTMENT OF TEMPORARY ADVANCES**

5.10.1 All temporary advances should, as a rule, be adjusted within 7 days from the date on which the advance was drawn, Particularly no advance can be allowed to remain unadjusted at the end of the month when the mess bill is prepared. (The expenditure actually incurred against the temporary advance has to be brought to account within the month to which it relates.)

5.10.2 The Mess Manager will prepare an adjustment account in Form IHA-31 immediately after the

purchases. The bill, supported by the supplier's cash memo, etc. will be sent to the cashier through the bill register for adjustment and payment of residual balance, if any.

5.10.3 The Cashier will keep a note of the adjustment bill in the register of temporary advance. This will be attested by Office Incharge.

5.10.4 The procedure for preparing and passing the adjustment bill be the same as for other bills.

5.10.5 All cash memos, vouchers, etc. accompanying the adjustment bill will be cancelled by the Cashier over his signature.

5.10.6 At the end of each week, the Cashier will prepare a list of outstanding advances in Form IHA-32 in duplicate and submit it to the Office Incharge along with the register. The Office Incharge after scrutiny, will send a copy of the list to Warden (Mess), who will see to it that the adjustment bills are submitted to Office Incharge within 3 days.

## **5.11 INVENTORY OF CROCKERIES**

5.11.1 The Mess Manager will maintain a stock register of crockeries, utensils, etc. in Form IHA-33, separate pages being set apart for different types of utensils like, tumblers, dishes, etc.

5.11.2 At the beginning of each semester, the Warden (Mess) along with the Mess Manager will conduct a physical verification of the stock; record a certificate in the register and, if any, discrepancy is noticed, investigate it.

5.11.3 Whenever crockeries, utensils, etc. are found unserviceable, a suitable note should be kept in the register along with the particulars of their disposal.

5.11.4 Entries in the register should be attested by the Warden (Mess).

## **5.12 PHYSICAL VERIFICATION OF STORES**

5.12.1 It is laid down in the E.C. Resolution No. 29, dated 24.6.1972 that "a physical verification of all stores shall be made at least once in every financial year".

The physical verification shall be made in the presence of the Caretaker/ Store-keeper responsible for its custody. The verification shall be entrusted to a person, not less in rank than an Assistant Professor who is not connected with the maintenance of stores or accounts thereof. The person should be conversant with the classification, nomenclature or the technique of the particular class of stores to be verified.

**Note 1:** Before starting physical checking of stores, the store-keeper should be asked to post the stock

registers up to the date.

**Note 2:** The Officer carrying out stock verification shall verify the number/ quantity of the stores by having them counted, measured or weighed in his presence and prepare a detailed list specifying the number/quantity of each article so verified.

5.12.2 A certificate of verification of the stores, with its result, shall be recorded in the stock register itself under the date and full signature of the verifying officer. For this purpose some pages shall be provided in the beginning of the stock register. Shortages and damages noticed during physical verification shall be recorded and a report thereof submitted to the Dean or the Head of the Centre/Deptt. who shall send a report in Form IHA-34 to the Finance Officer, giving the details, the reasons for the loss and the results of enquiry, if the any conducted.

5.12.3 All stores found in excess of the book balance in the course of physical verification shall immediately be shown as a receipt in the stock register under the dated initials of the Head of the Centre/Deptt. who shall also investigate the reasons for the surplus.

5.12.4 Physical verification done during the year should be taken as relating to that year. Cases, however, come to notice where the stock checking done during the subsequent year is stated by the School/Centre/Deptt. as relating to the previous year which is not in accordance with the rules: The Dean of Schools and Heads of Centre/Deptt. may kindly keep the correct position in view. They may also ensure that physical verification of stores is not omitted to be carried out in any year, as otherwise the omission would in view of the specific orders of the E.C. for annual verification require condonation by the body.

5.12.5 It may be stated that cases of omission to conduct P.V. by School/Centre/Deptt. are pointed out every year in the audit of the accounts of the University by the DACR Audit Party. Promptness in conducting the physical verification will not only discourage pilferage of University properties but also help the Head/Deans of Deptts'/Centers/Schools to satisfy themselves that the stores under their charge are available as per stock ledgers.

## **5.13 DISPOSAL OF OBSOLETE, SURPLUS OR UNSERVICEABLE STORES - PROCEDURE FOR WRITE-OFF OF LOSSES; PROFORMA FOR REPORTING LOSSES; SURVEY BOARD FOR IHA**

### **5.13.1 Disposal of obsolete/unserviceable items:**

Before a competent authority declares stores as obsolete, surplus or unserviceable, it shall ascertain the circumstances in which stores have become obsolete, surplus or unserviceable as the case may be. The list of such articles shall be placed before and considered by a Survey Board Committee. The Committee shall survey the stores and prepare a Survey Report in Form IHA-36 together with its recommendations for consideration of the Committee Authority. The Competent Authority, after examination of the Survey Report should record whether in his opinion, the stores had become surplus, obsolete, unserviceable due to normal causes, no question of loss arises. Where the stores have become obsolete, surplus or unserviceable owing to negligence, it will be necessary to fix responsibility for the same and to devise remedial measures to prevent recurrence of such cases. In either case the orders of the Competent Authority declaring the stores in question as obsolete, surplus or unserviceable and ordering their disposal shall be sufficient to cover the loss and no separate sanction shall be necessary. A copy of each order declaring stores as obsolete, surplus or unserviceable shall be endorsed by the Competent Authority to the Finance Officer. Stores declared unserviceable, obsolete and surplus shall be transferred to another register for watching their disposal. The stores shall be disposed of in such a manner so as to get the maximum possible return after fixing a reserved price in each case.

### **5.13.2 Write-off of losses - procedure:**

Write off of losses of cash and stores: As soon as the loss of Cash/Stores is brought to the notice of the Sr. Warden, Head of the Administrative Department, as the case may be, he shall make a preliminary investigation and take action to (a) report the loss to the Finance Department in the Form IHA-35 and (b) investigate the reasons for the loss. The loss should be reported to the Register who may seek the help of Security Officer of the University or of the local police for investigation of the case. If the preliminary investigation shows that the loss was occasioned due to fraud and negligence of the employees, a detailed enquiry shall be held to determine whether the loss was really caused due to negligence or the same was due to certain defects in rules or procedure. Besides taking action for writing off the loss with the approval of sanctioning authority, the disciplinary and remedial aspects of the case should also be examined

simultaneously. All cases of proposed write off etc. shall be shown to Finance Officer before these are finally disposed off.

**5.13.3 Competent Authority for Write off of Losses:** (Note: For the purpose of this delegation, the value of stores shall be the book value where prices/accounts are maintained and replacement value in other cases)

Nature of losses	Name of Authority	Existing Powers
Irrecoverable loss of stores or of cash	Vice-Chancellor	Upto Rs. 5 lakh in each case.
Deficiencies in stores	Deans/Chairpersons of Centres and Heads of Administrative Deptts(Registrar/ Finance Officer/Librarian/CPE)	i)Upto Rs.one lakh in each case provided the lose after investigation is found to be due to normal causes and not due to theft/fraud or negligence. ii) Upto Rs.40,000
	Rector	(i)Upto 2.00 lakh if the loss is not due to theft or negligence (ii) Up Rs.1.00 lakh if the loss is due to theft or negligence.
	Vice-Chancellor	(i)Full Power if the loss is not due to theft or negligence (ii)Upto Rs.5.00 lakh if the loss is due to theft or negligence.
Irrecoverable loss of stores(out of Mess Account)	Provosts	Upto Rs.40,000/- Provided the loss after investigation is found to be due to normal wear and tear/normal causes and not due to theft, fraud or negligence.
Declaration of Stores as obsolets, surplus or unserviceable and ordering them to be disposed off.	Deans/Chairpersons of Centres and Heads of Administrative Deptts(Registrar/ Finance Officer/Librarian/CPE)  Rector	Upto Rs.50,000/- in each case  Upto Rs.2.00 lakh in each case.

	Vice-Chancellor	Full Powers
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**Note:** Approved by the EC vide Resolution No.6.3/EC/29.11.2006

## 5.14 SURVEY BOARD FOR IHA

### 5.14.1 Constitution of Survey Board

Name of Item	Constitution of Survey Board
For all furniture/Equipment/Fans/ Table Lamps/TV/Fridge/Water Cooler/ Calculator/Geysers/Typewriters Mattresses/Foot-step/Gas Tawa and all other related stores etc.	(i) Dean of Students/Associate Dean of Students (ii) Provosts of the respective Khand (iii) Deputy Registrar/ Asstt. Registrar (IHA) (iv) Sr. Warden of hostel concerned. (v) Nominee of the Finance Officer (vi) Nominee of the Engineering Dept. (vii) Deputy Registrar/Assistant Registrar (E) (viii) Sports Officer (for sports items) (ix) C.M.O. (for Health Centre items)

**Note:** (a) The Dean may invite any other expert member, if he considers necessary)  
(b) For vehicles an expert from DTC, may also be called.

5.14.2 The items which have become obsolete, surplus or unserviceable required to be placed before the Survey Board may be intimated to the DOS office by the Sr. Warden concerned in the prescribed Performa Form IHA-36, complete in all respects and routed through the Provost and the Estate/Engineering Depts. or the Sports Office, as the case may be, as periodically as may be necessary.

5.14.3 The recommendations of the Survey Board will be submitted to be Vice Chancellor for approval.

5.14.4 The replacement will be provided by the concerned service Depts. i.e. Estate/ Engg. etc.

5.14.5 Follow up action for writing off the condemned stores from the Stock Registers will be taken by the Caretakers of Hostels and the service Depts. i.e. Estate Branch, Engg. Deptt. who supplied the stores.

5.14.6 The condemned material will be disposed of by service Depts. as early as possible to realize good return towards re-sale of these items.

## CHAPTER 6

### FINANCIAL MATTERS

#### 6.1 DELEGATION OF FINANCIAL POWERS

Official	Items	Existing Delegation
Dean of Students	Office contingencies (i.e. expenditure incurred for running the office, other miscellaneous charges, conveyance, purchase of store items for maintenance/ repair material for hostels etc.	Upto Rs. 1,00,000/- in each case at a time subject to budgetary provision.
	Entertainment expenditure (except lunch/dinner) at formal official meeting.	Full Powers
Associate Dean of Students	Expenditure for running the office , entertainment charges etc. of Yamuna Hostel/ & IHA.	Upto Rs. 40,000/- each case at a time subject to provisions and norms of the University. (Notification No. XII/I.A-2013/238/25/2/13 dated 12.02.2013)
Deputy Registrar/Assistant Registrar (IHA)	-do-	Upto Rs. 30,000/- and Rs. 5,000/- respectively at a time subject to budgetary provision.
Sr. Warden	-do-	Upto Rs. 2000/- subject to budgetary provision and for emergency medical expenses of students (Mess Account) in hostel.
Provost	-do-	Upto Rs. 5000/- subject to budgetary provision. Full powers as far as mess accounts are concerned.
Chief Medical Officer	For emergency expenses on purchase of medicine	Upto Rs. 30,000/- subject to budget provisions and norms of the University.
Coordinator, Cultural Activities	For various cultural events	Upto Rs. 5000/- -do-

Chairperson, Sports Committee	For various sport events	Upto Rs. 40,000/- -do-
Deputy Director/Assistant Director of PE	-do-	Upto Rs. 30,000/- and Rs. 5,000/- respectively at a time subject to budgetary provision.

Note: The circulars /Notifications issued by the Finance Department from time to time should be followed regarding financial powers.

**6.2 BUDGET:** The Budget for each hostel will be prepared by the Sr. Warden in consultation with the other Wardens and the Provost. The budget estimates will be sent to the Finance Branch through the Dean of Students office, along with justification, where required, for money asked under various heads of account.

### **6.3 IMPREST**

6.3.1 An imprest is granted to the Senior Warden of each hostel by the Finance Branch for making certain classes of disbursements.

6.3.2 Maintenance of the imprest, its recoument and the rendering of accounts will be regulated in accordance with the instructions issued by the Finance Branch from time to time.

6.3.3 The Sr. Warden/Provost, as the case may be, will be responsible for the maintenance of imprest accounts and for the custody of imprest money in the Hostel.

### **6.4 CASH BOOK**

6.4.1 The Cashier shall maintain a cash book in the standard form which should be bound in convenient volumes and their pages machine-numbered.

**Note:** Before bringing a cash book into use, the Office Incharge should count the number of pages and record a certificate of count on the first page of the cash book.

6.4.2 All monetary transactions shall be entered in the cash book as soon as they occur and attested by the Office Incharge in token of check. The transactions should be classified under 'Hostel General Account' or 'Hostel Mess Account' as the case may be.

6.4.3 The Cash Book should be closed daily by the Cashier and completely checked by the Office Incharge.

6.4.4 While checking the cash book, the Office Incharge should *inter alia*:

- (i) compare each entry of payment with the relevant voucher;
- (ii) compare each entry of receipt with daily cash scroll or the receipt book, as the case may be;
- (iii) compare each entry of payment into the bank with the receipt granted by the Bank or the pass book and ensure that the amounts have been actually credited into the bank account;
- (iv) verify the totaling of the cash book and initial it as correct; and
- (v) check the classification as noted in the cash book

6.4.5 Erasure of any entry once made in the cash book is strictly prohibited. If a mistake is discovered, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines under dated initials of the Office Incharge.

6.4.6 The Office Incharge will count the actual balance of cash in the chest on the last working day of each month and will record a signed and dated certificate to that effect, specifying the actual cash balance in words and figures.

## **6.5 RECEIPT OF MONEY**

6.5.1 All receipts on mess accounts will be in cash.

6.5.2 For any money received on mess account, the Cashier will give the 'payer a formal receipt (Form IHA-37) duly signed and will immediately enter it in the cash book.

6.5.3 For all payments received during a day, the Cashier will prepare a daily cash scroll in Form IHA-38 and at the end of the day, will strike the total of the cash scroll and make a lump entry in the receipt side of the cash book. The Cashier will also preserve all the used receipts books, along with the daily cash scroll, in a guard file for reconciliation and posting of the various ledgers.

## **6.6 ISSUE OF COUPONS BOOKS/CASHIER'S RECEIPT BOOKS (also see para 3.20 and 3.21)**

6.6.1 The coupon books/Cashier's Receipt books will be got printed by the Dean of Students Office and issued to various hostels for their use.

6.6.2 The coupon books/Cashier's Receipt books will be issued on a requisition countersigned by the Mess Warden and proper account of coupon books got printed as per Stock Register and issued hostel-wise will be maintained in Form IHA-39 by the Dean of Students Office.

6.6.3 The Office Incharge and the Mess Warden of hostel will ensure proper maintenance of record regarding coupon books received and utilised and for remitting service charges accordingly to the Dean

of Students Office as per List of Rates (under Guest charges please see para 3.20).

6.6.4 Misuse or loss of coupons book will be treated as loss of cash and recovered from the staff concerned after fixing responsibility as per rules.

6.6.5 The blank and used coupons book account will be maintained by the Office Incharge.

## **6.7 CUSTODY OF CASH**

6.7.1 Cash shall be kept in strong treasure chests under suitable lock and key. A duplicate key in sealed envelope will be kept in the Dean of Student's custody.

6.7.2 All money received by the Cashier shall be remitted to the bank on the same day on which the money is received and failing which on the morning of the next working day positively. A small cash balance upto the limit specified (See List of Rates) in smaller denominations will be retained to facilitate transactions at the counter.

## **6.8 CUSTODY OF RECEIPT BOOKS**

6.8.1 Receipt books will, on receipt, be carefully examined by the Office Incharge who should count the number of forms contained in each and record a certificate of count on the fly leaf.

6.8.2 Receipt books will be kept under lock and key in the personal custody of the Office Incharge.

6.8.3 The used books will be kept in the personal custody of the Cashier.

6.8.4 A stock register of receipt books will be maintained in Form IHA-32.

## **6.9 CUSTODY OF CHEQUE BOOKS**

6.9.1 Cheque books should, on receipt, be carefully examined by the Office Incharge who should count the number of forms contained in each and record a certificate of count on the flyleaf. A Register will be maintained wherein SI. No. of the Cheque Book etc. shall be entered immediately on receipt from the Bank. The loss of a Cheque or Cheque Book be forthwith reported to the Sr. Warden and the Bank concerned.

6.9.2 Cheque books should be kept in the personal custody of the Office Incharge under proper lock and key. He will be responsible for any loss of cheques.

6.9.3 Counterfoils of used books be kept in the custody of the Cashier. PROCEDURE FOR C

## **6.10 CANCELLATION OF CHEQUES AND ISSUE OF IN LIEU CHEQUES**

6.10.1 Cheques which are received back either on account of the period of validity thereof having expired or for some other reason, shall be properly cancelled and pasted with their foils before fresh cheques in lieu of cancelled cheques are prepared and issued after ensuring genuineness of the claim.

6.10.2 In the case of cheques which are reported to be lost, a ' stop-payment' advice shall be sent to the concerned Bank immediately. Simultaneously the payee will be asked to furnish the following certificate:

"Certified that the payment of cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ drawn in favour of \_\_\_\_\_ (& address ) has not been received by me or lost by me (copy of FIR enclosed). I do hereby undertake to indemnify the \_\_\_\_\_ Hostel/ office/JNU for any loss that the University may suffer as a result of issue of a duplicate cheque in lieu of the aforesaid cheque declared by me to have been lost".

6.10.3 Fresh cheques in lieu of those reported lost shall not be issued till the Bank's confirmation of Stoppage of Payment and the payee's certificate have been received.

## **6.11 BANK ACCOUNTS OF HOSTEL (HEADS OF ACCOUNT)**

6.11.1 There will be bank accounts named 'Hostel General Account', 'Hostel Mess Account', 'Hostel Establishment Account' and such other accounts as may be required from time to time.

6.11.2 Transfer of funds from one account to another is prohibited except in cases of errors.

6.11.3 The accounts shall be opened only in nationalised Banks.

6.11.4 The accounts will be operated upon jointly by the Warden (Mess) and the Senior Warden.

6.11.5 The Hostel Mess Account will be credited with all money realised from the resident students on account of mess advances, monthly messing charges, guest charges, partial mess bills and disposal of waste food and debited with all payments made for running of the mess excluding salaries of the mess staff, the Mess Manager and expenditure on Crockery.

6.11.6 All other receipts such as fines and authorised payments will be credited and debited to 'Hostel General Account'.

## **6.12 BANK RECONCILIATION**

6.12.1 At the end of each month the Office Incharge will prepare a bank reconciliation statement. The reconciliation will be between the cash balance as per cash book and the monthly balance intimated by the Bank. Any discrepancy should be settled immediately in consultation with the bank. The reconciliation must be completed by the 20th of the month following the month to which it relates.

6.12.2 The Sr. Warden will ensure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel.

### **6.13 MAINTENANCE OF LEDGERS**

6.13.1 In order to identify the balances under various heads, the Cashier will maintain separate ledger in respect of each of the following in Form IHA-40.

- i. Mess Admission/Re-admission Fees
- ii. Mess Security
- iii. Establishment Charges
- iv. Crockeries and Utensils
- v. Newspapers
- vi. Fines

6.13.2 Credits in the Ledgers will be posted from the daily cash scroll and the cash book while debits will be posted from the respective vouchers. The Ledgers should be checked by the Office Incharge daily.

6.13.3 The Cashier will keep a separate personal ledger in loose leaf Form IHA-41 for each resident. The amounts realised on account of mess admission fee, mess security, mess advance, establishment charges, charges for crockery and utensils, and newspapers should be noted on the top of the ledger. Monthly demands and collections in respect of Mess charges, fines, etc. should be entered in appropriate columns under debit and credit. Posting should be made as and when demands are known or collections are made. All entries in the ledger will be attested by the Office Incharge in token of check.

### **6.14 REGISTER OF DEPOSITS (OTHER THAN STUDENTS' DEPOSIT)**

6.14.1 Any security deposit received from contractors/suppliers, etc., should be credited to Hostel General Account.

6.14.2 The Cashier will maintain a register in Form IHA-42 noting particulars of receipts and refunds, each entry being attested by Office Incharge.

6.14.3 For refund of security, sanction of Senior Warden is essential. Follow procedure as laid down.

## **6.15 REGISTER OF DEPOSITS KEPT WITH SUPPLIERS**

6.15.1 Deposits by the Mess with suppliers like Indane dealer will require the specific sanction of the Senior Warden.

6.15.2 The Cashier will keep a record of all such deposits in a register in Form IRA 43. The receipts given by the suppliers should be kept in his personal custody.

## **6.16 AUDIT OF ACCOUNTS**

Mess Accounts will be audited every year by a nominee of the Finance Officer. Senior Warden will ensure that replies to audit memos are furnished to the Audit Officer within three days of their receipts. The final audit report will be issued to the Dean of Students, who will arrange to send the reply within 30 days of its receipt.

## **CHAPTER 7**

### **ADMINISTRATIVE MATTERS - DISCIPLINE AND LEAVE**

**7.1 IN THE HOSTELS, AS ELSEWHERE IN THE UNIVERSITY, STAFF DISCIPLINE HAS FOUR ELEMENTS i.e. PUNCTUALITY IN ATTENDANCE, SANCTION OF LEAVE, MAINTENANCE OF DISCIPLINE AND CONFIDENTIAL REPORTS.**

#### **7.1.1 Punctuality and Regularity in Attendance**

All staff members are expected to be punctual i.e. come to the Office in time and not to leave before time. The lunch hour has also to be strictly observed. In case a staff member comes late, half a day's casual leave should be debited to the casual leave account for each late attendance but late attendance upon an hour on not more than two occasions in a month, may be condoned by the competent authority if he is satisfied that this is due to unavoidable reasons. In case such a course does not ensure punctual attendance, suitable disciplinary action may be taken against the staff member concerned in addition to debiting half a day's casual leave to his casual leave account on each occasion of such late attendance.

7.1.2 If an official has no casual leave to his credit, comes late without sufficient justification and the competent authority concerned is not prepared to condone the late coming, but does not, at the same time, propose to take disciplinary action, it may inform the official that he will be treated as unauthorisedly absent for the day on which he has come late and leave it to the official himself either to face the consequences of such unauthorised absence or to apply for Earned leave or any other kind of leave due and admissible for the entire day and the same may be sanctioned by the said authority.

7.1.3 Strict measures may be taken for the enforcement of punctuality and regularity and supervisory staff would be very particular in scrutinising the attendance registers.

#### **7.2 Attendance of Staff**

7.2.1 The attendance of office staff attached to the hostel office and of Mess Managers will be controlled by the Office Incharge/Senior Warden. The Office Incharge will keep the attendance register in his personal custody.

7.2.2 The attendance of the sanitary staff of the hostel will be controlled by the Warden

(Sanitation & Maintenance) and their attendance register will remain with the Warden (Sanitation & Maintenance).

7.2.3 The attendance of Cooks and Helpers will be controlled by the Mess Manager, who will keep the attendance register in his personal custody.

7.2.4 Mess Manager's Role in Relation to Mess Staff:

The University has appointed Mess Managers for the smooth functioning of various messes. The mess staff viz. Cooks/Helpers work under their supervision, and this sets out their role in the four elements of discipline in relation to mess staff.

(i) Punctuality in Attendance: The Mess Manager should see that punctuality in attendance is observed by the staff members under their charge i.e. the staff members come to the hostel in time and do not leave before time and that the lunch/meal hour is also strictly observed. In case of default by any mess worker, the Mess Manager should report the matter to the Warden/Provost concerned daily on Event Report form.

(ii) Mess Staff submit their applications for leave to their Mess Manager who forwards the same to the Warden/Provost concerned along with his recommendations. These recommendations should be given due consideration by the Warden/Provost concerned while passing orders.

(iii) After the leave sanction order is issued by the Administration Branch, the Mess Manager should verify that the staff member's leave period has been correctly and fully accounted for to ensure that no leave applications are lost before reaching the Administration Branch.

(iv) Mess Managers should closely watch the performance of mess staff. In case of any lapse on their part, an Event Report on the prescribed form should be sent to the Warden/Provost immediately who will take appropriate action on it.

(v) Warden (Mess) writes the mess staffs' CR in consultation with the Mess Manager concerned. The report must be based upon and reflect accurately, the Mess Manager's opinion about the worker in the day-to-day functioning of the Mess.

7.2.5 Lunch break should be scrupulously observed not only by the subordinate staff but also by the supervisory officers and periodical surprise checks would be made to ensure this.

7.2.6 Surprise checks will be carried out in the hostels/offices by the Sr. Wardens/ Provosts/ Incharges. The Dean may also set up a surprise check committee for the purpose to effectively deal with the punctuality & discipline cases. The Committee set up for the present is as follows:

(i) Dean of Students

- (ii) Associate Dean of Students
- (iii) Provost (One)
- (iv) Asstt. Register/Deputy Registrar (IHA)

### **7.3 Sanction of Leave**

7.3.1 Cases where staff abstain or wilfully absent from duty will be viewed seriously. Leave, including casual leave, cannot be claimed as a matter of right and leave of any kind may be refused keeping in view contingencies of work. Casual leave should not be exhausted in the early months thereby taking earned leave in a piecemeal manner and practically treating E.L. as casual leave resulting in dislocation of work. The mess staff shall ordinarily be eligible to get Earned Leave during the summer vacation or Winter Break to ensure smooth functioning of messes.

7.3.2 Unauthorised absence from duty i.e. absence without prior sanction of leave shall normally constitute a break in service unless the competent authority in exceptional cases converts the unauthorised absence into Extra-Ordinary Leave or any other kind of leave keeping in view the circumstances of each case.

7.3.3 Staff is, therefore, advised not to abstain from duty without applying and without proper sanction/permission of leave from the concerned competent authority. Merely by putting an application for leave does not amount to taking prior sanction/permission and such practices should be discontinued and discouraged.

7.3.4 Those staff who violate the above norms be reported to the Dean of Students office at the same time and their salary be got stopped with immediate effect to avoid over payment. As a matter of standing instruction, in all such cases, leave and release of salary will be made only through the office of Dean of Students. Any laxity will be viewed seriously.

7.3.5 Staff who do not submit joining report and/or apply for leave either in advance or after availing of leave shall be treated as cases of indiscipline and shall be strictly dealt with as cases of unauthorised break in service.

7.3.6 In cases of pressing circumstances such as leave necessitated by illness of the staff, a medical certificate from a Govt. Hospital/CGHS/ as per rules of the University, may be submitted at the same time.

7.3.7 Events Report: In order to avoid over payment of salary to any staff, events report (in Form IHA-44) will be sent to the AR/DR (IHA) by 20th (11.30 a.m.) of each month, failing which the

responsibility will be fixed and overpayment recovered from him/her.

7.3.8 Staff is expected to be on the job unless one of the permissible kinds of leave has been sanctioned:

Kind of Leave in respect of Mess Staff/Office Staff		Sanctioning Authority		Extent of Authority
Kind of Leave		In respect of	Delegated to	Extent of Delegation
A.	Casual Leave, Compensatory Leave/Special Casual Leave	i) Staff in Hostels/ Provost Office	Warden/Provost concerned	Full Powers
		i) Staff in DOS Office	Deputy Registrar/ Assistant Registrar (IHA)	-do-
B.	Earned Leave, Half Pay Leave, Commuted Leave, EOL, Paternity Leave	i) Staff in Hostels/ Provost Office	Senior Warden/ Provost Concerned	Upto 30 days
		i) Staff in DOS Office/ Hostels	Deputy Registrar/ Assistant Registrar (IHA)	Upto 90 & 30 days respectively
			Dean of Students	Full powers
C.	Duty Leave, Maternity Leave, Leave not due and Quarantine leave.	Staff at i) & ii) above	Dean of Students	Full power

**Note:** The above delegation of powers is subject to the condition that no substitute will be required. Where substitute is required, the leave will be sanctioned after the position with regard to availability of substitute is ascertained from the Registrar's Office.

## 7.4 Procedure for Leave

7.4.1 All applications are submitted sufficiently in advance to Warden/Provost concerned (through Mess Manager for mess staff). Applications for leave on medical grounds should be accompanied with Medical Certificate from competent medical authority - Govt. Hospital, Municipal Dispensary, CGHS as per rules of the University. The joining report should be accompanied by Medical Fitness Certificate.

7.4.2 Senior Warden/Warden/Provost passes orders on casual leave, special casual leave, compensatory leave and on other kinds of leave applications indicated at 'B' above for upto 30 days. If the decision is positive, the application for the period of leave indicated at 'B' above is forwarded to Deputy Registrar (Admn.) for issue of Leave Sanction Order. The casual leave, special casual leave and compensatory leave account is to be maintained in the office of the Provost! Senior Warden.

7.4.3 For applications for kind of leave indicated at 'B' above, exceeding 30 days and for leave indicated at 'C' above, the Warden/Provost makes recommendations and forwards application to Dean of Students who passes necessary orders and forwards the application to Deputy Registrar (Admn.) for issue of Leave Sanction Order.

**Notes:** (i) Where leave is sought for reasons not immediately pressing (such as medical), the applicant may be advised to avail of leave during vacations. (ii) **No staff member has a right to leave.** The leave sanctioning authority may refuse or revoke leave in any particular case if it is in the University's interest to do so for reasons to be recorded in writing. (iii) If a staff member is absent without sanctioned leave, the period of absence may be treated as unauthorized and may be converted into Extra-Ordinary Leave (EOL) without pay and allowances. (Intimation regarding unauthorized absence of staff members should be sent to Administration Branch Deputy Registrar(Admn.), as well as Finance Branch DFO (Salary) immediately so that overpayment of salary is obviated.

***Explanations:***

(a) *Casual Leave:* Every regular staff member is entitled to 8 days in a calendar year. Unavailed period of CL lapses at the end of the calendar year.

(b) *Special Casual Leave:* Every regular staff member is entitled to Special Casual Leave:

(i) in case he is summoned to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interests are not at issue. The leave so granted should be sufficient to cover the period of absence necessary;

(ii) for undergoing Sterilization operations (Vasectomy or Salpingectomy) under the family planning scheme for a period not exceeding six days;

(iii) whose wife undergoes a non-pheruperal tubectomy operation under the family planning programme, for looking after his wife subject to production of medical certificate from the Doctor who performs the operation to the effect that the presence of the employee is essential for

the period of leave to look after his wife during her convalescence after operation upto 7 days to a male employee;

(iv) Special Casual Leave for a period not exceeding 14 days may be granted to a female employee who undergoes non-pheruperal tubectomy operations.

(c) *Compensatory Leave:* Compulsory attendance on Sundays or other public holidays justifies the grant of compensatory leave for the number of days an employee is compelled to attend the office.

The number of days of Compensatory leave earned will be noted in the casual leave register. Only two days compensatory leave will be sanctioned at a time. Compensatory leave earned in a month shall be carried over to the next month and will be availed accordingly, failing which the same will be treated as lapsed in the subsequent months.

**Note:** If the compensatory leave earned in the month of December is refused, it may be allowed to be carried over to the month of January of the next year.

(d) *Earned Leave:* 15 days are credited to every staff member's leave account on 1st of January and 1st of July every year. (In case a staff member has availed EOL on grounds other than on Medical Certificate during the period of six months preceding the date for crediting, EL at the rate of 1/10th of period of such EOL shall be reduced from the Earned Leave to be credited on that date.)

(e) *Half Pay Leave:* 20 days is credited to the leave account of every staff member for each completed year of service. HPL can be converted into commuted leave on full pay on production of Medical Certificate. When commuted leave is sanctioned to any staff member, double the amount of HPL is debited to his/her HPL account.

(f) *EOL* i.e. leave without pay and allowances may be sanctioned (a) when no other regular leave is admissible, (b) when the employee herself or himself applies for sanction of EOL or (c) at the discretion of sanctioning authority, when a staff member has not received prior sanction for another kind of leave.

**Note: 1.** Since the University has adopted 1972 CCS (Leave) Rules, amendments/changes will be applicable to regular staff *mutatis mutandis*.

2. A contractual staff is not entitled to any type of leave.

## **7.5 WARDEN'S LEAVE**

7.5.1 The provost's prior approval is necessary for a Warden to go on leave. When applying to agencies for fellowship etc., the Warden should simultaneously inform the Provost of the probable need for **and period of** leave.

7.5.2 The Wardens will coordinate their leave so that at least three-fourth of them are in residence during semester time and half during holidays, unless a particular hostel is closed during holidays.

7.5.3 A Warden may be granted leave upto three months at a time. In exceptional circumstances leave may be given for an additional month but will not exceed one semester at a time under any condition and no Warden can avail this facility more than once in six years. Provided that Sabbatical Leave may be granted for two semesters in exceptional cases, based on his/her seniority in the Hostel.

7.5.4 When a Warden is on leave, his/her portfolio and wing will be distributed between other Wardens for the duration of his /her absence.

## **7.6 MAINTENANCE OF DISCIPLINE**

7.6.1 A staff member is expected to perform ones' duties in such a way that the objectives associated with one's job are achieved effectively. To this end, all hostel staff are under the administrative control of Warden/Senior Warden/Provost concerned. The Dean of Students is the Head of the Department in respect of all hostel staff. The Senior Warden/Warden/Provost concerned has the power to issue warning/caution/reprimand to the **hostel/school** staff working under them. The Dean of Students has full 'powers in disciplinary matters pertaining to staff including suspension of staff member but not imposing major penalties where maximum of pay scale does not exceed Rs.1200/- (or corresponding in the revised scale of pay - 5th Pay Commission/ and subsequent Pay Commissions).

7.6.2 In case a staff member fails to perform his or her duties effectively, the Provost! Senior Warden/Warden can issue simple warning/caution/reprimand (as per sample copies of such disciplinary memos, referring to absence from duty as an example, which appear below.) Copies of such memos should be sent to the Deputy Registrar (Admn.) for placing in the staff member's

personal file.

7.6.3 For a staff member whose erratic behaviour is persistent, the Warden/Provost will make a detailed report, specifying the instances of acts of indiscipline and the action proposed to be taken against the erring staff member and send it to the Dean of Students for further appropriate action.

7.6.4 All staff who are supplied liveries by the University are supposed to wear uniform while on duty, neat and clean. The Mess Warden will ensure this; and failure to do so will render the staff to disciplinary action.

7.6.5 All mess staff/food handlers are required to undergo medical checks-up periodically as per CMO's instructions/ **Government Rules**. Those who fail to report for medical checks-up, may not be paid salary till such time they adhere to this requirement.

## **7.7 CONFIDENTIAL REPORTS**

7.7.1 A staff member is expected to bring to one's work high levels of integrity, knowledge, skills and application. The system of **APARs** seeks to assess the performance of individual staff members on these and related counts. Administration Branch supplies **APAR** forms through the Dean of Students office for each staff member periodically to the Reporting Officer (Warden or Provost for different staff members) and the **APAR** is reviewed by the Provost or Dean of Students, as the case may be. After review, the **APAR** is forwarded to the Deputy Registrar (Admn.) for placing it in the staff member's **APAR** folder.

7.7.2 In order to avoid delays-in completing the APARs, all Reporting Officers/Reviewing Officers should ensure that APARs are completed and submitted to the AR/DR/ (IHA)/Dean of Students office in a confidential cover within 15 days from the date of receipt of blank CR forms.

## **7.8 SAMPLE MEMOS:**

### **7.8.1 Missing from Place of Duty**

#### MEMORANDUM

Date -----

It has been reported/ observed that Shri/Smt \_\_\_\_\_(name) \_\_\_\_\_(Designation) was missing from the place of his /her duty from \_\_\_\_\_to\_\_\_\_\_hours. This is an act of indiscipline and amounts to dereliction of duty on his/her part. He/ She is, therefore, warned to be careful in future failing which disciplinary action would be taken against him/her under the rules.

Signature of Warden/Senior Warden/Provost  
Shri/Smt.

CC:

Dean of Students/ AR/DR, IHA

Deputy Registrar (Admn.)-for information

Office file in the Hostel

*Note:* to be delivered to the concerned staff under his/her dated Signature.

### 7.8.2 . Leave Without Sanction (First stage)

#### MEMORANDUM

Date : \_\_\_\_\_

It has been reported that Shri/Smt \_\_\_\_\_ (name) \_\_\_\_\_ (Designation) remained absent from duty from \_\_\_\_\_ to \_\_\_\_\_ without any intimation to/permission from the competent authority. He/She is, therefore, hereby called upon to explain as to why the period of his /her absence should not be treated as extra-ordinary leave without pay and allowances besides such other action as the University may decide to take against him/her under the rules.

His/her reply must reach the undersigned within 3 days of the receipt of this memorandum through the Mess Manager.

Shri/Smt. \_\_\_\_\_

cc:

Dean of Students/ AR/DR, IHA

Deputy Registrar(Admn.)

Office file in the Hostel

Signature of Warden/Senior Warden/Provost

*Note:* to be delivered to the concerned staff under his/her dated Signature.

### 7.8.3 Leave Without Sanction (Second stage)

#### MEMORANDUM

Date: \_\_\_\_\_

The explanation submitted by Shri/Smt \_\_\_\_\_ (name) \_\_\_\_\_ (Designation) in his/her letter dated \_\_\_\_\_ in response to Memorandum No. \_\_\_\_\_ dated \_\_\_\_\_ has been considered carefully but found to be unsatisfactory. He/She has been sanctioned leave of the kind due this time as a special case. He/She is however, warned that if he/she proceeds on leave in future without prior sanction of the competent authority, the period of his/her absence shall be treated as extra-ordinary leave without pay and allowances besides such other action that the university may decide to take against his/her.

As per rules unauthorised absence from duty i.e., absence without prior sanction of leave shall normally constitute a break in service.

Signature of Warden/Senior Warden/Provost

Shri/Smt.

-----

Dean of Students/ AR/DR, IHA

Deputy Registrar(Admn.)

Office file in the Hostel

*Note:* to be delivered to the Staff under his/her dated Signature.

#### 7.8.4 Leave Without Sanction (Third Stage)

##### MEMORANDUM

Date -----

It has been observed that Shri/Smt... (name) (Designation) remained absent from duty from to Without any intimation to/ permission from the competent authority. He/She remained unauthorisedly absent from duty despite the warnmg issued to him/her earlier vide Memo No: dated advising him to seek prior permission before proceeding on leave. This period of his/her absence from to has, therefore, been treated as unauthorised and converted into extra-ordinary leave without pay and allowance under the leave rules applicable to non-teaching staff members of the University.

He may further note that if he/she repeats such absence in future, stricter disciplinary action would be initiated against him/her under the rules, including treating the unauthorised period as break in service.

Signature of Warden/Senior Warden/Provost  
Shri/Smt.

-----

CC:

Dean of Students/ AR/DR, IHA  
for information and necessary action  
Deputy Registrar (Admn.)  
Office File

*Note:* to be delivered to the Staff under his/her dated Signature.

#### 7.8.5 Leave Without Sanction (Fourth Stage)

##### NOTE

By Hand/Confidential

Dated -----

It has been observed from the records that Shri/Smt.. (name) . (designation) is in the habit of remaining absent from duty without any intimation to/ permission from the competent authority. He/She remained absent from duty without prior permission of the competent authority during the following period.

From to .

From to .

From to .

The verbal as well as written warnings issued to him/her had no effect on him/her. It is, therefore, proposed that disciplinary action may be initiated against him/her.

His/Her file/previous papers are enclosed.

Signature of Warden/Senior Warden

Provost  
Dean of Students  
Registrar

## **7.9 DRAW AL OF SALARIES ETC.**

7.9.1 The salaries etc. of the regular staff of the' Hostel/Mess will be drawn in accordance with the rules and regulations of the University.

7.9.2 The salaries of Mess Supervisors, Maintenance Supervisor will be drawn by the respective Mess Supervisor in separate bills prepared by the Cashier in the Performa as may be prescribed from time to time. The bills will be checked by the Office In-charge and the Sr. Warden noted in the salary register and charged to Hostel Establishment Account. The Salary is paid on the authority of Sr. Warden/ Provost after the salary bill is submitted by the Senior Warden, who shall ensure correctness and legitimacy of the salary bill. The payment will be made through a cheque (preferably account payee) by the DOS office under the signature of the Dean of Students.

## **7.10 OVER-TIME/HONORARIUM TO HOSTEL STAFF**

7.10.1 Overtime will be granted only in very exceptional circumstances if the work is urgent and cannot be got done by employment of daily wage staff Prior approval of the Sr. Warden must be obtained whenever overtime is proposed. Intimation of grant of overtime must be sent immediately to the Registrar for mess staff and to the Vice-Chancellor for office staff.

7.10.2 The Wardens will exercise utmost economy in granting overtime.

7.10.3 In the case of Mess Supervisor when any shortage occurs, extra duty allowance at the rate fixed by Dean of Students will be allowed to persons called upon to perform the extra duty. For payment, follow procedure as in 7.9(2) and have bills countersigned by Warden (Mess) also.

### **7.10.4 Honorarium**

(i) The Jr. Asstt.-Cum- Typist working as Cashiers and the Caretakers in the Hostels of the University will be paid honorarium @ Rs. 20/- per day for performing the duties of other Cashier/Caretakers in the event of their proceeding on leave for the actual days additional duties

are performed.

(ii) This will be subject to the condition that such payment in any given month does not exceed the ceiling of 10 % or 20% of the basic pay as one may get as charge allowance where vacancy exceeds 30 days or 1/3rd of the corresponding amount of OTA payable in a month, whichever being less.

Iii) The honorarium to the permanent staff in the mess will be covered by the Notification issued by the Administration vide Notification No. Admn. III/2012/1924 dated 27 February 2012 and other subsequent notifications, subject to the approval of the competent authority.

## **7.11 CONVEYANCE CHARGES FOR LOCAL JOURNEY**

7.11.1 Conveyance charges should not become a means of earning. Therefore the Sr. Wardens are expected to exercise close scrutiny on such claims.

7.11.2 Where payment/cheques are remitted to common agency/firms, it should be ensured that only one staff is deputed for all hostels job e.g. payment to Delhi Milk Scheme is made by all Hostels, which can be remitted by sending one staff member.

7.11.3 All such claims will be finally passed by the DOS and routed through Provost concerned.

7.11.4 A Register indicating the name of staff member, amount paid, etc should be maintained by all hostels.

7.11.5 Conveyance should be strictly used and paid for as per entitlement of the staff concerned.

## **7.12 GIFT ALLOWANCE TO MESS STAFF**

7.12.1 The amount of Gift Allowance payable to Mess Helpers and Cooks for performing duty on national holidays has been enhanced to Rs. 200/- w.e.f. July 2013.

7.12.2 The Mess staff is entitled to gift allowance at the above rates on the following holidays:

National Holidays;

1. Republic Day;
2. Independence Day;
3. Mahatma Gandhi's Birthday;

Festivals

1. Holi,
2. Dusshera,

3. Deepawali
4. Janmashtami

7.12.3 The Office In-charge/Sr. Warden will ensure that Gift Allowance is paid to the eligible staff only and the proper records are maintained at the Hostel level.

7.12.4 The pay-bill will be finally approved by the Dean of Students and sent to the Finance Branch.

### **7.13 ENGAGEMENT OF WORKERS ON CONTRACT BASIS**

**7.13.1 Since, the UGC has put a ban on regular appointments, the IHA has engaged the services of mess supervisors/cooks, helpers, sanitation workers, caretaking and other staff in the hostels on contract basis through the private manpower service provider as per terms and conditions laid down in the Minimum Wages Act and Labour Laws of the Govt. of NCT, Delhi.**

**7.13.2 Contract workers will be engaged as per the requirement of the hostel depending on number of students and the criteria of deployment as approved by Prof. I.S. Thakur Committee Report. (Annexure)**

**7.13.3 Contracts workers will be allowed to work 6 days a week (26 days in a month) and one day weekly-off as per the provisions of the Minimum Wages Act. The daily wage rates include wages for weekly off days for which no separate payment will be made.**

**7.13.4 The mess of the hostel functions all days in a month for whole year, the workers are deployed in a staggered manner by the concerned Warden/Mess Supervisor on rotation so that minimum number of required workers in a shift are present.**

### **7.14 SERVICE CONDITIONS OF EMPLOYEES**

7.14.1 Service conditions of employees working in hostel mess including attendance, payment of salary and overtime are governed by the University rules and regulations in force.

7.14.2 Service conditions of Mess Supervisors are stated in the contract governing their appointment.

**7.14.3. Service conditions of Caretakers and other staff on contract/ retired personnel hired as consultants etc. are as stated in the contract/ letter of offer governing their appointment.**

#### **7.15 PRESERVATION OF RECORDS**

The period of preservation of the various records of the hostel/mess will be given separately. No record should be destroyed unless and until the internal audit is over, notwithstanding expiry of the period given in the preservation schedule (to be notified separately).

#### **7.16 TRANSFER POLICY OF IHA**

7.16.1 The transfer of staff (including mess and office staff) will normally be made after every two years within the IHA. In order to ensure that work is not dislocated, the transfers may be made in such a way that 1/3 of the staff is transferred at a time. This exercise may normally be undertaken in February and November every year. The Dean of Students shall be competent to make or approve transfer of staff of the IHA/Dean of Students office/Provost Office.

## **CHAPTER 8**

### **RULES RELATING TO HEALTH CENTRE AND SPORTS FACILITIES**

#### **8.1 MEDICAL RULES**

8.1.1 Objective: The objective of the University Health Centre (UHC) is to provide health care that is broadly comprehensive comprising preventive, curative and promotive services of high quality easily accessible and responsive to students' needs within the resources provided by the University.

8.1.2 It is mandatory that all full-time students of the University pay the required annual medical fee which is very nominal, thereby, ensuring participation of all full-time students in this plan to distribute the benefits of this care equally over the entire full-time students body. This will entitle them to the medical facilities of general diagnosis and treatment available at the University Health Centre.

8.1.3 In order to avail of these facilities, the students will be required to present their identity cards at various levels of the facility, failing which, fee for service will be charged as from other users of the service. In emergency situations, however, the presentation of identity card may be waived off and necessary medical help will be extended as per law of the land.

8.1.4 The University Health Centre will provide essential medicines for treatment of routine ailments. It will make reasonable efforts to procure such medicines as are not available in the pharmacy. As regards medicines prescribed by the Doctors of the public hospitals when referred to by the doctors of UHC, the supply of essential drugs or their substitutes will be made by the Health Centre. No reimbursement will be allowed for medicines not available at the UHC. Cost of such medicines will be borne by the students themselves. The students will make their own arrangements to procure medicines for treatment taken at private clinics/nursing homes/hospitals etc. and for chronic ailments and such diseases where life long treatment is required. The socially deprived sections of the students community, however, will be given necessary help within the financial constraints of the University.

8.1.5 The clinical pathological laboratory of the UHC will provide facilities for routine investigations. The students will bear the cost of such investigations as are not being carried out at the University laboratory.

8.1.6 The University Health Centre will provide facilities for routine dressings and injections. it will continue to bear the cost of routine X-rays @ Rs. 100 per X-ray as per resolution of the Executive Council of the University till such time that tile University develops its own X-ray facility.

8.1.7 The students will exercise their own option to go to a government or a private hospital when they require admission or treatment in a hospital depending upon their financial resources. The students will bear the hospital expenses themselves for treatment taken in these hospitals. No reimbursement of any kind will be allowed for such treatment taken.

8.1.8 As regards facilities to the families of married scholars, the term 'family' shall mean wife or husband of the scholar, as the case may be, including children or step children of the scholar wholly dependent upon him/her. The spouse of the female scholars will not be entitled to medical facilities when they attain the age of 25 years or start earning, whichever is earlier.

8.1.9 The married scholars will deposit Rs. 50/- per family as medical fee for his/her family with the finance department of the University in addition to his/her own medical fee which is

payable annually at the time of admission. In case, a married scholar does not opt to avail of the medical facility in the beginning of the academic session and does so any time thereafter, full medical fee for the family will be realised from him/her.

8.1.10 The married scholars will be allowed medical facility at par with other full time students of the University, whereas their families will be extended only those facilities that are available at the UHC. No reimbursement for drugs prescribed by the doctors at the government hospitals will be allowed to them. The Health Center will not procure such medicines as are not available at the UHC.

8.1.11 Medical certificates of physical fitness to candidates for employment in the University will be issued when such candidates are referred to by the competent authority of the University.

8.1.12 Certificates of physical fitness to students will be issued free of charge for academic pursuits in the University on the recommendation of the competent authority of the school. Medical certificates of physical fitness to others will be issued on fee-for-service basis at the convenience of the medical officers. Revenues so earned will go to the University. Fee for such services will be charged as per rules in this regard.

8.1.13 These rules will come into effect from the date of approval by the Vice Chancellor/E.C. and will supersede all rules framed in this regard earlier.

## **8.2 HEALTH ADVISORY COMMITTEE**

8.2.1 The members of the Health Advisory Committee will consist of the following to look into the functioning of the Health Centre with a view to attaining the objective of the Health Centre to provide comprehensive primary health care (preventive, curative and promotive) to the J.N.U. community, especially the students under one roof.

- i. Dean of Students/Associate Dean of Students - Chairperson
- ii. Chief Medical Officer - Member
- iii. Medical Officer - Member
- iv. One Provost (nominated by the Dean of Students) - Member
- v. Two Wardens (nominated by the Dean of Students) - Members  
(one male and one female)
- vi. Registrar or his nominee - Member
- vii. Finance Officer or his nominee - Member
- viii. Representative of Students Union - Member

8.2.2 The Functions of the Health Advisory Committee will be as under:

1. To identify health needs of the community and make recommendations to meet them.
2. To watch the overall process of planning so as to utilise materials, manpower and measures judiciously in order to improve health care facilities at the University Health Centre.
3. To monitor and evaluate health programmes after setting goals and objectives.
4. To frame rules regarding working of the Health Centre.
5. To advise the authorities on contentious issues involving providers and users of services.
6. To take steps for development and growth of the Health Centre.

***Note: For up-to-date norms please check with the Health Centre/CMO.***

### **8.3 SPORTS FACILITIES**

8.3.1 The sports facilities provided in the University are managed by the Sports Office located in the Sports Stadium Complex.

**The functioning of the Sports Department is governed by the Sports Advisory Committee headed by Chairperson and two faculty members as approved by the Executive Council. (Annexure). The Sports Office will be headed by a full-time Assistant/Deputy Director of Physical Education.**

The facilities provided are:

- A. Athletics
  - Football
  - Cricket
  - Volleyball
  - Tennis
  - Yoga
  - Weight-Lifting Mountaineering & Treking
  
- B. Badminton
  - Taekwondo
  
- C. Facilities for Volleyball, Badminton, Table-Tennis and Indoor Games in the Hostels are also available.  
At the beginning of each academic year a student convener is chosen for each club/games, who coordinates practise/matches for students with the Sports Office. Coaching/instructional facilities are available in Weight-Lifting, Teakwondo, Tennis and Yoga.
  
- D. Sports Office also offers special 'Incentive and Reward Scheme' duly approved by the University to outstanding sports persons.

#### **8.3.2 Do's and Don'ts**

- (i) Sports Complex is a well-developed play area, open to students for use, during prescribed hours. Students while using the complex are expected to produce their I-card, when requested by any official/Security guard. They are also expected not to bring non-students/outside to the sports field.
- (ii) Sports complex is a 'Non-Smoking Zone'
- (iii) Consumption of alcohol or any other intoxicant is strictly prohibited.
- (iv) The playfield is to be used only for sports.'
- (v) Students are expected to use the facility in a disciplined manner and are liable to pay fine, in case of any damage, etc.
- (vi) Equipment for games are issued only to student conveners. In case of booking of field/hall by Centre/School/Hostel, the application is required to be forwarded by the Centre Chairperson/

Sr. Warden/Dean of the School concerned and the applicant would be required to deposit his/her I-card till the completion of the booking and the items equipment issued are returned to stores sports office.

(vii) It will be the responsibility of the Captain of the teams/conveners or the applicant when booked for a specific event, to disallow outsiders and unauthorised people from participating in the event. If found otherwise, the incharge of the event would be answerable. The students booking the field would be responsible to maintain discipline in all respects.

(viii) It will be expected that all sports 'activities are conducted on proper sports field. However, it will need to be ensured that activities do not clash and all activities are accommodated amicably on sports ground. Preference, however, would be given to official annual competitions.

(ix) Booking of playfields would be done, as prescribed.

(x) Only official sports activities are allowed on the sports ground. The guard-on-duty is authorised to check.

(xi) All pets should be on leash at all times and are not allowed on sports ground.

(xii) The parks are not to be used for sports exercises or play.

(xiii) Eating and littering is strictly prohibited on sports ground.

8.3.3 The Dean of Students may refuse or may impose such conditions for use of sports field/Hall, as he may consider necessary and just.

**8.3.4 Renting or allowing the use of sports facility/ground to outside private individuals and agencies is prohibited.**

**CHAPTER - 9**  
**INTERPRETATION & AMENDMENT /REPEAL OF RULES**

9.1 Wherever interpretation of these-rules is involved, the proposal may be referred to the Dean of Students whose decision shall be final and binding on all concerned.

9.2 Delegation of powers for Amendment/repeal of any clause/paragraph of the Manual:

<u>Clause/Paragraphs</u>	<u>Authority</u>
1.1 to 1.6.1	... AC/EC
1.6.2 to 1.6.4	... Dean of Students in consultation with Sr.Warden/Provosts
1.7.1 to 1.7.3	... Dean of Students in consultation with Registrar and FO
1.7.4 to 1.7.6	... Dean of Students in consultation with Provosts/Sr. Wardens
1.7.7 to 1.7.9	... Dean of Students in consultation with Registrar
2.1 to 2.2	... AC/EC
2.3 to 2.6	... Dean of Students in consultation with Sr. Wardens/Provosts
2.7	... AC/EC
2.8 to 2.9	... Dean of Students in consultation with Sr. Wardens/Provosts
2.10	... Dean of Students in consultation with Sr. Wardens/Provosts/IHA
2.12 to 2.13	... AC/EC
2.14	... Dean of Students in consultation with FO/Registrar
2.15 to 2.17	... AC/EC
2.18 to 2.19	... Dean of Students in consultation with FO/Registrar
2.20	... Dean of Students in consultation with Sr. Wardens/Provosts
2.21	... AC/EC
2.22	... Dean of Students in consultation with Sr. Wardens/Provosts
3.1	... Dean of Students in consultation with Sr. Wardens/Provosts
3.2	... AC/EC
3.3 to 3.6	... Dean of Students in consultation with Sr. Wardens/Provosts
3.7	... Dean of Students in consultation with CMO
3.8 to 3.12	... Dean of Students in consultation with Sr. Wardens/Provosts
3.13 to 3.24	... Dean of Students in consultation with Finance Officer
3.25	... AC/EC
3.26	... Dean of Students in consultation with Sr. Wardens/Provosts
3.27	... AC/EC
3.28 to 3.29	... Dean of Students in consultation with Sr. Wardens and F.O.
3.30	... Dean of Students in consultation with Provosts/IHA
4.1 to 4.10	... Dean of Students in consultation with Sr. Wardens/Provosts
5.1 to 5.3	... AC/EC
5.4 to 5.11	...Dean of Students in consultation with Finance Officer
5.12 to 5.13	... AC/EC
5.14	... With approval of V.C.

6.1	... E.C.
6.2 to 6.16	... Dean of Students in consultation with Finance Officer
7.1 to 7.2	... Dean of Students in consultation with Registrar
7.3	... AC/EC
7.4	... Dean of Students in consultation with Registrar
7.5	... AC/EC
7.6 to 7.8	... Dean of Students in consultation with Registrar
7.9 to 7.11	... Dean of Students in consultation with Finance Officer
7.12	... Dean of Students in consultation with Registrar/Finance Officer
7.13 to 7.15	... Dean of Students in consultation with Registrar/Provosts
7.16	... Dean of Students/IHA in consultation with Sr. Wardens/Provosts
8.1 to 8.2	... AC/EC
8.3	... Dean of Students in consultation with Chiarperson, Sports Committee
9.1	... AC/EC
9.2	... AC/EC

## Annexure- I

**List of Rates**

(subject to revision from time to time)

	<i>Items</i>	<i>Rate</i>
1.	Hostel Admission Dues: Hostel security (refundable) Room rent for two semesters: (recoverable in two instalments) Single seated. Double Seated For Students on MCM Scholarships: Single Seated Double Seated	Rs. 5/-  Rs.240/- Rs. 120/- per head  Rs. 180- per head Rs. 90/- per head
2.	Mess Admission Dues Admission fee Mess Security (Refundable) Mess Advance Establishment Charges (per semester) Crockery, utensil charges (annual) Newspaper (annual)	Rs. 5/- Rs.1200/- * Rs.1500/- * Rs.300/-* Rs.50/- Rs. 15/-
3.	Recreation Fund: Annual grant in two	Upto Rs. 5000/- per hostel Rs. 7000/- for B' Putra Hostel Rs. 8000/- for Tapti Hostel Rs. 2500/- for MRSH
4.	Magazines for common room of hostel	Rs. 200/- per month per hostel
5.	Furnished Guest Room Charges Rent Establishment Unfurnished Guest Room Charges Rent Establishment	Rs. 10/- per day Rs.4/- Rs.6/- Rs. 8/- per day Rs. 3/- Rs. 5/-

<i>Items</i>	<i>Rate</i>
6. Guest Meal Charges Breakfast* Lunch Dinner Dinner with mutton/chicken/fish or Extra item taken with Breakfast	Rs. 17/- [(+Service Rs. 25/- [charges of Rs. 30/- [Re 2 per Rs. 40/- [coupon
7. Fine for late payment of mess bill (From 25th to last day of month or till the bills paid) Readmission fee, beyond seven days	Re. 1/- per day  Rs.20/-
8. Carryover cash balance with Cashier Upto	Rs. 100/-
9. Limits for Disciplinary Fines: Provost Senior Warden Other Wardens	Rs.2000/- Rs. 1000/- Rs.250/-

- Revised by EC12.1.2010)

\*\*Extra items:

- Egg preparation (boiled/omlet/fried) Rs. 5/-\
- Bana (2) or any other fruit (1) Rs. 7/- (or depending upon market rate)
- Dalia, Halwa, upma Rs. 5/-
- Milk 350 ml/1 standard tumbler Rs. 5/-
- Extra bread (per slice) Rs. 1/-

\*\* Approved by EC, 6.4.2010

Further, the IHA was empowered to take decision pertaining to revision of guest charges, etc., from time to time and submit the same for ratification by the Executive Council.