

**DRAFT
IHA/HOSTEL MANUAL**

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

FOREWORD TO THE FIRST EDITION

It was strongly felt to undertake review of the existing Hostel Manual in the light of our experience over the years and to provide for such new areas which were not provided hitherto in the existing hostel manual, to update/amend certain provisions, etc., to suit our new requirements and so on and so forth. Towards this end, Mr. Jit Singh, Asstt. Registrar (IHA), was requested to undertake this task. After a meticulous exercise, he submitted a comprehensive Draft Hostel Manual to the Dean of Students, which had been duly accepted by the Dean and was circulated to members of IHA, i.e. Wardens, Provosts, including JNUSU President and Hostel Presidents on 21st June 2000 with a view to seeking their valuable suggestions, comments. The comments/suggestions received from the Wardens/Provosts/Hostel Presidents were carefully examined by the DOS office and, in turn again circulated along with fresh comments of DOS office to all members of the IHA. After carefully discussing these suggestions and comments as well as keeping in view the deliberations held by the IHA vis-a-vis the Draft Hostel Manual as a whole, the IHA resolved to approve the Draft Hostel Manual along with certain additions/deletions, as decided in the IHA meetings held on 23rd Feb. 2001 and 14th March 2001.

The Manual has been finally approved by the Executive Council of the University at its meeting held on 19.7.2001.

I am glad to circulate copies of the Hostel Manual which will come into force w.e.f. Monsoon Semester 2001. I have no doubt that the Manual will provide adequate guidance in the day to day administration of Hostels. Copies of the circulars issued by the DOS office on important matters are also given at the end of this Manual for ready reference. The relevant Forms referred to in this Manual are available in a separate booklet.

My thanks are due to the Associate Dean of Students, the Provosts, the Wardens, the Hostel Presidents, the President (JNUSU) and particularly Mr. Jit Singh, Asstt. Registrar, (IHA), for his spirit of dedication, zeal and enthusiasm with which he accepted and completed the assignment.

I do hope the Manual will be reviewed and updated from time to time in future as well.

M.H. QURESHI
DEAN OF STUDENTS
JAWAHARLAL NEHRU UNIVERSITY
New Delhi, Dated: July 2001

PREFACE TO THE FIRST EDITION

It is indeed a matter of immense pleasure to have gone through the existing Hostel Manual with a view to (a) updating, (b) amending, and above all (c) simplifying the existing procedures, as far as possible. Keeping in view the above, I have also made an effort to codify the existing provisions to ensure cohesiveness and easy reference method from the point of view of an administrator - who very often looks for codified and written rules to avoid arbitrariness and to facilitate transparency and quick decision making for day to day administration of Hostels. To illustrate a few example, duties & responsibilities of Hostel Staff, etc. given at separate places in the existing Manual (Mess see clauses 11 to 13.12, 21.1 to 21.4; clauses 27 and 63 to 65; para 5 specify period of stay in the Hostel but it is in clause 7 that allows Ph.D. students to stay for more days. Warden's powers & functions given at separate places, have now been given at one place. Again some matters pertaining to mess are clubbed with financial or administrative matters, c.f. clauses 22 to 26 with 27 and 34 to 41, 62 and 63 to 65. The Hostel Manual has now been categorized into nine broad chapters, as indicated below, having bearing upon the subject as such. This has resulted in shifting of some clauses here and there and also facilitated adding new topics, e.g., definition of hall, IHA/Provost Committee, election rules for Hostel Committee, uniform guidelines for single seated rooms, norms for hostel nights, grievances redressal mechanism in hostels, attendance and discipline leave rules, rules relating to Health Centre, Sports Facilities, interpretation of rules, etc. The new Manual deals with the following:

- Chapter - 1 Inter-Hall Administration: definition, objectives, organization of hostels, authorities /functionaries & their powers, responsibilities/duties.
- Chapter - 2 Norms/priorities for allotment of Hostel accommodation to students; eligibility and procedure for hostel allotment, procedure for allotment of Mondovi/Mahi hostels, procedure for allotment of rooms to JRF/SRF, norms of hostel life, period of stay, vacation of hostel room & eviction procedure, penal action/fines on defaulters, grievances redressal mechanism in hostels, MRSH hostel.

- Chapter - 3 Hostel Facilities: Objectives & organization of Mess, Mess Rebate, Common Rooms, Guest Rooms Procedure and Management
- Chapter - 4 Upkeep and Maintenance of Hostels, Sanitation & Cleanliness of Hostels
- Chapter - 5 Purchases and Maintenance of Stores
- Chapter - 6 Financial Matters
- Chapter - 7 Administrative Matters; Discipline, Leave to Staff and Wardens
- Chapter - 8 Rules relating to Health Centre/Health Advisory Committee and Sports Facilities
- Chapter - 9 Interpretation and Amendment or Repeals of Rules

The proformas referred to in the Manual are available in a separate booklet. Copies of circulars/orders issued by DOS Office from time to time on important matters are given at the end for ready reference.

I sincerely hope that this exercise would facilitate effective and efficient administration of hostels.

I am indeed grateful to Professor M.H. Qureshi, the Dean of Students, and Prof. Girijesh C. Pant, the Associate Dean of Students, who not only provided me this unique opportunity, but also encouraged and guided me in many respects to complete this stupendous task.

I am also thankful to Shri Vikram Singh for typing this document on computer without which it would have been difficult to bring out this Manual.

My thanks are also due to the Staff of DOS Office/IHA for their suggestions and active support.

JIT SINGH
ASSISTANT REGISTRAR (IHA)
JAWAHARLAL NEHRU UNIVERSITY

New Delhi
01.2.2000

FOREWORD TO THE SECOND EDITION

I am very happy that the Second Edition of the Hostel Manual is now ready to be handed over to all concerned members of the University Administration in general and the IRA in particular. We have incorporated to the best of our ability all necessary information such as decisions taken at the last IHA meetings, circulars issued etc., in this edition. The Hostel Manual is an important document, which provides guidance to all concerned in matters related to the day-to-day administration of the hostels. I sincerely hope that all concerned members of IHA make full use of it while discharging their respective responsibilities.

With best wishes,

(RAJENDRA DENGLE)
DEAN OF STUDENTS

JAWAHARLAL NEHRU UNIVERSITY
New Delhi
Dated: June, 2005

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SECTION – 1

INTER-HALL ADMINISTRATION

Inter-Hall Administration: Definition, Objectives, Organization 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 recognized by it.

1.2 OBJECTIVES OF THE HOSTEL LIFE:

- (a) to provide basic and affordable boarding and dining facilities to the student as per availability.
- (b) to ensure that the students are able to devote adequate time to their studies and research;
- (c) to ensure that students coming from different parts of the country and abroad learn to live together and strengthen their relations with mutual cooperation and goodwill; and
- (d) to develop a climate congenial for co-curricular and extra-curricular activities of students.
- (e) to inculcate harmonious living, co-existence, sensitization towards social, cultural and economic issues.
- (f) to create awareness towards gender sensitization.
- (g) to ensure safety and security for all residents in campus and to comply with rules pertaining safety and security of the University

1.3 ORGANISATION OF THE HOSTEL ADMINISTRATION

- (i) As a central University, the JNU maintains a substantial complex of hostels for students, both for boys and girls. These are grouped, for administrative convenience, into five *Khands* - each *Khand* comprising following hostels:

Dakshinapuram Khand	Paschimabad(I) Khand	Paschimabad(II) Khand	Poorvanchal Khand	Uttrarakhand Khand
Periyar(M) Kaveri(M) Godavari(F)	Sabarmati(F-M) Tapti(F-M) Mahi-Mandavi (M) Narmada (M)	Lohit(F-M) Chandrabhaga(F-M) Koyna(F) Shipra(F)	Brahmaputra(M) Mahanadi New / (Subansir) (MRSH) (F-M) Damodar (M)	Sutlej (M) Jhelum(M) Ganga (F) Yamuna(F)*

- A working women's hostel administered by Yamuna Hostel Management Committee (YHMC) with a separate Hostel Manual.

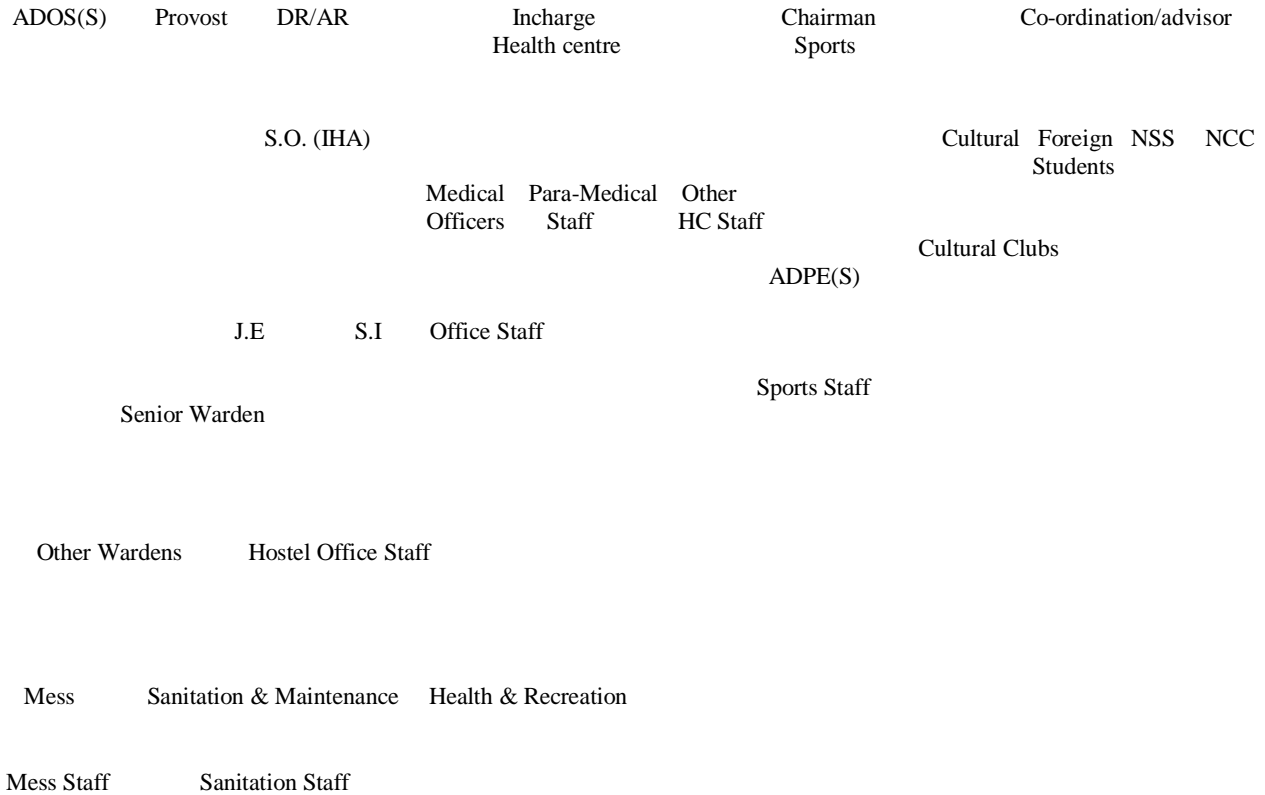
M = Male F = Female

- (ii) The **Dean of Students** is the Head of Inter-Hall Administration
- (iii) The **Associate Dean of Students** (ADoS) assists and advises Dean of Students on the matter related to his/her respective portfolio.
- (iv) The **Joint Registrar/Deputy Registrar/Assistant Registrar** assists and advises Dean of Students on matters concerning general administration.
- (v) The **Provosts** look after the affairs of their respective *Khands*
- (vi) The **Sr. Warden** in a hostel is the principal executive authority in all matters relating to students' accommodation, their discipline and dining 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).
- (vii) The **Inter-Hall Administration Committee** is the apex deliberating body of IHA. The Dean of Students is its Chairperson.
- (viii) There is a **Provost Committee** with the Dean of Students as Chairperson and ADoS, all Provosts as Members and JR/DR/AR (IHA) as Member Secretary.
- (ix) 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.
- (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.

1.4 AUTHORITIES OF IHA:

Hierarchical Chart of Inter-Hall Administration

Dean of Students Inter-Hall Administration (IHA)



1.4.1 Dean of Students

- (i) The Dean of Students in the University oversees the general administration and facilities for the students and their residential life in hostels. S/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 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.

- (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 ADoS or such person as the Vice-Chancellor may appoint for the purpose.
- (iv) Powers and Functions of the Dean of Students:
 - (a) The Dean of Students in the University shall oversees the general administration and facilities 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 facilities/organization so far as Hostels, Sports, Health Centre, University Cultural Committee, National Service Scheme (NSS), National Cadet Corps (NCC) and Day Scholars are concerned.
 - (c) The Dean of Students, *inter alia*, will oversee the matters related to:
 - i organization and development of student bodies;
 - ii. counselling and students' guidance facilities;
 - iii. liasion with Students' Affairs Committee;
 - iv. extra-curricular and sports activities of students;
 - v. promotion of students participation in co-curricular, National Cadet Corps (NCC) and National Social Service (NSS) activities;
 - vi. health and medical services for the students;
 - vii. residential life of the students;
 - (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

S/he is appointed by the Executive Council on the recommendation of the Vice Chancellor

from the teachers of the University for 2 years to assist and advise the Dean of Students in student/hostel matters. S/he is eligible for re-appointment.

1.4.3 Joint Registrar/Deputy Registrar/Asstt. Registrar (IHA)

There is a full-fledged office headed by Joint Registrar/Dy. Registrar/Asstt. Registrar (IHA).

Powers and Functions of JR/DR/AR (IHA):

1. S/he has been delegated certain administrative and financial powers and S/he has been made responsible for taking decisions to that extent.
2. In addition to supervision of the work of the Branches/Sections placed under his/her charge, S/he is to assist and advise the Dean of Students in the performance of his/her duties.
3. To supervise and guide the ministerial and secretarial staff in the Inter-Hall Administration including those working in the Hostels with regard to following of administrative and financial norms and implementation of rules and regulations framed by the University.
4. To assist and advise the Dean of Students in implementation of various provisions of Statutes, Academic Ordinances, Rules and Regulations relating to Hostel allotment and maintenance, students facilities, General Financial Rules, general administration etc.
5. To assist and advise the Dean of Students in convening the meetings of various bodies/committees of the Inter- Hall Administration including preparation of Agenda, Minutes and follow up action.
6. To undertake direct responsibility in matters of confidential nature as may be assigned by the Dean of Students.
7. To perform such other duties as may be assigned by the Dean of Students, the Rector or the Vice-Chancellor from time to time.

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*.
- (b) The Provost looks after the affairs of a particular *Khand* and instructs its Wardens on matters concerning their functions.

- (c) All kinds of leave applications of the wardens will be forwarded to the Dean of Students by the concerned Provosts with their specific recommendations.

Powers and Functions of Provosts:

- (i) S/he will supervise the hostels in his/her *Khand* in matters relating to the hostels' overall functioning, the resident-students' welfare and discipline.
- (ii) S/he will periodically visit the hostels and be in contact with the Wardens, staff and students.
- (iii) S/he will encourage sports and cultural and other activities at the *Khand* level so as to promote inter-hostel cooperation.
- (iv) S/he can permit stay of any guest for more than 14 days up to 28 days.
- (v) The Provost can impose fines (up to the limit as may be notified by the University from time to time) or waive off 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 portfolios between Wardens in a hostel every year in January.
- (vii) The Provost's prior approval is required for a warden to take leave from hostel.
- (viii) S/he will recommend leave to Wardens in the *Khand* as per rules.
- (ix) Provosts are to ensure implementation of Minimum Wage Act and the terms and conditions of contract entered into by the IHA with the private service provider in regard to contract labour/staff engaged in mess, sanitation, caretaking, security services, etc at the hostel/*khand* level.

1.4.5 Wardens of Hostel:

Normally there may be up to four Wardens in each hostel.

- (a) Appointment: Warden's appointment is made ordinarily 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.

- (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 S/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.
- (c) 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. In case of maternity leave, same will be dealt as per GOI/University rules.
- (d) 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 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/Dean of Students 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 shall ensure that the residents of the concerned hostel observe the rules and regulations and maintain discipline and decorum. They shall promptly report to the Senior Warden all cases of misbehavior,

indiscipline, and sickness of the residents.

- (iv) The Wardens can impose fines (upto the limit as may be notified by the University from time to time) upon residents.
- (v) The Wardens should be available in the hostel office everyday at specified hours (to be notified in the hostel office) to attend to official work and to residents' problems.
- (vi) The Wardens will be responsible for the proper upkeep and maintenance of properties of the concerned hostel.

1.4.5.1 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 up 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.
- (b) Powers and Functions of Senior Warden:
 - (i) The Senior Warden in a hostel is the principal executive authority in all matters relating to students' accommodation, their discipline and messing as well as the administration and security of the particular hostel. The Sr. Warden shall be answerable to the Provost for the proper maintenance, administration and management of the hostel.
 - (ii) To assist the Senior Warden, each hostel has ministerial staff as well as two/three/more wardens to look after general administration, mess, common room, health and recreational facilities, and maintenance and sanitation.
 - (iii) S/he will supervise all matters concerning the functioning of the hostel.
 - (iv) S/he 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) S/he can impose fines (up to the limit as may be notified by the University from time to time) or waive fines.
 - (vi) S/he can transfer a resident from one wing of the hostel to another.

- (vii) S/he can permit the stay of a resident's guest for more than 7 days but upto 14 days according to the hostel rules.
- (viii) S/he will regulate expenditure out of the authorized hostel budget and will be responsible for timely adjustment of temporary advances.
- (ix) S/he will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- (x) S/he can sanction received/payment of security deposit or advances to suppliers for goods to be supplied or services rendered.
- (xi) S/he can sanction refund of all kinds of security money.
- (xii) S/he will secure the timely completion of cash book and income & expenditure account and will examine the bank reconciliation statement of all bank accounts pertaining to the hostel.
- (xiii) S/he shall ensure proper checking of all the bills pertaining to the mess, sanitation and also verify the wage bills of staff provided by the private service provider.
- (xiv) S/he can sanction repairs to furniture/equipment in emergent cases.
- (xv) S/he shall ensure that all financial sanction/expenditure must be in accordance with General Financial Rules (GFR) 2017, as amended from time to time, and University rules.
- (xvi) S/he will be responsible for proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- (xvii) S/he will recommend overtime in accordance with rules.
- (xviii) S/he will sanction leave in respect of regular/permanent mess and other staff of the hostel as per University rules.
- (xix) S/he will normally perform the following responsibilities as Warden (Administration).
- (xx) S/he will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel)
- (xxi) S/he will check the resident students register and the guest room register.
- (xxii) S/he should ensure submission of identity proof of the guests, along with the application.

- (xxiii) S/he will take disciplinary action including imposition of fine/eviction (if need be) for keeping any unauthorized guest.
- (xxiv) S/he will order double-locking of rooms of resident students and their re-opening, when required (e.g. in case of non-payment of mess dues, long mess rebate; non-payment of fine etc.).
- (xxv) S/he will take action for the eviction of defaulting resident students in consultation with the Senior Warden/Mess Warden for mess bill defaulters.
- (xxvi) S/he will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- (xxvii) S/he 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.
- (xxviii) S/he will give permission for booking of dining hall or any part of Hostel premises. Booking request should be received at least three working days in advance to the date of event.

1.4.5.2 Warden (Health & Recreation):

- (i) S/he will be responsible for general matters relating to health with the advice of the Chief Medical Officer (CMO).
- (ii) S/he 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) S/he will check the bills prepared by the Caretaker for purchase of Newspapers and Magazines.
- (iv) S/he will arrange disposal of old Newspapers and Magazines and ensure that the sale proceeds are deposited in the appropriate head of account.
- (v) S/he will ensure maintenance of discipline and decorum in the common room.
- (vi) S/he can permit the common room to stay open beyond the prescribed hour on a special occasion.
- (vii) S/he will pursue, at appropriate level, all complaints relating to common room items like television etc.
- (viii) S/he will be additional incharge of all dormitories where ever attached with the

concerned hostel.

1.4.5.3 Warden (Sanitation & Maintenance):

- (i) S/he will be responsible for all matters relating to hygiene, sanitation and cleanliness of the hostel with the advice of the Chief Medical Officer (CMO).
- (ii) S/he will supervise the work of the sanitation staff, keep a control over their attendance.
- (iii) S/he will grant Casual Leave to the permanent sanitation staff and recommend other kind of leaves to the Sr. Warden/ Provost as per delegation of powers.
- (iv) S/he shall ensure implementation of the Minimum Wage Act and other contractual obligations by the private manpower service provider towards the sanitary staff under contract.

1.4.5.4 Warden (Mess):

- (i) With the assistance of the Mess Committee, S/he will supervise the functioning of the mess and the working of the Mess Managers/Supervisors, Cooks and Helpers.
- (ii) S/he will keep a watch over the cleanliness of the dining hall and the kitchen and the quality of food prepared.
- (iii) S/he will conduct regular inspection of the kitchen room and the dining hall, especially during the dinning hours.
- (iv) S/he will enforce discipline and decorum in the dining hall.
- (v) S/he will ensure that mess food is not taken to rooms, except for sick diet.
- (vi) S/he will supervise purchases of mess stores items and ensure that the purchase shall be done as per the GFR 2017, as amended from time to time.
- (vii) S/he will verify receipts of mess store items and will issue mess store items, crockery etc.
- (viii) S/he will verify stock balance, entries in the relevant stock register and valuation of the closing stock each month.
- (ix) S/he will ensure that stores are kept in good and efficient condition.
- (x) S/he will check and certify the bills received from suppliers with reference to the stock register.

- (xi) S/he will investigate cases of shortage/excess of stores.
- (xii) S/he will be responsible for drawl of temporary advance and for its adjustment.
- (xiii) S/he will examine the monthly income and expenditure statement of the Mess.
- (xiv) S/he will sanction mess rebate and lunch rebate in accordance with Mess rebate rules.
- (xv) S/he will stop mess facilities in respect of residents defaulting payment of mess bills and recommend action to the Sr. Warden for eviction.
- (xvi) S/he will stop mess facilities in respect of those who have vacated the hostel or have been evicted.
- (xvii) S/he will supervise the deployment of Cooks and Helpers (permanent/contractual) during normal working hours and overtime.
- (xviii) S/he will ensure that all mess workers submit health report periodically.
- (xix) S/he will recommend proposal to the Dean/VC through the Sr. Warden/Provost/DoS, regarding overtime to mess staff when absolutely essential.
- (xx) S/he will make recommendations to the Sr. Warden about refund of mess security to students.
- (xxi) S/he will arrange disposal of empties, crockery, left over food etc. and ensure depositing of sale proceeds in the appropriate head of account as per rules.
- (xxii) S/he will grant casual leave to permanent mess staff and recommend other kind of leaves to the Senior Warden/Provost as per delegation of powers.
- (xxiii) S/he will ensure the required number of mess staff in every shift and shall ensure implementation of the Minimum Wage Act and the contractual obligations by the contractor towards the mess staff.
- (xxiv) S/he will ensure daily checking of event report submitted by the mess supervisor and taking necessary action.

1.5 COMMITTEES AND OTHER FUNCTIONARIES:

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

(a) Composition:

- i. Dean of Students Chairperson

ii.	All Associate Dean of Students	Members
iii.	All Provosts	Members
iv.	All Sr. Wardens	Members
v.	All Hostel Presidents	Members
vi.	Representative JNUSU	Member
vii	Representative JNUTA	Member
viii	Representative of JNUOA/JNUSA	Members
ix	JNU karmachari Association	Member
x	JNUSU- IHA, Convenor	Member
xi.	J.R./D.R./A.R.(IHA)	Member-Secretary

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

- (b) In the absence of the Dean of Students, the Associate Dean of Students shall chair the meeting.
- (c) Quorum: 50% of total member including the Chairperson, shall form quorum for holding the meetings.
- (d) Notice of Meetings.
 - (i) General meetings shall be called at 10 days advance notice.
 - (ii) Emergency meetings: Any time
- (e) Meetings of IHA may be held as and when required, at least once in a semester or as may be decided by the Dean of Students.
- (f) Powers and functions of IHA Committee:
 - (i) The IHA Committee is competent to consider and decide or recommend to the Vice Chancellor/ University, as the case may be, all matters relating to Inter-Hall Administration, students discipline, general health and their well-being etc.;
 - (ii) Any matter referred to the Dean of Students by the Vice-Chancellor for placing before the IHA Committee for consideration;
 - (iii) Any other matter as may be decided by the Dean of students in consultation with the Provosts Committee.

1.5.2 Provosts Committee:

(a) Composition:

- | | | |
|-------|--------------------------------|------------------|
| (i) | Dean of Students | Chairperson |
| (ii) | All Associate Dean of Students | Member |
| (iii) | All Provosts | Members |
| (iv) | J.R./D.R./A.R. (IHA) | Member-Secretary |

(b) Quorum for meetings: Presence of 50% members, including Chairperson, shall form quorum.

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

(d) Functions:

- (i) To consider matters relating to hostel administration and to decide such matters which normally fall within the powers of Provosts /Dean of Students.
- (ii) To recommend other cases to the IHA Committee 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 Committee.

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), dormitory residents, 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.
- (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) Expenditure for hostel election & honorarium/overtime etc for the staff deputed for election shall be governed as per University rules.

(d) **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, however S/he can contest for one post only.

(iii) The candidate shall not have any hostel due pending and shall also not have been subject to any disciplinary action by any University authority.

(iv) A bona-fide regular resident from the hostel is eligible to contest for the post of President. 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 one year. Students under 9(b) clause will not be eligible to contest the elections.

NOTE: A student who is registered in his/her final year (last two semesters of the programme) including registered under 9(b) of Ph.D., except a student in 3rd and 4th semester of M.Phil/Ph.D. integrated programme will not be eligible to contest election.

(v) The candidate, the proposer and the seconder must be a resident of the hostel, and his/her name must be in the electoral rolls of the Hostel.

(vi) 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 shall be matched. Addition or deletion or any other change from the original will render the nomination invalid.

(vii) All candidates contesting for the post of president/member of Hostel Committee shall abide by the rules, regulations and instructions issued by the Presiding Officer appointed by the General Body to conduct the elections.

(viii) All decisions of the Wardens' Committee of the Hostel in all matters

pertaining to elections shall be final and binding.

- (ix) Candidates must make themselves accessible and available in the Presiding Officer's office as and when required.
- (x) A proposer or seconder can propose and/or second only as many persons as there are number of posts in the hostel.
- (xi) The voting will be done according to single non-transferable vote.
- (xii) No postal-ballot papers shall be allowed.
- (xiii) Dining Halls of the respective hostel will be the polling booth.
- (xiv) 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.

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

- (i) The Hostel Committee will actively participate in collaboration with the Wardens in the routine functioning, except administrative matters, and help the Wardens in organizing 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 tenure of Hostel Committee will be ordinarily 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, eligible as per (d)(iv) above, to conduct the business of the General Body Meeting. Such a chairperson will continue to function in place if the President is removed and till the new President is elected.

- (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 will be submitted to the Senior Warden, who will decide further course of action in consultation with other Wardens of the Hostel concerned.

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 both vegetarian and non-vegetarian) elected directly by the General Body of Hostel residents. Non Residents, residents of the dormitory, 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 tenure of the Mess Committee will be ordinarily 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 like not allowing carrying of food or mess utensils out of the dining hall etc.
 - (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.
- (c) Duties of Mess Secretary:
- (i) S/he will convene meetings of the Mess Committee in consultation with the Chairperson and maintain minutes of such meetings duly signed by all members;
 - (ii) S/he will look after the quality of food and the general services rendered to the residents and bona-fide guests in the dining hall;
 - (iii) S/he will put up the complaints of the students regarding mess, if any, before the Mess Committee for redressal;
 - (iv) S/he will be available at the time of delivery of goods/supplies and receive the same;
 - (v) S/he may check the quality and quantity of stores received and the indents for supplies to the mess and ensure that for all bills, the stores have been taken into stock correctly.
 - (vi) S/he may check the correctness of daily issues of stores and will append his

- full signature with date on the daily consumption form/quanta every day;
- (vii) S/he will supervise the physical verification of the stores by a Mess Supervisor or other official, as nominated by the Mess Warden, utensils and other items lying in stock at the end of each month, and initial the relevant entries in the Stock Register;
 - (viii) S/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. S/he shall ensure that the expenditure of mess bill is kept within normal limits, except on occasions of special dinner, etc.
 - (ix) S/he will examine and countersign in the monthly mess items purchase bill; and
 - (x) S/he will discharge such other duties in connection with the mess as may be assigned to him by the Mess Committee/Mess Warden.
- (d) **Rules regarding the conduct of elections for mess committee (Secretary/members) will be same as for hostel committee (President/members) as mentioned at clause 1.6.1 (d) above:**

1.6.3 Recreation Committee:

- (i) In each hostel, the Common Room will be run by a Recreation Committee selected from amongst the hostel's residents on the grounds of suitability for the job and the student's economic need. Non Residents, residents of the dormitory, casual students, guests, and SRs/TRs etc. are not eligible for the Committee. Upon warden's notification students not in receipt of any fellowship or scholarship, except the MCM, may apply to the Warden (Recreation) for Committee member. All the Wardens of the Hostel will jointly interview the applicants and the Warden (Recreation) will hold the chair.
- (ii) There may be four to six members in the Recreation Committee and tenure may be ordinarily for a period of one year. The tenure will be divided equally among the committee members.
- (iii) The concerned Committee Member will be entitled for mess rebate during their term subject to satisfactory performance.

- (iv) The Recreation Committee will be responsible for the followings:
- (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 system, etc. are in proper order and are used as per hostel norms.
 - (d) To take care of items and maintain their records like TT balls, powder for carom boards, new records sports & other co-curricular items in consultation with Warden (Recreation) and Hostel Committee.
 - (e) To maintain proper records of all magazines received in Common Room and their disposal in consultation with Warden (Recreation).
 - (f) To organize the annual events as decided by Warden (Recreation) and Hostel Committee.
 - (g) To assist Warden (Recreation) in any other function necessary for the smooth and efficient running of the Common Room.

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

1.7.1 The Office In-charge will be responsible for:

- (i) All the administrative work of the hostel including processing of relevant files & paper through e-office in consultation with concerned wardens of the hostels;
- (ii) Preparation of Ledger of the students from his entry till he vacates the hostel;
- (iii) Informing the resident students of their dues and asking them to deposit into the concerned bank account of hostel preferably through e-payment mode and after confirming the proof of deposit of all dues, issue 'no dues', if required, to the student;
- (iv) Making entry of dues and receipts into the ledger of hostel and sending it to the cashier of their khand for entry into DCR, Cash/Bank Book & Accounting software on daily basis;

- (v) Accepting bills & vouchers for any kind of purchases or contractual workers, verifying them & sending them for approval of competent authority through concerned warden. After approval of Competent Authority, sending bills & vouchers to Cashier for payment & recording into DCR, Cash/Bank Book & Accounting software.
- (vi) Accepting of daily mess coupon receipt and depositing the same into the concerned bank account of the hostel and forwarding the proof of deposit i.e. stamped bank deposit slip to the Cashier for recording into DCR, Cash/Bank Book & Accounting software.
- (vii) Supervising the staff under his/her control, including the sanitation staff through the caretaker/sanitary guide.
- (viii) Checking and verifying the attendance of both permanent and contractual staff under his/her administration.
- (ix) Recommend casual leave to the staff under his/her control in accordance with the University rules.
- (x) Keeping liaison with all Wardens in the Hostel.
- (xi) Assisting the Sr. Warden/IHA in hostel allotment process at hostel level.
- (xii) Maintaining list of residents along with their guardians' permanent address, mobile number, email and such other information as may be necessary.
- (xiii) Maintaining a close supervision over room vacancy and immediate transmission of vacancy position to IHA.
- (xiv) Custody of receipt books and cheque books.
- (xv) Checking the correctness of the pages of receipt books, cheque books, cash coupons and to maintain proper records for these.
- (xvi) Attending to the observations of internal audit.
- (xvii) Initiating write-off of fittings, furniture and equipment needing replacement.
- (xviii) Custody of imprest and maintenance of imprest accounts.
- (xix) Scrutiny and sign the wage bills of mess staff, depositing establishment charges/service charges to the Dean of Students office without delay.
- (xx) Keeping all application forms for various purposes in sufficient quantity.
- (xxi) Ensure the periodical health check-up of all the mess staff

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

1.7.2 Cashier/Account Assistant (One for each Khand) will be responsible for the followings of the hostels under his/her Khand:

- (i) Preparation of Daily Transactions Register or DCR;
- (ii) Entry of students' ledger received from hostels into DCR and Cash Book;
- (iii) Processing for payment of bills & vouchers received from hostels after verification and entry of the same in financial records through cheque/online mode;
- (iv) Recording of daily coupon collections into DCR and Cash Book ;
- (v) Preparation of Cash / Bank Book on daily basis with signature on daily closing balance;
- (vi) Maintaining all financial records on accounting software;
- (vii) Maintaining of records of all the financial transactions related to hostels in their khand.
- (viii) Safe custody of current and used receipt books in his possession.
- (ix) Custody of paid vouchers, used receipt and coupon books and counterfoils of cheques.
- (x) Refunding security amount, after necessary adjustments of dues, if any, to the resident students on the authority of Senior Warden.
- (xi) Any other work assigned by Provost/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 contact address/tel. no./email IDs etc.
- (ii) Assisting the Sr. Warden in allotment of rooms.
- (iii) Handing over the possession of hostel rooms to allottees and obtaining from them acknowledgement of furniture and fittings, in the prescribed form.
- (iv) Maintaining individual resident's files along with student's activities data in the prescribed proforma along with entry details.

- (v) Will ensure collection & deposits of guest charges after approval from Senior Warden, issuing receipt to the guest/hosts and will deposit the same to the hostel bank account.
- (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 inventories of each room.
- (viii) Verifying hostel furniture, fittings, etc., periodically and also when a resident vacates the 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).
- (ix) Identifying room vacancy on due dates and to bring it to the notice of Office In-charge/Sr. Warden for conveying to IHA.
- (x) Indenting and maintaining stock of electric items/furniture/ non-consumable/consumable, stores, history sheet register etc. in stock register and inventory software.
- (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 smooth functioning of hostel.
- (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.
- (xiii) S/he is required to report immediately in writing to Senior Warden regarding installation/ use of unauthorized equipments/appliances by residents e.g. air-conditioners, room coolers, refrigerators, gas cylinder/hotplate, room heaters and cooking arrangement etc.
- (xiv) S/he shall keep an overall information/vigil about the presence of the unauthorized guests/persons in hostel room/premises and keep Senior Warden informed immediately.

- (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 safe custody.
- (xvii) Assisting concerned Warden in disposal of old newspapers, magazines etc. and to prepare information in the prescribed for Survey Board.
- (xxi) Safe custody of receipt books lying in his possession and obtaining fresh receipt books when necessary.
- (xxii) Receipt and despatch of all office correspondence.
- (xxiii) The Caretaker will be responsible for the security of keys of hostel rooms when lying vacant or double locked.
- (xxiv) To perform other work as assigned by Senior Warden/Office In-charge/ Senior Officer of IHA.

1.7.4 Mess Manager/Supervisor will be responsible for:

- (i) Supervising cooks, helpers and other workers working in the mess.
- (ii) Maintaining the attendance of mess staff and submitting the same to the Office In-Charge on daily basis.
- (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 the diet register and preparing related records.
- (vi) Requesting for receipt and issue to the kitchen of mess stores, provision and crockery, etc. and maintaining stock register and inventory software.
- (vii) Collecting and depositing guest coupon charges on daily basis.
- (viii) Safe custody of cash coupons in his possession.
- (ix) 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.
- (x) Preparing all bills including mess bill every month and maintaining the bill register.

- (xi) Preparing the monthly statement of income and expenditure and individual Mess Bills.
- (xii) Assisting the Warden in disposal of empties, old crockery and kitchenware.
- (xiii) Conducting the physical verification of stock of mess stores under supervision of the Mess secretary/Warden(Mess).
- (xiv) 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.
- (xv) Mess supervisor will assist the mess secretary in the preparation of the monthly menu and the estimate for the same. He should ensure the approval of the mess warden's for the same.
- (xvi) Preparing daily event report and submission of the same to the Mess Warden.
- (xvii) 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.
- (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 guard.
- (ii) Ensure that no property belonging to the hostel/University is removed by

unauthorized person.

- (iii) Safe custody of keys of entry points and office rooms in the hostel.
- (iv) Check the entry of unauthorized 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 Duties and Responsibilities of Sanitary Inspector:

- (i) To look after the sanitation of the hostels and IHA;
- (ii) To supervise the work of Sweepers/Sanitary Guides;
- (iii) To keep hostel premises free from dogs and cats and undertake necessary action;
- (iv) To visit various hostels according to the approved timetable and submit periodical reports about their sanitation/cleanliness to the JR/DR/AR(IHA);
- (v) To forward leave applications, and other statements etc, and to maintain casual leave account of the sanitation staff;
- (vi) To supervise the removal of garbage from the hostel premises in coordination with garbage collection workers.
- (vii) To assistance in anti-malaria activities, anti dengue in coordination with the concerned team.
- (viii) To work out the number of staff for each hostel and their individual duties in consultation with IHA.
- (ix) To perform such other duties as may be assigned to him from time to time by the JR/DR/AR(IHA).

1.7.9 Sanitary Supervisor will be responsible:

- (i) To keep building rooms, roads, lavatories, toilets, corridor, mess & common area etc neat and clean.
- (ii) To make economical use of cleaning material.

- (iii) To bring to the notice of Sanitary Inspector/ hostel authorities of the place (not allotted to him/her) where in-sanitary conditions are noticed by him/her.
- (iv) To deposit garbage, etc at the appropriate place.
- (v) To supervise the work of other sanitary workers on daily basis.
- (vi) To perform other duties as may be assigned by the caretaker/hostel authorities/sanitary Inspector.

SECTION - 2

HOSTEL ALLOTMENT: NORMS, PROCEDURE AND ADMINISTRATION

2.1 The candidates should clearly understand that:

- (i) the grant of admission to a full-time programme of study in the University would not ensure allotment of hostel accommodation.
- (ii) Accommodation will be offered to the eligible applicants subject to availability of seats
- (iii) Candidates admitted to Part-Time programmes of study are not eligible for hostel accommodation.
- (iv) No request for out of turn allotment of hostel on medical ground will be entertained.

2.1.1. Brief Introduction:

- (i) All selected students who need Hostel/Dormitory accommodation will be required to apply in the prescribed application form obtainable from the Office of the Dean of Students. Admission in the Hostel/Dormitory is in accordance with the Hostel Points and Rank in his/her respective category. The last date for receipt of application form for hostel allotment will be the last date of admission.
- (ii) The reservation, hostel allotment (Priority) and reservation/concession/exemption in hostel fee etc. to SC/ST/PWD/OBC (Non-creamy layer)/EWS are as per University rules.
- (iii) Hostels are allotted randomly through online Hostel Allotment software as per seat availability in hostels.
- (iv) Change of Hostel is allowed only on medical grounds after recommendations of CMO, Health Centre JNU.
- (v) Hostel is allotted to first list admitted students initially according to their Hostel points & Hostel rank as per seat availability and subsequently to IInd & IIIrd list.
- (vi) Students who have taken admission in Diploma/certificate course will not be eligible for hostel accommodation.
- (vii) The Hostel allotment rules may be amended by the Competent Authority at any time.

- (viii) The hostel/dormitory/SR/TR will be allotted as per the rules of this Manual applicable at the time of submission of application for hostel allotment and amended from time to time.
- (ix) The students residing in the hostel are abide by the rules and regulations of Hostel Manual.
- (x) Hostel charges as applicable to be paid at the time of allotment of hostel/dormitory.
- (xi) Hostel residents are expected to observe the rules and regulations prescribed for them as well as all the requirements of corporate life and the social norms that living together demands.
- (xii) Failure to observe discipline or violation of rules may make a student liable to disciplinary action which may result in the withdrawal of hostel facilities.
- (xiii) In case it is found at later stage that incorrect information has been furnished or some material facts have been concealed, the student is liable to eviction from the hostel besides such other action which the University may deem fit to take against him/her.
- (xiv) 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 or inadvertently allotted to an ineligible student.

2.1.2 Hostel allotment point chart.

Figure 1: Point Chart

2.2.1 ELIGIBILITY FOR HOSTEL ALLOTMENT

- (i) 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/distance/e-learning mode will lose their entitlement to hostel accommodation.
- (ii) If they are employed (including ad-hoc or temporary employment) for a period not exceeding 3 months (jointly and separately). The students concerned shall be

responsible to immediately inform the hostel administration in this regard. Concealment of any (undertaking by student) 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.

- 2.2.2** Second semester 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 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** 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.
- 2.2.5** No student is eligible for admission to the hostel room unless S/he deposits the currently applicable hostel fees/charges as per the university prescribed rates with the Hostel Office or Finance & Accounts Branch of the University.
- 2.2.6** Receipts of online payment of hostel fees/charges must be preserved and produced by the student as & when required.

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

2.3.1 First Priority (P-I) (HOSTEL POINT-11)

- (i) Students admitted to full-time programs in the current year, who have passed their qualifying examinations from places outside Delhi and are not resident of Delhi except clause mentioned in P-II category and those who are admitted to a program at a level at which the student already has a degree or has pursued/taken admission in any institute/studying in JNU at the same level with hostel accommodation.
- (ii) Students who are not from NCT of Delhi but have passed their qualifying examinations from Delhi and stayed in recognized University/College hostel, subject to their furnishing documentary evidence from the Head of the Institution regarding the details of their stay.

(iii) Students who have passed their qualifying examinations from Delhi by making their own private arrangement for accommodation, but at the same time do not have their family/official residence of parents in Delhi, provided they submit satisfactory proof such as address proof and other related documents, as approved by IHA which shows that they belong to other states and do not have any residential property in Delhi.

2.3.2 Second Priority (P-II) (HOSTEL POINT-7, 8 & 10)

- (i) Outstation students, who are admitted to a programme of study after passing their qualifying examination after a gap of 2 years but not more than 5 years before admission to JNU.
- (ii) Outstation students, who are admitted to a programme of study at a level at which the student already has a degree or has pursued or has taken admission in any institute pursuing studies from an institution from outside Delhi or an institution from Delhi or from JNU (at the same level) with/without hostel accommodation except in the case of lateral entry in IIInd year at graduate level course.

Explanation: - For all purpose “resident of Delhi” mentioned in Clause 2.3 means the resident of National Capital Territory (NCT) Delhi and “outstation” means outside NCT Delhi.

2.3.3 Third Priority (P III) (HOSTEL POINT- 0 to 5)

The applicants who do not come under Priority I and II may be considered under P III category. In this category the following sections may be considered such as:

- (i) Students who reside in NCT Delhi.
- (ii) Who joins any course after 5 years of gap after passing the qualifying examination.
- (iii) Students admitted under study-leave and sponsored candidates.
- (iv) Any other category referred by the competent authority.

“Inclusion/exclusion in the above categories will be subject to decision taken by the Competent Authority.

Students, who have already availed JNU hostel facilities for the same level of course, are not eligible for hostel.

The Hostel applicants will not be allowed to change the address and other information furnished/documents submitted along with the application, during the current academic year except in the case of change in parents' official residence due to transfer/retirement.

2.3.4 DOCUMENTS TO BE ATTACHED WITH HOSTEL FORM

- (i) Photocopy of the Admission Folio.
- (ii) Copy of the subject Folio from the school/Centre.
- (iii) Photocopy of **Passport/Voter ID/Aadhar Card/Domicile Certificate** (issued by the SDM/Tehsildar) – any of the **TWO** showing permanent address. The original document should be produced at the time of hostel allotment. **No other address proof will be entertained in this regard.**
- (iv) Copy of Electricity Bill/Water Bill/House Tax Receipt/Paying Guest Receipt (any one) is mandatory for outstation students who were living or lived in private accommodation in Delhi during their studies.
- (v) Outstation Students whose parents are working in Delhi should submit a certificate from their parent's employer mentioning that they haven't been allotted any Residential accommodation in Delhi by the employer.
- (vi) Those students who have more than one year Gap period but not above 5 years after qualifying examination, have to submit the migration certificate dully attested by the Admission Branch of JNU and work experience certificate from the employer, if any.
- (vii) Outstation students who were staying in Delhi with their parents are transferred/retired should submit Transfer/Retirement order of p1arents with official resident vacating certificate from the employer.
- (viii) Hostel resident certificate for those who are staying/stayed in college & other recognised hostels/Paying Guest accommodation.
- (ix) Photocopies of the Anti Ragging affidavits.
- (x) Copies of Admission Offer Letter, Medical Insurance Certificate, Passport and Visa [Only for Foreign Nationals]
- (xi) One recent colour passport size photograph.

2.4 PROCEDURE FOR ADMISSION INTO HOSTEL:

2.4.1 A student seeking admission into a hostel shall apply in writing in the prescribed form (IHA Form-5) (which can be downloaded from JNU Website) to the Dean of Students or to his authorized officer along with documentary evidence of registration for a programme of study of the University and residential proof.

2.4.2 Fresh application will be required for re-admission into the hostel in prescribed form (IHA Form-6).

Note: A Student rusticated or evicted from hostel as a measure of Penalty will become ineligible for hostel re-admission subject to any order issued by Competent Authority.

2.4.3 Allotment of hostel will be made by the Dean of Students/ADOS-I. No student shall be entitled to go to a particular hostel or room as a matter of right.

2.4.4 The student should take possession of the allotted room after allotment of hostels by depositing of the prescribed fees/charges, not later than five working days of such allotment. Beyond five working days, Hostel allotment will be extinguished.

2.4.5 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 In-charge/Caretaker, unless with prior written permission of the Dean of Students/ADOS-I.

2.4.6 To assist the Senior Warden in the allotment of rooms, the Caretaker of the hostel will prepare and maintain a master list in the prescribed format (A B C format) 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 fees/charges/dues, before he is allowed entry into the hostel room/seat;
- (ii) fill in the name in the list of the students room Register of Residents against the room allotted & update the room number in online allotment software.
- (iii) obtain an acknowledgment from the student in prescribed Form (IHA Form-1), listing the furniture and fixtures handed over;

Note: When the student leaves the room or hostel, the 'No Dues Certificate', by the Office-Incharge, 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.
 - (vii) Report the vacant seats to IHA, through Office-Incharge, after last date of Hostel allotment list.

2.4.7 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 (IHA Form -8).
- (b) The files will be kept 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 prescribed register showing room-wise occupancy of the residents from year to year with dates. Separate pages in the register (IHA Form -9) will be set apart for each hostel room. Entries in the register will be attested by the concerned Senior Warden.

2.5. ALLOTMENT OF ROOMS TO JRF/SRF WORKING IN PROJECTS IN JNU

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

2.5.2 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)

2.5.3 Only double-seated rooms would be provided to them.

2.5.4 Allotment of these seats of JRFs' and SRF's will be on prescribed application form (IHA Form -58) through provost to IHA office supported by a copy of appointment letter issued by the Project Section of the University.

2.5.5 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 DOS/ADOS-I on the recommendation of Provost 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) Switching over from one project to another shall entail submission of new appointment letter and fresh allotment of hostel seat. However, the maximum duration for stay in the hostel for JRFs/SRF's working in the projects would be 3 years.
- (iii) The monthly rent for the seats will be 20% of the consolidated amount or HRA (as the case may be) of a month received by the JRF/SRF.
- (iv) Other hostel charges will be at par with other residents and will be payable at the Hostel's Office, as per rules.
- (v) All rules of discipline and norms of living in hostel applicable to the residents will be also applicable to JRF's and SRF's.
- (vi) IHA 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.

2.5.6 The Dean of Students/ADOS-I may reduce or increase the number of such rooms in consultation with the Provost Committee.

2.6. NORMS GOVERNING HOSTEL LIFE

2.6.1 The residents should be back in their respective hostels latest by 11.00 pm 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.

2.6.2 A resident who wishes to stay out late or to remain absent overnight shall inform in writing to the Senior Warden of the hostel concerned.

2.6.3 No visitor shall be permitted to stay in the rooms of the residents after 10.30 pm.

2.6.4 Male visitors including male students or guests shall not be allowed in female hostels except that bona-fide male guests may be permitted during dining hours by Mess Warden

in the dining halls of girls' hostels. Similarly female visitors (including girl students) may be allowed in the dining halls of Male Hostels during dining hours with due permission from Mess Warden.

2.6.5 Only male members can stay as guests in a male hostel and only female members can stay as guests in female hostels.

2.6.6 The residents shall make online payment of all hostel dues into hostel bank account as per prescribed intervals and on demand.

2.6.7 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 of land on the subject.

2.6.8 Any resident lodging an unauthorized 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 harboring unauthorized person(s) in his/her room would be fined in the first instance Rs. 3000/-. If found guilty second time, the fine will be Rs. 6000/- and if found guilty for the 3rd time s/he 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 up to Rs. 10000/-. However, the fine for keeping unauthorized guest would be not less than Rs. 3000/- per unauthorized guest. In other words, for example, if a resident student is found keeping two unauthorized guests in his/her room, he/she would be fined at least Rs. 6000/- (i.e. Rs. 3000/- 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.

Note: Rate of fine(s) are subject to revision from time to time.

2.6.9 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.

2.6.10 The residents will be given furniture in their rooms according to the prescribed scale

(IHA Form No.-01). Demand for additional furniture will not be entertained.

- 2.6.11** Every resident is responsible for the care of the hostel property s/he uses. Residents found responsible for any damage or loss of the hostel property will be charged, therefore, 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.
- 2.6.12** Residents shall switch off the lights, including table light, fans and other electrical gadgets of their room while going out.
- 2.6.13** The residents must not remove any property from the dining hall, common rooms, wash-rooms or the visitor's rooms or any other room of the hostels.
- 2.6.14** The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any electrical appliance/gadget except provided by the hostel. 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.
- 2.6.15** Cooking of food in the rooms including in the pantry/premises of the hostel is strictly prohibited.
- 2.6.16** 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.
- 2.6.17** No resident is permitted to take away his belongings from the hostel premises without a proper 'gate pass' issued by the Senior Warden.
- 2.6.18** The residents must not indulge in any act of intimidation or violence and drunken or riotous behavior.
- 2.6.19** Use of narcotics, smoking, consumption of alcoholic beverages etc. and gambling in the hostel is strictly prohibited as per Government of India norms for universities.
- 2.6.20** The residents shall not hold any religious, cultural or political function (other than related to students activities) within the premises of the hostel, except with the prior written permission of the Dean of Students.
- 2.6.21** The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
- 2.6.22** The Warden or the Provost or any authorized official of IHA concerned reserves the right

to inspect the hostel rooms at any time.

2.6.23 Pets are not allowed within the Hostel room and premises. In case any resident of the hostel is found having a pet or feeding them inside the hostel, a fine of Rs. 5000/- would be imposed in first instance. If found guilty second time, s/he will be evicted from the hostel.

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

2.6.25 Students/Residents shall not hold any meeting 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 5 working days in advance of the meeting.

2.7. UNIFORM GUIDELINES/ PROCEDURE FOR ALLOTMENT OF SINGLE-SEATED ROOMS IN HOSTELS UNDER THE UNIVERSITY LEVEL POOL FOR SINGLE ROOMS (ULPSR)

2.7.1 The rules shall be applicable to all hostels where single seated accommodations are available except Subansir Hostel (MRSH).

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 IHA authority indicating seniority of residents from the date of allotment of hostel from M.Phil onwards.
- (iv) "resident" means a student who has been allotted a hostel/dormitory and currently residing in the hostel but shall not include a Third Roommate (TR)/Dormitory 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 currently registered in M.Phil/Ph.D. or M.Phil or Direct Ph.D. Programme of JNU.

2.7.3 Objective: The objective of these rules is to provide a 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. Applications for Single Seater accommodation will be invited once in a year preferably in the month of April.

2.7.4 Eligibility: Research Scholars, who are hosteller of JNU and have completed at least three semesters, including current semester of applying year, in M.Phil./Ph.D. integrated or have completed one semester in direct Ph.D. programme will be eligible to apply for single seater. Day Scholars are not eligible for single seater.

2.7.5 Seniority: The seniority for the purpose of these rules shall be determined with reference to the semesters completed as MPhil/Ph.D student in the hostel. 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, as M.Phil. student. Such students shall have to submit documentary proof along with the application (e.g. Office Order issued by the AO, Chairperson of Centre/Dean of the School).

2.7.6 Allotment date of Dormitory, TR/SR will not be counted for hostel seniority.

2.7.7 For those having the same (equal) semesters of Seniority, the priority will be decided according to the following criteria in the sequence given below:

1. In the case of same date of joining the hostel for research programme:
 - (i) Research Scholars, who have been confirmed to the Ph.D. programme, shall get first priority.
 - (ii) Research Scholars, who are admitted/promoted to Ph.D. either directly or through M.Phil./Ph.D. stream and are confirmed to Ph.D. programme, shall get second priority.
 - (iii) The JRF/SRF and other National Fellowship holders will get third priority. If the dates are the same the date of joining the University in the same programme of study to which currently enrolled will be considered. Then date of birth will be considered.
2. Period of Zero Semester/Year or break of academic continuity during hostel life shall not count for seniority.

3. If there is a gap (even of one day) during transfer/mutual exchange of hostels or who are expelled/rusticated/evicted/transferred from one hostel to another, 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 any other hostel.
4. Once the final list is displayed, no request for any correction will be entertained and allotment for single seater rooms will be done only on the basis of final seniority list.
5. Student who are registered under 9(b) or re-registered in Ph.D in current semester or wish to re-register under 9(B) in coming/next semester shall not be eligible to apply for single seater.
6. Male students can opt for only one option either Brahmaputra or Other than Brahmaputra for allotment of single seater room. Students will be allotted hostels according to the option exercised by them. Once the option is exercised, no change will be allowed. Not exercising any option will result in rejection of the application for single seater.
7. The allottee must claim and shift to the allotted hostel within the stipulated time and no extension will be allowed. Those who do not claim & shift within the given time shall lose their seniority for the year, and will have to apply fresh again in next year, if they wish.
8. Kindly note that the allotment of single seater room in hostels will be purely provisional and file of concerned students will be verified after allotment of hostel. After checking of personal file, if it is found that the student has deliberately concealed/distorted the facts in single seater form, his/her single seater allotment will be withdrawn immediately.

2.7.8 Appeal and Interpretation of Rules:

- (i) Any resident aggrieved of the decision of allotment may appeal to the Dean of Students, within five working days. The decision of the DOS 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.
- (iv) Amendments/Repeals: Any amendment or repeal to these rules may be effected with the approval of the Executive Council.

2.8 Allotment to Second Room mate (SR)/Third Room mate (TR)

Those students who are not able to get hostel in the normal course of allotment due to shortage of hostel rooms may be allotted SR/TR.

1. The SR/TR may be allotted, after getting consent of original allottee(s), to a student registered in regular/full time degree programme of the University. However, SR/TR not more than 1/3rd of the intake capacity of the hostel concerned, at any given point of time, is allowed.
2. SR/TR will not be eligible for Non-Resident (NR) Status.
3. SR/TR will pay regular charges similar to the other hostellers.
4. SR/TR period will not be counted for seniority in Single seater.
5. Student can avail only one accommodation e.g. Hostel/Dormitory/SR/TR/Guest at a time.
6. Those who have been availing SR/TR status should inform the IHA through the concerned Hostel with No Dues as and when they get the regular allotment of the hostel.

2.9 DURATION OF STAY IN THE HOSTEL

2.9.1 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, failing which, he/she will be liable to be evicted as if he/she were not registered as a student. The list of such students should be forwarded to the DOS office within 15 days from the last date of semester registration, as per academic calendar. Those students who fail to register themselves within stipulated time for registration will be considered as guest and they have to pay guest charges for their stay in the hostel from the date of commencement of semester to the date of his/her late registration but not more than a period of three months.

2.9.3 An M.Phil student may stay in the hostel for a maximum of two years from the date of admission to the M.Phil programme and a student admitted to Ph.D/Direct Ph.D. will be allowed 4 years from the date of admission to Ph.D. However, a Student admitted to M.Phil/Ph.D integrated program, s/he may stay in Hostel for a maximum of six years.

Note:

Ph.D. Students may stay in the hostel not more than 7 days from the date of submission of their Ph.D. thesis.

2.9.4 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 integrated

undergraduate B.A - M.A. programme and two years for M.A./M.Tech/MBA programme) in which the student is admitted. Similarly the normal duration for MCA students is three years and for B.Tech students is four years from the date of admission.

2.9.5 Students who have been granted zero semester by the competent authority 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].

2.9.6 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 from the date of submission, 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 two months but not exceeding three months, such students may be allotted dormitory, if available.

2.10 VACATING OF HOSTEL ROOMS - PROCEDURE:

2.10.1 Subject to the provisions contained in the para 2.8 above, all terminal student must surrender their rooms to the Sr. 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.

2.10.2 Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed (IHA Form -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 in Para 2.14 hereafter.

2.10.3 Before vacating the hostel, each resident must hand over to the Caretaker (vide Form IHA-10) the complete charge of his/her room with all furnitures 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

depreciated value as may be decided by the Warden (Maintenance) of the Hostel concerned in consultation with Finance Branch of JNU.

2.10.4 The Senior Warden should report the cases of students leaving the hostels without clearing their dues to IHA office immediately. The same may be forwarded to CoE and concerned Centres/School for necessary action.

2.10.5 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.

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

2.11 PROCEDURE FOR EVICTION

2.11.1 A resident may be evicted from the hostel for any breach of discipline, norms of hostel life or mess rules (please also see para 2.11 hereunder) or if not conforming to academic requirements as stipulated in the Academic Ordinances of the University or otherwise notified by the University.

2.11.2 The Eviction process will be initiated by the Senior Warden with the approval of Dean Of Students.

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

2.11.4 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 Chief Security Officer or his representative,
- (iii) The Caretaker
- (iv) The Provost/Chief Proctor or his/her representative, where necessary.

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

2.11.5 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.

2.11.6 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 (IHA Form-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.

2.11.7 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 in consultation with Finance Branch of JNU.

2.12 REFUND OF MESS SECURITY

2.12.1 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 (IHA Form-10). The Warden will send it to the Office In-charge with his recommendation.

2.12.2 The student will also obtain no dues certificate from the Office In-charge (IHA Form -10). This will be retained in the personal file of the student.

2.12.3 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 Caretaker/Mess Manager, the bill will be checked by Office In-charge and the amount refunded to the student under his/her dated signatures.

2.12.4 A record of refund/payment to the student will be kept in the student's personal ledger and file.

2.13 UNAUTHORISED GUESTS - PENAL ACTION/ FINE ON DEFAULTING RESIDENTS:

2.13.1 The hostel residents on account of harboring unauthorized person(s) in his/her room would be fined in the first instance with Rs. 3000/-. If found guilty second time, the fine will be Rs. 6000/- and if found guilty for the 3rd time he/she will be evicted from the hostel.

2.13.2 Authorities for penal action/fines:

In the event of breach of discipline and/or misconduct/misbehavior 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. 20000/- 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. 10000/- at a time; and
- (ii) To transfer a student from one wing to another of the hostel)

3. Other Wardens

- (i) To impose a fine upto Rs. 5000/- 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 2.6.8 regarding fine on unauthorized guests.)

2.14 DISCIPLINE AND CONDUCT RULES

2.14.1 APPLICATION OF RULES

- (i) 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.
- (ii) Any breach of discipline and conduct committed by a student inside or outside the JNU Campus shall fall under the purview of these Rules.
- (iii) 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.

2.14.2 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,
unwelcome touching, patting, pinching or leering of parts of the body or persistent or
unwelcome sexual jokes and/or comments.

CATEGORY - II

- (i) Committing forgery, tampering with the identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages or 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.
- (ii) Furnishing false certificates, or false information in any manner to the University.
- (iii) Any act of moral turpitude;
- (iv) Eve-teasing or disrespectful behavior or any misbehavior with a girl student, women staff member/visitor;
- (v) Arousing communal, caste or regional feelings or creating disharmony among students;
- (vi) Use of abusive, defamatory, derogatory or intimidatory language against any member of the University Community;
- (vii) 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;
- (viii) Unauthorised occupation of the hostel rooms or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere;
 - (ix) Indulging in acts of gambling in the University premises;
 - (x) Consuming or possessing dangerous drugs or other intoxicants in the University premises;
 - (xi) Damaging or defacing, in any form, any property of the University or the property of any member of the University community;
 - (xii) 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;
 - (xiii) Improper behavior while on tour or excursion;
 - (xiv) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre;
 - (xv) Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the University;
 - (xvi) Any other offence under the law of land;
 - (xvii) Ragging in any form;
 - (xviii) Accomodating unauthorized guests or other persons in the halls of residence;
 - (xix) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus;
 - (xx) Any intimidation of or insulting behavior towards a student, staff, or faculty or any other person;
 - (xxi) Any other act which may be an act of violation of discipline and conduct;

2.14.3 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 :

- (i) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- (ii) Rustication up to four semester period and/or declaring any part or the entire JNU

campus out of bounds.

- (iii) Expulsion

CATEGORY – II :

- (i) Admonition/Reprimand
- (ii) Fine upto Rs. 50,000/-
- (iii) Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
- (iv) Withdrawal of any or all facilities available to a student as per JNU Rules (such as Scholarship/Fellowship, hostel etc.,)
- (v) Stoppage of any or all academic processes.
- (vi) Declaring any Halls of Residence, premises, building or the entire JNU Campus out of bounds to any student.
- (vii) Rustication upto two semesters.

2.14.4 GENERAL

- (i) 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.
- (ii) 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.
- (iii) 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.

2.14.5 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.

2.15 RULES RELATING TO ALLOTMENT OF RESIDENCE IN THE MARRIED RESEARCH SCHOLARS' HOSTEL (MRSH)– SUBANSIR HOSTEL

2.15.1 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.

2.15.2 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. student of the university will not be eligible for Married Research Scholars' Hostel accommodation (i) if s/he takes up full-time employment or temporary job with a salary including allowances higher than the amount of UGC/SRF; (ii) 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 (i) above).
- (c) A full-time M.Phil./Ph.D. student of the University will not be eligible to apply for MRSH accommodation if (a) s/he does not complete one academic year (two semesters) in M.Phil/Ph.D (b) s/he is a resident of NCT of Delhi; (c) 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.
- (d) The seniority for the purpose of these rules shall be determined with reference to admission in MPhil/Ph.D programme. 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, as M.Phil. student. Such students shall have to submit documentary proof along with the

application (e.g. Office Order issued by the AO, Chairperson of Centre/Dean of the School).

2.15.3 Procedure for Allotment:

- (i) Fresh Application will be invited for MRSH in the month of July every year after completion of registration.
- (ii) Reservation on rest of 80 rooms will be given, as per Govt of India rules subject to amendment from time to time, as follows:

S.No.	Category	No. of reserved Rooms
1	Foreign National	04
2	Economic Weaker Section(EWS)	09
3	Other Backward Classes(OBC)	23
4	Schedule Caste(SC)	13
5	Schedule Tribes(ST)	06
6	Medical emergency	02

Note: (1) Person with Disability (PWD) applicants will be allotted 5% hostel seats within their respective category.

(2) Two rooms for Medical Emergency would be allotted for a period not more than 06(six) months.

- (iii) Single parent applicants will be given preference within their respective category.
- (iv) If seat/s are vacant after exhausting of list of the respective year, then new notification would be invited separately.
- (v) At the time of applying for hostel accommodation, applicants have to give one email address 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 if any change in their address for communication.
- (vi) An applicant will be given a maximum period of seven working days to accept the offer for allotment of accommodation. In case the offer is not accepted or no response is received within seven working days, the applicant shall lose priority in the waiting list and will have to apply afresh.

- (vii) 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.
- (viii) Any applicant who is re-registered or wishes to re-register under 9(b) in coming semester is not eligible for allotment in MRSH.
- (ix) Applicant under study leave will not be eligible for the hostel if he/she is an employee of Delhi-based Govt./Private/Autonomous organizations or having accommodation in NCT of Delhi.

2.15.4 Charges#: The following charges should be made through online.

Sr. No.	Particulars	Charges
1	Security Deposit*/Establishment Charges**	Rs. 5000/-*
2	Room Rent	Rs. 1500/- pm
3	Admission fees (non-refundable)	Rs. 500/- per semester
4	Water and electricity charges	As per actual consumption

#The charges/rates are subject to amendment by the University from time to time.

* The security deposit shall be refunded when the allottee has handed over the apartment, after deducting for damages, missing articles and fittings.

**This is non-refundable amount to be charged from the casual students.

2.15.5 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 as mentioned at (ii) above 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 week from the date of end of the programme of study, or the date of submission of Ph.D. thesis or joining a job, after taking no dues. If the allottee fails to vacate the hostel within stipulated time, s/he will be charged Rs. 500/- per day (subject to amendment from time to time) for the hostel room for a maximum period of two months after which eviction proceeding will be initiated as per rules.
- (vi) Foreign Nationals may be allowed to stay after submission of Ph.D. thesis but not more than six months or up to the date of viva-voce, whichever is earlier, on payment of prescribed rent in advance for each month. Stay after two months will be on guest charge basis. If the allottee fails to vacate the hostel within stipulated time, s/he will be charged Rs. 500/- per day (subject to amendment from time to time) for the hostel room for a maximum period of two months after which eviction proceeding will be initiated as per rules.
- (vii) 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 as mentioned (ii) above. The allottee shall have to submit the relevant official documents, failing which s/he will be charged Rs. 800/- per day (subject to amendment from time to time) for his/her unauthorized/over stay in the hostel room for a maximum period of four months after which eviction proceeding will be initiated as per rules.

2.15.6 General Norms of MRSH

1. The applicant should be full time registered student of the University at the time of the allotment.
2. The allotment will be purely temporary for the current semester and its renewal will be subject to the renewal of continued registration and strictly up to the normal period of the course only.

3. No hostel will be allotted for the student re-registered under 9 (b), except 2.16.6.(iv) above, and if the hostel is occupied during zero semester(s) such semester(s) will be counted as hostel occupied.
4. The allottee or his/her spouse should not be in employment with a total income exceeding the JRF/SRF of UGC/CSIR. The hostel should be vacated within 7 days in the event of joining any employment by the allottee and or the spouse with total income exceeds that of UGC/CSIR fellowship failing which s/he will be charged Rs. 500/- per day (subject to amendment from time to time) for his/her unauthorized/over stay in the hostel room for a maximum period of two months after which hostel authorities can double lock rooms and eviction proceeding will be initiated as per rules.
5. As and when the allottee or the spouse engaged in an employment (temporary or permanent) salary statement from the employer should be submitted in hostel office. In the case of self employment separate self declaration regarding their total income per month may be submitted. The Provost/ADOS decision regarding their eligibility for continued stay in the hostel shall be binding
6. The allottee should take possession of the unit and occupy the house with spouse **within 10 working days of receipt of the allotment letter**. In case the spouse is not able to stay with the allottee while taking possession, the matter should be brought to the notice of the Sr. warden in writing and his/her decision in this regard to be complied with.
7. Those who are on field work or on Zero semester at the time of allotment will be allotted hostel only when they returned/registered, on the priority basis as per the next availability.
8. If the offer is not accepted or the unit is not occupied within the stipulated time the offer will stand automatically cancelled, and his/her seniority will be forfeited.
9. In the event of the dissolving of the marriage of the allottee or the allottee occupies the hostel without family for more than the permitted period, the hostel should be vacated within seven days.

10. If any documents submitted are found incorrect/false, during verification, the allotment will be cancelled forthwith and no correction will be accepted.
11. The allotment is primarily to help the student to stay with the spouse and children while doing his/her research work. The other person, except spouse & children, defined under “family” will be allowed to stay in the hostel not more than 7 days in a semester.
12. The accommodation in the hostel is governed by the rules of the University in force from time to time and any violation of the rules will invite disciplinary action including withdrawal of the hostel accommodation.
13. 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.
14. Allotment of accommodation will be provisional and 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.
15. 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, as mentioned at 2.16.6(ii) above, whichever is earlier. No request will be entertained for transfer of allotment from allottee name to the spouse.
16. A spouse has to apply afresh for the hostel accommodation, if s/he is eligible, only after the allottee vacates the present accommodation in the Hostel.
17. It is decided upon that if a women allottee is taking zero semester/s for pregnancy/child birth; her room will be retained for that semester/s. However, the period of zero semester will be included in the total permissible period as mentioned at 2.16.6(ii) above.
18. 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 permissible period as mentioned at 2.16.6(ii) above.
19. 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 two months failing which s/he will be charged Rs. 500/- per day (subject to amendment from time to time) for his/her unauthorized/over stay in the hostel room for a maximum period of two months after which hostel authorities can double lock rooms and eviction proceeding will be initiated as per rules.

20. 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.
21. The Provost/Wardens 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.
22. Any student who is found to have presented false information or forged documents to hostel administration will be liable to disciplinary action including eviction.
23. The Provost shall have the right to shift an allottee from one room to another and also to re-organize the hostel in the best interest of the University.
24. 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.
25. The hostel shall have Hostel Committee comprising a President and four members directly elected by the general body of the Hostel. The tenure of President and members of the Hostel Committee will be ordinarily for one year. The Hostel Committee shall assist the Warden/s in the smooth functioning of the Hostel.

2.15.7 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 seven days in a semester after obtaining prior permission from the Warden, and for which allottee has 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. 2000/-. If found guilty second time, the fine will be Rs. 5000/- and if found guilty for the third time s/he 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 one month 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 one month. 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 s/he can be contacted.
- (vi) If an allottee do not get registered for a semester and simply disappear without informing the hostel office and keep his/her room locked, the hostel authority can vacate the room. In such cases, the hostel office disowns any responsibility for the personal belongings of the allottee concerned if s/he is removed from the abandoned room. Also, they are charged fine of Rs. 8000/- for leaving the hostel without proper procedure.
- (vii) For a visitor to stay in the hostel room in the absence of the resident is strictly 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 accommodation, the allottee shall be required to sign the inventory of furniture and other items provided. S/he shall be personally responsible for the custody of the same.

- (xiii) The residents are responsible for the security of their accommodation and their belongings and shall lock their accommodation 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. 8000/-.
- (xv) Use of unauthorized electrical gadgets such as air-conditioner, geyser, immersion rod, room heater, cooling 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 of minimum Rs. 25000/- in each case.
- (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.
- (xviii) Terrace are not allowed to be used by residents for their personal use due to safety reasons.
- (xix) Male students/male outsiders are not allowed to enter into Foreign casual female student's room.

2.15.8 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 Hostel 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.

2.15.9 Hostel Guest Rules:

- (i) Guest is allowed to be stayed with the allottee only after getting approval of the Warden. In case of a foreign national casual student (not married), a female guest can stay only with a female host/allottee and vice-versa.
- (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, pay the guest charges @ Rs. 100/- per day as per the University rules.
- (iii) 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/allottee will be responsible for the behaviour of his/ her guest during the stay.
- (vii) Any resident found guilty of misusing the guest facility and violating rules shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.

2.15.10 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.

1. Assoc. Dean of Students, Chairman,
2. Provost of Concerned Khand
3. One Warden nominated by the DOS
4. One student representative from the student union, and
5. One member from the hostel committee.

2.16 GRIEVANCE REDRESSAL MECHANISM IN HOSTELS:

2.16.1 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.

2.16.2 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.

2.16.3 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.

2.16.4 The complaint will be made through the Office In-charge of the *Khand/hostel* 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.

2.16.5 Students may appeal against the decision of the Provost in writing to the Grievance

Redressal Committee of the *IHA* 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.

2.16.6 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.

2.16.7 The decision of the Grievance Committee shall be final.

2.16.8 The Committee shall formulate its own procedure.

2.16.9 The term of the Committee shall be two years.

2.16.10 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.

2.16.11 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

2.17 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 Senior 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, as per rules.

2.18 WARDEN'S FLAT:

2.18.1 PROCEDURE FOR HANDING OVER TAKING OVER

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 University or change, from one hostel to another, the inventory document (prescribed form) 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 possession to the DOS office for record and taking necessary action.

- (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.

2.18.2 PROCEDURE FOR VACATING/ EVICTING THE WARDEN FLAT:

- (i) The concerned warden who intends to vacate the hostel before expiry of his /her term 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 term or on termination of his /her appointment as Warden, the Warden's flat shall be required to be vacated immediately.
- (ii) The Warden shall also be required to vacate the Warden's flat before proceeding on leave exceeding 90 days during his/her tenure, unless s/he is granted special permission by the Vice-Chancellor on the recommendation of the Provost concerned through DOS in retaining the flats .
- (iii) The Caretaker shall check the inventory/fittings fixture, etc. and Sr. Warden will issue a "No Dues Certificate" after recovering damage, if any, as per University rules. In case of Sr. Warden flat, the Provost concerned will issue a no dues certificate.

2.18.3 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, start eviction proceedings and issue a notice under the provisions of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971 to get the Warden flat vacated.

2.19 NORMS FOR USE OF TT/TV HALL IN THE STUDENTS ACTIVITY CENTER (SAC) BUILDING PURPOSE

2.19.1 The TT/TV halls in the 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.

Activities	Requisition to be made	Recommending Authority
(a) Cultural activities organised by any of the clubs	By Convenors of the respective Cultural Clubs	Coordinator Cultural Activities
(b) Seminar, group discussion, freshers' 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

2.19.2 Timing

The timing for use of halls will be as under.

SUMMER (APRIL TO SEPTEMBER) 10:00 a.m. to 11:00 p.m.
WINTER (OCTOBER TO MARCH) 10:00 a.m. to 10:00 p.m.

2.19.3 Booking of Halls

The requisition for booking of halls will be made in the prescribed Form (IHA Form-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', subject to availability. The organizer(s) will have to give an undertaking that s/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 Organizer(s)/Organization liable to disciplinary action including denial of facility for use of TT/TV halls in the students Activity Center for the future occasions, apart from any other action as the Dean of Students/University may deems fit.

2.19.4 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 to use the same for one week, and permission for further extended may be granted by the DOS on recommendation of the Coordinator, Cultural Activities depending upon the availability of halls.

2.19.5 Charges

Students Organizer(s) will deposit a token amount of Rs. 1000/- (refundable) and Rs. 200/- per day (non-refundable) or as may be revised from time to time, 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 have to make payment for any damage/ loss as may be decided by the Dean of Students/University.

2.19.6 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.

2.19.7 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 responsibility of the organisers to ensure whether adequate security arrangements have been made for the VIPs, including informing the Vice-Chancellor wherever protocol is involved.
- (b) The organizer/s will be responsible for any mis-happening/incident/loss to property or life that may take place during the programme

- (c) The organizer/s may directly get in touch with the Supdt. Engineer (E) for making necessary arrangements for public address system/mike, stage lighting, 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 organizer/s 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 organizer/s of the programme concerned.
- (g) It will be the responsibility of the organizer/s to arrange to collect the letter/ intimation of booking or otherwise from the Caretaker of the SAC.
- (h) Organizer/s will be responsible for proper cleaning of the floors in Halls after the programme is over, failing which Rs.500/- or an appropriate amount will be deducted from the Security Deposit towards cleaning charges and the caretaker shall keep proper records for this purpose.

SECTION - 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 duly nominated/elected Mess Committee with the assistance of the hostel administration. It will be run by the students themselves on the 'No- Loss, No-Profit' basis or outsourcing under their supervision.
- 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, Mess staff and the Mess Committee shall be responsible for observing purchase procedures as per GFR rules & maintenance of records as per University rules.

3.3 ELIGIBILITY FOR JOINING THE MESS

- 3.3.1** All bona-fide students of the University who have been allotted seats, rooms/dormitory 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, s/he will deposit the prescribed fees online and submit the receipt in the Hostel Office.
- 3.4.2** The student will show the receipt to the Mess Manager also. The Mess Manager after checking the receipt and after examining the list of hostlers available with him includes his/her 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, extra diet item 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.

- 3.6.1(b)** Students will not be allowed to take the mess food, either in mess utensils or their own utensils, 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 appropriately dressed.
- 3.6.3** Self-service system for few items, as decided by the mess committee, 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 or proxy i.e. eating or signing the Diet Register for bona-fide student is strictly prohibited and any breach of the rule will invite disciplinary action like fining or eviction. In case of any outsider who is not a bona-fide student caught eating food without payment or impersonating will be handed over to the security for further necessary action.
- 3.6.5** Only one resident may eat from one plate or *thali*. Sharing of food from one plate 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 Warden.
- 3.6.7** Smoking or consuming alcohol/intoxicants in the dining hall & hostel premises by the residents and the workers 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/staff 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 2 working days 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

Hygienic food 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.

3.7.1 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.

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

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

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

3.7.5 Smoking is prohibited in the hostel premises.

3.7.6 Licking fingers to taste food must be avoided.

3.7.7 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.

3.7.8 The Warden (Mess) must ensure the availability of first-aid kit for the mess helpers in the kitchen area.

3.7.9 Warden (Mess) will ensure that all food handlers-workers/cooks/mess helpers should submit the health inspection report on six monthly basis through their respective medical hospital/facility.

3.8 MESS COMMITTEE (Refer to 1.6.2)

3.9 DUTIES OF MESS SECRETARY (Refer to 1.6.3)

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 authorize the supply of a special diet to the student. The Warden may authorize supply of special diet to the student in their room through mess helper.
- 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.
- 3.10.6** Mess (Manager/Supervisor) must ensure entry in the diet register of the credited guest coupon charges.

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 and form for the rebate must be submitted at least 2 working days in advance. 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 B.A. student.

- 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 Mess 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.
 - (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 IHA Form -16 to Warden (Mess) at least 48 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 e-mail, or letter sent by registered/speed 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 and can do so in the pantries with due permission. 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.

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 (Mess) 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 the IHA Form -I7. The statement of income and expenditure should be checked by the Office In-charge 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 should tally with the total of the bill register.
3. Stock details of all the items/raw material in hand (balanced stock) needs to be physically verified by Mess Secretary along with the Mess Manager/Supervisor and statement to this effect should be placed on record on the last day of the month and carried forward in next monthly statement.

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 IHA Form -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 In-charge 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 duly signed by the Mess Warden.

Notes:

1. The grand total of the mess bill under columns (5), (6) and (7) must tally 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 In-charge.

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 15th of the month following the month to which the Bill relates.

3.17.2 Subsequently, a fine @ Rs. 20/- per day upto the end of the month and thereafter @ Rs. 50/- per day, as amended from time to time, upto the final payment. 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.

3.17.3 If the bill remains unpaid till the last day of the month, room be double-locked and

eviction process be initiated.

3.17.4 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. 200/- as re-admission fee along with all other pending dues, provided that the Senior Warden may, at his discretion, waive the re-admission charges on such ground as it 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 21st 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 In-charge, will be sent to the Warden (Mess) and the Sr. Warden for further necessary action including eviction process etc.

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) Guests are permitted to stay with the residents in their rooms with due permission of the warden.
- (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 IHA Form -19 and after obtaining the permission of the Sr. Warden, pay the guest charges online as per the University rules.

- (iv) The Sr. Warden may permit the stay of a guest for a period not exceeding three days extendable upto 5 days by the Senior Warden. The Provost may permit stay of the Guest for additional 5 days as per hostel rules. In a given semester same guest will not be allowed to stay again in any hostel or without a valid reason.
- (v) In case of a double seater, the student needs to get consent from the room mate to keep the guest.
- (vi) A particular guest of a particular resident shall not be allowed to continue his stay as a guest of another resident.
- (vii) The Sr. Warden reserves the right to cancel the stay of a guest at any time without assigning any reason.
- (viii) 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.
- (ix) The amount of fine as decided by the Wardens and communicated to the resident student in IHA Form -20 shall be deposited by the latter online 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. 20/- per day being room rent, should be deposited by the Caretaker with the Finance & Accounts Branch of the University through a challan (in duplicate; one copy retained as office copy, "the other deposited with the collection"). The remaining amount of Rs.80/- being the establishment charges creditable to the Hostel General Account will be deposited with the hostel Cashier.
- (ii) Provost should convene at least one meeting of their khand in each semester with Sr. Warden/Warden/Hostel Student President.
- (iii) Whenever a receipt book is exhausted, a requisition in IHA Form -2 in the name of the Office In-charge should be sent to the Finance Branch and a new book collected.
- (iv) The Caretaker will maintain a guest register in IHA Form-20 to record the particulars of the guest along with photocopy of the ID card, 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.

3.19.3 In case of guest who is foreigner a copy of their valid passport & visa be submitted with the caretaker.

3.20 ISSUE OF GUEST MEAL COUPONS

3.20.1 The guest coupons should be machine numbered and bound in the form of booklets with each booklet containing 50 leaflets.

3.20.2 While issuing coupons to the students, the Mess Manager/Supervisor will put his dated initials along with amount and type of meal on them.

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/Supervisor shall be personally responsible for the loss of any coupon from his custody and shall be liable for any loss on this account.

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

3.20.6 Amount @ Rs. 5/- per guest coupon should be remitted to IHA office.

3.21 ACCOUNTING OF GUEST COUPONS

3.21.1 Guest 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 guest coupons should be maintained by the Cashier in IHA Form -21 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 In-charge.

3.21.3 Printed guest coupon books when received, should be counted by the Office In-charge

and a certificate of count recorded on the flyleaf.

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

3.21.5 Immediately after the guest coupon book is exhausted, the Mess Manager/Supervisor will return it along with the cash deposit receipt of the bank on the same day failing this, on the morning of the next working day. Counterfoils of used coupons will be kept in the custody of Office In-Charge. At the end of each month, the Office In-charge will conduct a physical verification of the coupons lying in stock and record a certificate of verification in the stock register. Loss of used guest coupons should be treated in the same manner as the loss of cash.

3.21.6 Wages of the Mess Manager/Supervisor shall be released only on submission of 'No dues Certificate' from Office In-charge of the Hostel.

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 and its terms & conditions will be decided on yearly basis by a Committee consisting of Warden (Mess), Mess Secretary and Mess Manager/Supervisor.

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

3.22.3 The Cashier will maintain a register wherein particulars of the contractor will be noted the payments made by the contractor from month to month, etc. Office In-charge 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.

3.25 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, magazines etc.

3.25.2 In each hostel the common room & recreational facilities will be taken care by common

room In-charge, 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. Depending on the strength of the hostel there may be more than one in-charge (maximum six) in hostels. These in-charges may be selected on rotational basis. Selection will be for one year, subject to satisfactory performance. A selected student as common room in-charge 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, by cheque. The Recreation fund will be managed/utilized jointly by the Warden (Recreation) and the Senior Warden.

- (i) In disbursing the amount, Warden (H & R) as suggested 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 timely.

3.25.4 The common room shall be opened for a few hours in the evening as decided by the recreation committee and the Warden. (H & R) and extended 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.

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. Common Room In-charge will be responsible for proper use of gym equipments and their

upkeep & safety. Procedures will be drawn in consultation with the Warden (H&R) and the Hostel Committee.

3.26 DUTIES OF COMMON ROOM IN-CHARGE:

1. Will ensure that Common Room is open and facilities for indoor games are available to residents during stipulated hours;
2. Ensures cleanliness in Common Room;
3. Ensures that all electrical fittings, TV etc. are in proper order;
4. Make purchases and maintain proper records of items like sports accessories other recreational items etc. in consultation with Warden (H & 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. Organize 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)

S/he 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 fund.
- 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.

3.27.8 Will chair the committee for selection of common room In-Charge.

3.28 PROCUREMENT OF NEWSPAPERS, MAGAZINES & DISPOSAL PROCEDURE

3.28.1 Bills for newspapers and magazines will be paid by the recreation fund. The money generated by selling the 'raddi' will be debited to Hostel General Account.

3.28.2 The bills will be prepared by the Caretaker in the prescribed form 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 In-charge and the student In-charge of common room will sign the prescribed certificates on the bill. The Caretaker will maintain a bill register.

3.29 DISPOSAL OF OLD CROCKERY, UTENSILS, EMPTIES, NEWSPAPERS, MAGAZINES ETC.

3.29.1 All empties, old crockeries, utensils empties etc, should be periodically disposed off 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 In-charge, 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 10.00 p.m, No public address (P.A.) System would be allowed after 10.00 p.m. as per the Supreme Court directions.
- (b) Inside the hostel, functions can continue upto 12.00 midnight however, the music system must be turned off at 10.00 p.m. Celebration shall be done in peaceful manner as that in no case residents & neighbors are 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.

Organizing Committee – for organizing the events and it shall be directly responsible for any violation.

Hostel's day celebration should be in Hostel premises or nearby premises

- Bills must be submitted by 15th day of celebration.
- Free coupons should be restricted.
- Financial norms must be observed for all purchases.

SECTION - 4

Upkeep/Maintenance and Cleanliness of Hostels

- 4.1** The Warden In-charge (Sanitation and Maintenance), with the assistance of the Sanitary Inspector and the Caretaker, will keep a proper supervision over the sanitation and cleanliness of the hostel. Each Safai Karmachari will be allotted bathrooms, certain floor/corridors / number of rooms and other areas to be cleaned daily. The concerned Safai Karmachari will obtain the signature of the residents every day for having cleaned the rooms. Assigned work should be strictly adhered to by the all Safai Karmacharies.
- 4.1.1** The Warden (Sanitation & Maintenance) will keep a watch over the proper use of sanitation materials supplied to the hostel from time to time.
- 4.1.2** The Caretaker is responsible for maintaining the current stock of such sanitation materials and will be responsible for any pilferage.
- 4.1.3** The Sanitary Guide/Supervisor is responsible for the distribution and supervision of work among Safai Karmacharies.
- 4.1.4** All the sanitation material should be purchased following the GFR guidelines.
- 4.1.5** All the sanitation worker will be rotated in every two months at intra-hostel level and should be transferred at inter-hostel level in every two years.

4.2 STOCK OF ELECTRICAL APPLIANCES

- 4.2.1** The Caretaker maintains a stock of electrical appliances for repairing the damaged/non functional appliances whenever necessary. S/he keeps record of receipts and consumption in his/her stock register, using separate sheets for such appliances in the prescribed form (IHA Form -22). The non-functional items will be surrendered to the Engineering Branch at regular intervals by the caretakers to avoid dumping and unhygienic conditions in the hostel.
- 4.2.2** Warden (Sanitation & Maintenance) is required: (i) to check the register periodically; and (ii) indent/request fresh supplies of electrical appliances, as needed.

4.3 REPLACEMENT OF MAJOR ITEMS

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 Vice Chancellor 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. All work/procedure shall be done as per GFR applicable at the time.

- (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 after through inquiry by the concerned Warden or by Security Branch or by any other competent authority and cost recovered, replacement may be secured with this amount.

4.4 REPORTING OF COMPLAINTS/E-COMPLAINTS:

4.4.1 Electrical:

- (i) A resident reports urgent complaints or complaints related to his/her allotted room, like "no current" or "fan not working" directly to Electrical Enquiry in its complaint register/e-register.
- (ii) For other common area complaints (like tube light fused in corridor), the Caretaker will report to Electrical Enquiry in its complaint register/e-register.

4.4.2 Civil:

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

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

4.5 FOLLOW UP OF ALL COMPLAINTS

4.5.1 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.

4.5.2 In case any problem still remains unresolved after a reasonable notice, the Warden or the Provost may contact the In-charge, Engineering Department and inform the Dean of Students also about it.

4.6 FURNITURE

4.6.1 Caretaker shall supervise the repair and maintenance of University furniture in the hostels. This maintenance activity includes welding for metal work, caning, polishing, and wood work etc. Furniture for each hostel is repaired within the hostel premises for which each hostel is required to send the job card to hostel caretaker, listing items of furniture to be repaired with the approval of the Warden. The code numbers will be indicated in the list of items sent with the job card.

4.6.2 Each hostel is entitled to a reasonable margin of furniture over and above its needs at full occupancy.

4.6.3 Warden (Recreation)/Warden(Maintenance)/Caretaker will visit the hostel at regular intervals to identify the repair and maintenance works to be taken up in the hostel. The listing of the repair and maintenance works to be done is then forwarded to J.E. (IHA) for necessary action.

4.7 GENERAL APPLIANCES

4.7.1 The maintenance of various appliances such as television, refrigerator, water cooler and the Gas system requires recourse to diverse agencies and appropriate arrangements are in force at any time. The primary responsibility for these repairs will be managed internally by the caretaker after due approval of the concerned Warden.

4.7.2 In emergencies, the Warden concerned may, with the prior approval of the Senior Warden, draw upon the imprest money to arrange for minor repairs of appliances/items etc.

SECTION - 5

PURCHASES AND MAINTENANCE OF STORES

5.1 PREPARATION OF REQUIREMENTS - GENERAL NORMS OF PURCHASE

- 5.1.1** Provisions/rules of GFR 2017 should be followed for making all the purchases. As a rule, piecemeal purchases should be avoided. Note the requirements of stores for a reasonable period be assessed and arrangements made for the purchase.
- 5.1.2** As far as possible the requirements of stores be foreseen sufficiently in advance, thus obviating emergency purchases which comparatively may cost more.
- 5.1.3** 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.
- 5.1.4** Scales of consumption or limits of stores be laid down, wherever possible, and indents/consumption be scrutinized with reference to such limits/scale.
- 5.1.5** 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.
- 5.1.6** Wherever the old/unserviceable items of the hostel like knife, empty tins, broken crockery etc. is replaced, such old /unserviceable items 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. However, university rules should be followed scrupulously while dealing with university store items like refrigerator, water cooler, gas tawa etc.
- 5.1.6** Purchases of food articles, crockeries, utensils, etc. should ordinarily be made preferably through e-procurement GEM, if items are not available in GEM then the same may be purchased 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.

- 5.1.8** Purchase rules of the University/GFR will apply *mutatis mutandis* irrespective of the fact whether the funds, are provided by the University or by the Hostel.
- 5.1.9** Dry rations should also be purchased in bulk quantity through e-procurement/GEM as per provisions of the GFR.
- 5.1.10** For bread, eggs, butter, milk, etc. endeavour should be made to enter into contracts with the producers like Mother Dairy, Nafed, Delhi Milk Scheme, Amul, Safal etc.
- 5.1.11** Gas should be procured from IGL/Indane/other Govt. agencies only.
- 5.1.12** The Mess Committee must endeavor help actively in reducing the Mess Bill by resorting to bulk purchases from the whole-sale markets, if item(s) not available in GEM, in a manner to be approved by the Warden (Mess).
- 5.1.13** Stationery/Sanitation material, etc. should also be purchased through e-procurement/GEM.
- 5.1.14** In case of any violation, necessary action shall be taken by the University, as per its rules.

5.2 RECEIPT OF PROVISIONS

- 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 for mess item) 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 hygienic condition.
- 5.2.3** The stores will normally be received during the day preferably when the Mess Secretary and Mess Warden are also present.

5.2.4 The safe custody of stores shall be the sole responsibility of Mess Manager/Supervisor and should be kept under lock and key.

5.3 ISSUE OF PROVISIONS

5.3.1 Food articles will be issued by the Mess Manager/supervisor 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 provisions 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 provisions are not issued in excess resulting in wastage. Daily consumption form/quanta to be prepared along with details of unused provisions and signed with date by the Mess Manager/Supervisor 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 ISSUE OF PROVISIONS

5.4.1 A daily summary of issue of provisions will be prepared by the Mess Manager in a register in IHA Form-27 and in inventory management software. 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 and inventory management software the food items may be grouped on the same pattern as in the stock and issue register.

5.4.3 All entries in register should be attested by the Mess Warden and the Mess Secretary.

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

5.4.4 The items shall be issued according to '**First In First Out**'(FIFO) method.

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 IHA Form-23 and inventory management software. 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 total 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 Perishable 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 must 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.

5.5.5 The entries in register and inventory management software shall be matched.

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 and inventory management software. If there is any shortage/contradiction, the Warden (Mess) will ask for the Mess Manager's explanation and fix the responsibility. In case of any other discrepancy, the balance shown should be rectified on the basis of actual 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 FOR 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 separate

pages of which should be set apart for different articles or group of articles. The pattern adopted is 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 as 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 In-charge, who will check their correctness with reference to purchase orders, contracts, etc., if any, prepare the pass orders and place it before the Senior Warden for the approval. Then payment shall be made as per University rules and procedure.

- 5.8.4** All bills should, as a rule, be disposed off within a fortnight of their receipt. Particular care should be taken to ensure that bills received towards the end of the month are cleared off within that month itself. The Office In-charge will review the bill register weekly and, if any, bill found outstanding for more than a fortnight, he will initiate action for its immediate disposal.

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 IHA Form-4. s/he after obtaining the sanction of the Warden (Mess), send it to the Office In-charge for further necessary action.

- 5.9.3** The Office In-Charge will maintain a register of temporary advance in Form IHA-24 wherein the particulars of each temporary advance will be noted and its adjustment

recorded.

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

5.9.5 All requisition for temporary advances shall be in compliance with the provisions of GFR 2017.

5.10 ADJUSTMENT OF TEMPORARY ADVANCES

5.10.1 All temporary advances should, as a rule, be adjusted within 15 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 Office In-Charge will prepare an adjustment of the advance in Form IHA-25 immediately after the purchases.

5.10.3 The procedure for preparing and passing the adjustment bill be the same as for other bills.

5.10.4 At the end of each month, the Office In-Charge will prepare a list of outstanding advances in Form IHA-32 in duplicate. The Office In-charge after scrutiny will send a copy of the list to Warden (Mess).

5.10.5 All adjustment of temporary advances shall be in compliance with the provisions of GFR 2017.

5.11 INVENTORY OF CROCKERIES

5.11.1 The Mess Manager will maintain a stock register of crockeries, utensils, etc. in Form IHA-26, separate pages being set apart for different types of utensils like plates, serving spoons 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** 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 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 details of the particular class of stores to be verified.
- 5.12.2** Before starting physical checking of stores, the Caretaker should be asked to update the stock registers till the date of verification.
- 5.12.3** 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.
- 5.12.4** 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 of Students through Provost who shall send a report in Form IHA-27 to the Finance Officer, giving the details, the reasons for the loss and the results of enquiry, if conducted.
- 5.12.5** 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 Warden (Recreation) who shall also investigate the reasons for the surplus.
- 5.12.6** 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 Hostel as relating to the previous year which is not in accordance with the rules: The Dean of Students and Warden 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.
- 5.12.7** It may be stated that cases of omission to conduct physical verification by hostel are pointed out every year in the audit of the accounts of the University by the Audit Team.

Promptness in conducting the physical verification will not only discourage pilferage of University properties but also help the Wardens to satisfy themselves that the stores under their charge are available as per stock ledgers.

PROCEDURE FOR DISPOSAL & WRITE OFF

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 the Vice Chancellor/Dean of Students declares stores as obsolete, surplus or unserviceable, it should be ascertained that 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 (as see clause 5.14.1). The Committee shall survey the stores and prepare a Survey Report in Form IHA-29 together with its recommendations for consideration of the Competent Authority. The Competent Authority, after examination of the Survey Report should record whether in his/her 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 off 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. S/he shall make a preliminary investigation and take action to (a) report the loss to the Finance Department in the Form IHA-28 through proper channel and (b) investigate the reasons for the loss. The loss should be reported to the Registrar 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 procedures. 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
a) Irrecoverable loss of stores or of cash	Vice Chancellor	Upto Rs. 5 lakh in each case.
b) Deficiencies in stores	DOS to be cross checked /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 4.00 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.
c) 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.
d) Declaration of stores as obsoletes, surplus or unserviceable and ordering them to be disposed off.	Dean of Students	Upto Rs.1,00,000/- in each case
	Rector	Upto Rs.4,00,000 /- in each case.
	Vice Chancellor	Full Powers

Note: The delegations of powers are subject to amendment as may be notified from time to time.

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: The Dean may invite any other expert member, if he considers necessary

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 Form IHA-29, 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 and same should be reported to the finance branch for information and record.

SECTION - 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. 2,50,000/- in each case at a time subject to budgetary provision. (approved vide Notification No.XII/IA/2017-18 dt. 15/12/17)
	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 recoupment and submission of bills will be regulated in accordance with the instructions issued by the Finance Branch from time to time.

6.3.3 The Sr. Warden, will be responsible for the maintenance of Imprest Accounts / Register and for the custody of imprest money in the Hostel.

6.4 CASH BOOK

6.4.1 The Cashier of the Khand shall maintain cash book for all bank accounts in r/o all the hostels in his/her Khand in manual form as per Cash Book Register as well as on accounting software whenever provided to record all the Receipts & Payments on daily basis.

6.4.2 Separate Cash Book shall be maintained for 'Hostel General Account' and 'Hostel Mess Account'. All monetary transactions through online transfer, Cash or Cheque shall be entered in the cash book.

6.4.3 The Cash Book should be updated on daily basis and checked by the Office In-charge. Physical Cash Book shall be signed by the Cashier, Office InCharge and Sr. Warden and verify the closing balance at the end of each month and that closing balance shall be carried forward as opening balance of the next month.

6.4.4 While checking the cash book, the Office In-charge shall *inter alia*:

- (i) compare each entry of payment with the relevant voucher;
- (ii) compare each entry of receipt or payment with daily collection register (DCR)

and entries in Bank Account to establish the authenticity of the transactions.

6.4.5 Erasing 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 and countersigned by the Office In-charge of the concerned hostel.

6.5 RECEIPT/PAYMENT

6.5.1 All receipts or payments in the hostel shall be through online mode only and no cash transaction is allowed.

6.5.2 The Sr. Warden of the concerned hostel can permit cash transaction in exceptional case considering the merit of each case and duly recorded in writing.

6.5.3 For all payments / received during a day, the Cashier will prepare a daily collection register (DCR) in r/o all hostels in his/her khand on the basis of voucher/bills or any other documentary evidence provided by the Office Incharge of the concerned hostel.

6.6 ISSUE OF COUPONS BOOKS/CASHIER'S RECEIPT BOOKS

6.6.1 The coupon books/Cashier's Receipt books will be printed by the Dean of Students Office and issued to various hostels.

6.6.2 The coupon books/Cashier's Receipt books will be issued on a requisition/indent countersigned by the Sr./ Mess Warden.

6.6.3 The Office In-charge 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 as may be notified by the University from time to time.

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.

6.7 CUSTODY OF CASH

6.7.1 All money received in the hostel shall be remitted to the bank on the same day or on the morning of the next working day without fail.

6.7.2 If required in emergent case or cash collected could not be deposited into bank due the reason of closing of bank timing, Cash shall be under the custody of Office Incharge under proper lock & key in the hostel office.

6.8 CUSTODY OF CHEQUE BOOKS

6.8.1 Cheque books should, on receipt, be carefully examined by the Office In-charge who should count the number of cheque leafs 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 immediately reported to the Sr. Warden and the Bank concerned.

6.8.2 The issued cheque books should be kept in the personal custody of the Office In-charge under proper lock and key. He will be responsible for any loss of cheques/cheque books.

6.8.3 Counterfoils of used cheque booksshould also be kept in the custody of the Office In-charge.

6.9 CANCELLATION OF CHEQUES AND ISSUE OF CHEQUES (IN LIEU)

6.9.1 Cheques which are received back either on account of the expiry of period validity or for some other reasons, should be properly cancelled and records be maintained with proper signature by office in-charge. Fresh cheques in lieu of cancelled cheques should be prepared and issued after ensuring genuineness of the claim.

6.9.2 In the case of cheques which are reported to be lost, a ' stop-payment' advice shall be sent to the concerned Bank immediately by office in-charge. 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".

6.9.3 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.

6.10 BANK ACCOUNTS OF HOSTELS (HEADS OF ACCOUNTS)

- 6.10.1** Every hostel should have bank accounts named 'Hostel General Account', 'Hostel Mess Account', 'Hostel Establishment Account' and such other accounts as may be required from time to time.
- 6.10.2** Transfer of funds from one account to another is prohibited.
- 6.10.3** The accounts shall be opened only in nationalised Banks.
- 6.10.4** The accounts will be operated upon jointly by the Senior Warden and the Mess Warden.
- 6.10.5** The Hostel Mess Account will be credited with all remittances from the resident students though online mode only on account of mess advances, monthly messing charges, guest coupon charges, and disposal of waste food etc.
- 6.10.6** Payment for running of the mess excluding salaries of the mess staff, the Mess Manager and expenditure on Crockery shall be met from “Hostel Mess Account”.
- 6.10.7** All other receipts such as fines and authorized payments will be credited and debited to 'Hostel General Account'.
- 6.10.8** Any contingent requirement pertaining to hostel can be met from appropriate hostel a/c with due permission of the Competent Authority.

6.11 BANK RECONCILIATION

- 6.11.1** Bank Reconciliation Statement (BSR) in r/o all the accounts shall be prepared at the end of each month by the Cashier to identify the reason of mismatch, if any, in the closing balance of Cash Book and Bank Statement which shall be countersigned by the office In-charge and Sr. warden of the concerned hostel.
- 6.11.2** The Sr. Warden will ensure preparation of bank reconciliation statement in r/o of all bank accounts pertaining to the hostels till the 15th of next month and any discrepancy ,if found, should be followed with bank to correct it.
- 6.11.2** If any un-authorized transaction if found in the bank account, it should be brought to the notice of Sr. Warden immediately for further necessary action in this regard.

6.12 MAINTENANCE OF LEDGERS

- 6.12.1** In order to identify the balances under various heads, the Office InCharge 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
- vii. Miscellaneous

6.12.2 Credits in the Ledgers will be posted from the daily cash scroll i.e. DCT entries and the cash book while debits will be posted from the respective vouchers.

6.12.3 A separate personal ledger in loose leaf 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.

6.12.4 Ledger leaves of the duly vacated students should be cancelled if all dues have been received and filed for record in the concerned file of the resident.

6.13 REGISTER OF DEPOSITS (OTHER THAN STUDENTS' DEPOSIT)

6.13.1 Any security deposit received from contractors/suppliers, etc., should be credited to Hostel General Account.

6.13.2 For refund of security, sanction of Senior Warden is essential. Procedure/s as laid down by the University shall be followed.

6.13.3 The Office In-charge will maintain a register in Form IHA-32 noting particulars of receipts and refunds.

6.14 REGISTER OF DEPOSITS KEPT WITH SUPPLIERS

6.14.1 Deposits by the Mess with suppliers will require the specific sanction of the Senior Warden.

6.14.2 The Office In-charge will keep a record of all such deposits in a register in Form IHA-33.

The receipts given by the suppliers should be kept in his safe custody.

6.15 AUDIT OF ACCOUNTS

Accounts of the hostel will be audited every year by a nominee of the Finance Officer. Senior Warden will ensure that replies to audit memos are furnished timely to the Audit Officer / Branch.

SECTION - 7

ADMINISTRATIVE MATTERS - DISCIPLINE AND LEAVE

7.0 IN THE HOSTELS, AS ELSEWHERE IN THE UNIVERSITY, STAFF DISPLINE HAS FOUR ELEMENTS i.e. PUNCTUALITY IN ATTENDANCE, SANCTION OF LEAVE, MAINTENANCE OF DISCIPLINE AND CONFIDENTIAL REPORTS.

7.1 Rules and Regulations in Attendance

7.1.1 All staff members are expected to be punctual i.e. come to the Office on time and not to leave before time. The lunch hour should also be strictly adhered to. 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. However, late attendance beyond an hour on not more than two occasions in a month, may be condoned by the competent authority if S/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 leave from her/his leave account on each occasion of such late attendance.

7.1.2 If an official has no 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 unauthorized absence or to apply for any 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 should be particular in scrutinizing the attendance record.

7.1.4 Surprise checks will be carried out in the hostels/offices by the Sr. Wardens/ Provosts/ In-charges. 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)

7.2 Attendance of Staff

7.2.1 The attendance of office staff attached to the hostel office and Mess Managers/Supervisor will be controlled by the Senior Warden. The Office In-charge will maintain & keep the attendance record.

7.2.2 The attendance of the sanitary staff of the hostel will be controlled by the Warden (Sanitation & Maintenance) and their attendance record will be maintained by the office in-charge.

7.2.3 The attendance of Cooks and Helpers will be controlled by the Mess Warden. The office in-charge/mess manager will maintain & keep the attendance record.

7.2.4 Management of mess staff: Mess Manager/Supervisor is responsible for smooth functioning of hostel mess. 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/Supervisor 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 meal timings are also strictly adhered to. In case of default by any mess worker, the Mess Manager/Supervisor should report the matter to the Mess/Sr. Warden concerned daily on Event Report.
- (ii) Mess Staff submit their applications for leave to their Mess Manager/Supervisor in advance who forwards the same to the Mess Warden along with his/her recommendations. These recommendations may be considered by the Warden (Mess) concerned while passing orders.
- (iii) After the leave sanction order is issued by the Administration Branch, the Mess Manager/Supervisor should verify that the staff member's leave period has been correctly and fully accounted.

- (iv) Mess Managers/Supervisor should closely watch the performance of mess staff. In case of any lapse on their part, an Event Report should be sent to the Mess Warden/Sr. Warden immediately for appropriate action on it.
- (v) Warden (Mess) writes the mess staffs' CR. The report must be based upon and reflect accurately, his/her opinion about the worker in the day-to-day functioning of the Mess.

7.3 Sanction of Leave

- 7.3.1** Cases where hostel staff abstain or is willfully absent from duty will be viewed seriously. Leave cannot be claimed as a matter of right and leave of any kind may be refused keeping in view contingencies of work. The permanent mess staff should be encouraged to avail Earned Leave during the summer or winter vacation to ensure smooth functioning of messes.
- 7.3.2** Unauthorized 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** Hostel 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 Registrar/D.R. (Admn.) at the same time and their salary should be 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 Registrar/D.R. (Admn.). Any laxity will be viewed seriously.
- 7.3.5** Staff who does not submit joining report and/or does not apply in advance or apply after availing 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 Permanent 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
		In respect of	Delegated to	Extent of Delegation
A.	Casual Leave, Compensatory Leave/Special Casual Leave	i) Staff in Hostels/ Provost Office/Health Centre	Warden/Provost concerned/CMO	Full Powers
		i) Staff in DOS Office	Deputy Registrar/ Assistant Registrar (IHA)	-do-
B.	Earned Leave, Half Pay Leave, Commuted Leave, EOL, Paternity Leave/Maternity Leave/Child Care Leave, Leave not due	i) Staff in Hostels Office	Senior Warden/ Provost Concerned	Upto 30 days
		ii) Staff in DOS Office	Deputy Registrar/ Assistant Registrar (IHA)	Upto 90/ 30 days respectively
			Dean of Students	Full powers

Note: The above delegation of powers are subject to the condition that no substitute will be required. Where substitute is required, the leave will be sanctioned after the position (possession) with regard to availability of substitute is ascertained from the Registrar's Office.

7.4 Procedure for Leave

7.4.1 All applications by permanent staff should be 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/or 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 may be forwarded to Administration for issue of Leave Sanction Order.

- 7.4.3** For applications for kind of leave indicated at 'B' above, exceeding 30 days, the Warden/Provost makes recommendations and forwards application to Dean of Students who passes necessary orders and forwards the application to Administration 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 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 further regulated as per the leave rules of the university. Intimation regarding unauthorized absence of staff members should be sent to Administration Branch, as well as Finance Branch immediately so that overpayment of salary is obviated.

Explanations:

- (a) *Casual Leave (CL)*: Every regular staff member is entitled to 8 days leave in a calendar year. Unavailed period of CL lapses at the end of the calendar year.
- (b) *Special Casual Leave (SCL)*: 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;
 - (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 (SCL) 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 (EL):* 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 (HPL):* 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) Extra Ordinary Leave (*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.

Notes:

1. Since the University has adopted 1972 CCS (Leave) Rules, amendments/changes will be applicable to regular staff *mutatis mutandis*.
2. *Working hours and week off in rotation contractual workers should be regulated as per labour laws.*

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 and the 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 up to 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 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 staffs 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 the hostel staff. The Senior Warden/Warden/Provost concerned has the power to issue warning/caution/reprimand to the hostel/concerned staff working under them. The Dean of Students has full powers in disciplinary matters pertaining to staff as per the university rules.
- 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 copy of such disciplinary memos as appended below. Copies of such memos should be sent to Administration for placing in the staff member's personal file in case of recorded warning.

- 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. The action proposed to be taken against the erring staff member should be sent to the Dean of Students for further appropriate action.
- 7.6.4** Staff member 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 Government/FSSAI guidelines. Regular staff should be checked up medically as per the university rules/govt. of India rules. Whereas the contractual staff would be required to get the medical clearance done through the service provider. 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 Annual Performance Appraisal Report (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 Administration 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 as per instruction from Administration.

7.8 SAMPLE MEMOS APPLICABLE ONLY FOR REGULAR/PERMANENT JNU EMPLOYEE/STAFF.

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/days. 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 initiated against him/her under the university 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 action should not be taken against his/her as per the University rules.

His/her reply must reach the undersigned within 3 days of the receipt of this memorandum through the Mess Manager/Supervisor.

Shri/Smt. _____

Signature of Warden/Senior Warden/Provost
Signature of Concerned O/I

CC:

Dean of Students/ AR/DR, IHA
Deputy Registrar(Admn.)
Office file in the Hostel

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, action will be taken against his/her as per the university rules.

Signature of Warden/Senior Warden/Provost

Shri/Smt.

Dean of Students/ AR/DR, IHA
Deputy Registrar(Admn.)
Office file in the Hostel

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 warning 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 (decision to be taken) as per 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, as per the university rules.

His/Her file/previous papers are enclosed.
Signature of Warden/Senior Warden
Provost
Dean of Students
Registrar

Note: All the above memorandum should be delivered to the concerned employee after obtaining his/her due signature.

7.9 DRAWAL 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/wages of the Mess Supervisors, Maintenance Supervisor engaged on will be

drawn by the respective Mess Supervisor in separate bills prepared by the Hostel Office 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 appropriate 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 online/cheque (preferably account payee) by the DOS office under the signature of the Dean of Students, as per University rules.

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 as per university rules the duties of other Cashier/Caretakers in the event of their proceeding on leave for the actual days additional duties are performed.
- (ii) The honorarium to the permanent staff in the mess will be paid as per the notification issued by the administration from time to time, subject to due approval of the competent authority, as per University rules.

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 The conveyance charges shall be paid as per University rules.

7.11.3 Conveyance should be strictly used and paid for as per entitlement of the staff concerned.

7.12 ENGAGEMENT OF WORKERS ON CONTRACT BASIS

7.12.1 The University/IHA engages the services of mess supervisors/cooks, helpers, sanitation workers, caretakers 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.

7.12.2 Contract workers will be engaged as per the requirement of the hostel depending on number of students and the criteria of deployment.

7.12.3 Contract 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.

7.12.4 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.

7.12.5 Extra duty & relievers should be provided by the service provider as per the terms and conditions of the contract.

7.13 SERVICE CONDITIONS OF EMPLOYEES

7.13.1 Service conditions of permanent employees working in hostel mess including attendance, payment of salary and overtime are governed by the University rules and regulations in force and amended from time to time.

7.13.2 Service conditions of all contractual staff are stated in the contract governing their appointment.

7.13.3 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.

7.14 RETENTION OF RECORDS

Various records of the hostel/mess should be retained as per the retention schedule. No record should be destroyed unless and until the internal audit is over, notwithstanding expiry of the period given in the retention schedule.

7.15 TRANSFER POLICY OF IHA

7.15.1 The transfer of permanent 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.

7.16 The rules mentioned in this manual are subject to modifications and revisions from time to time by the University. All staffs are governed as per University rules.

SECTION- 8

RULES RELATING TO UNIVERSITY 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 (OPD services etc) to students within the resources provided by the University.

8.1.2 Dean of Students is the Head of the Department (HoD) of University Health Centre. Staff of University Health Centre (UHC) comprises of CMO (SAG), I/C Health Centre, Senior Medical Officer, Medical Officer, Part Time doctors for General OPD, Part Time Specialists, a Part Time Homoeopathic Physician, Staff Nurses, Pharmacists, a Senior Technical Assistant, Technical Assistant, Lab Technician and other supportive staff. University Health Centre functions under the overall supervision and administrative control of the Chief Medical Officer (SAG), I/C Health Centre. He also does duty allocation and sanctioning of Compensatory Casual Leave (CCL) to permanent staff. University Health Centre has staff for control of mosquito-borne-diseases.

8.1.3 Timing: The University Health Centre functions from 8 a.m. to 2 p.m. and 3 p.m. to 9 p.m. on all working days from Monday to Saturday. In the evening OPD, Part Time Doctors provide services and essential medicines to meet the immediate needs of the students. Holi, Diwali, Sundays, National Holidays and polling day presently are observed as closed holidays. Health Centre functions between 8 a.m. to 2 p.m. on gazetted holidays.

Health Centre registration timings for patients are according to Morning and Evening O.P.D's. Patient registration timings for Morning O.P.D's are until 1.30 P.M and for Evening O.P.D's until 8.30 P.M. However, emergencies will be attended between 1.30 P.M to 2.00 P.M and 8.30 P.M to 9.00 P.M. Medicines will only be issued to emergency patients reporting after patient registration timings are over. Health Centre remains closed from 2.00 P.M to 3.00 P.M on all working days.

8.1.4 OPD Services:

1. Doctors of the University Health Centre provide primary OPD facility. The student can just walk in for consultations and treatment for General OPD, Dental OPD and Homeopathy OPD.
2. Specialist: Consultations with the specialists in Internal Medicine, Psychiatry, ENT, Ophthalmology, Skin, Orthopedic, Gynecology, Cardiology, Pediatrics, General Surgery (consultation only) and Counseling Services are also available at the U.H.C. All these facilities are provided, depending upon the availability of concerned specialists.

3. Prior online specialists OPD appointments can be taken by login into hcopd.jnu.ac.in.
4. Counselors are also there in University Health centre to provide Counseling.
5. Medicines are provided free of cost to students from the pharmacy of the Health Centre as per University rules through Govt. Medical Stores Depot and local purchase from approved chemist inside the campus.
6. Laboratory facility provides spectrum of routinely available Hematological, Biochemical and Microbiology tests. Blood sample collection timings are from 8.30 A.M – 11.30 A.M on all normal working days.
7. Routine Immunization (only for tetanus).
8. Referral services to public hospitals for specialized treatment / hospitalization and other services which are not covered by the U.H.C.
9. Medical examinations for academic pursuits in the University.
10. The facilities (wife and children only) of married students can avail of such medical facilities as are available at the Health Centre on payment of medical fees for the family. They are provided with medicines that are available in the store of Health Centre only. The student may contact the Health Centre to get further information. In case of spouse of female student, medical facility is provided up to the age 25 years or until they start earning, whichever may be earlier.
11. When the Health Centre is not open, all the patients are advised to go to government hospital or any other hospital. No reimbursement is permissible for students as per UGC norms.

8.1.5 Ambulance: - Advanced Life Support Vehicle and Patient Transport Vehicle are available at the Health Centre for 24 hrs. A doctor is also available at night from 9 P.M. to 8 A.M. with the ambulance. Mobile numbers to contact the ambulance in emergency are printed on the O.P.D cards/Medical Booklets.

Emergency Ambulance mobile numbers: 9971728866 & 9971728877

Advanced Life Support Vehicle hired by JNU is provided for use from inside the JNU Campus to the JNU Health Centre and from JNU Campus to any hospital in Delhi and NCT in case of emergency.

Patient Transport Vehicle hired by JNU is provided for use from inside the JNU Campus to the JNU Health Centre and from JNU Campus to any hospital in Delhi and NCT for non-emergency cases.

The student will be picked from hospital by the ambulance at night (after 8.00 P.M till 07.00 A.M). The student has to inform the driver of the ambulance over phone to bring them back to JNU Campus. It will be done in view of the safety concerns.

Practice of providing Ambulance to persons with disability for O.P.D treatment and Physiotherapy in addition to emergency will be continued. Ambulance will take them to the hospital and bring them back to JNU Campus at all time.

Ambulances are under administrative control of Associate Dean of Students.

The Billing, Patient Log Book, Calculation of Kilometer, Attendance of ambulance, GPS monitoring, Tendering process etc. are under Chief Security Officer/Transport Officer.

University Health Centre checks the functioning of instruments, equipment and medicines inside the ambulances from time to time. University Health Centre also provides some medicines and First Aid material for doctor on night duty who is an employee of ambulance service provider. The Security/Transport Department processes bills of ambulances. Doctors of University Health Centre only give their opinion regarding functionality of ambulances and respective competent authorities do further rest of the things.

8.1.6 Services not covered:

1. Dental services like making of denture, root canal treatment etc.
2. Medical examination/certifications for employment outside JNU, Insurance, legal and other non-academic purpose.
3. Laboratory tests and X-ray for purpose other than diagnosis and treatment.

Health Service Fee: Charged as per University Rules.

8.1.7 Medical Facilities for Foreign Students: Foreign Students are extended medical facilities at par with the Indian Students.

For New Admission:

- (i) **For Foreign Students:** Minimum Rupees One Lakh insurance cover will be mandatory for Foreign Students or any such amount of insurance cover notified by JNU administration from time to time. They will be required to submit the copy of policy at the time of admission or as per the University Rules from time to time.
- (ii) **Indian Students:** Indian Students admitted to JNU in future are advised to take insurance cover of Rs. One Lakh at least or more if desired. All these records/information shall be maintained in the office of Dean of Students.

For already Registered Foreign Students of JNU: Foreign Students who are already registered in JNU should also get a medical **insurance** cover and submit the relevant documents latest by 31st August, failing which they will not be allowed to register in the following semester i.e. winter semester or it may be as per University Rules from time to time.

Health Education: Health Education is an integral part of University Health Service.

- 8.1.8** It is mandatory that all full-time students of the Jawaharlal Nehru 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 to all students. This will entitle them to the medical facilities available at the University Health Centre.
- 8.1.9** In order to avail these facilities, the students will be required to present their identity cards at various levels of the facility. 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.
- 8.1.10** 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 purchased from outside/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/hospital etc.
- 8.1.11** Medicines for students and other beneficiaries of University Health Centre are procured from Government Medical Stores Depot (Ministry of Health and Family Welfare) and GeM (Government e Marketplace). Medicines not supplied by GMSD are procured through Local Purchase from authorized chemist in JNU Campus with discounts as fixed by the Estate Department.
- 8.1.12** In chronic illnesses maximum 3 weeks medicines will be issued to the students and the treating doctor as per the University Rules will do further review. In the evening OPD, medicines will be issued maximum for 5 (five) days and medicines of remaining period will be issued in the morning OPD on next working day.
- 8.1.13** All students who wish to avail mess rebate on medical grounds will be required to submit a medical certificate from Government Hospital like RML, Safdarjung, AIIMS Hospital or any other treating doctor etc. through proper channel (Senior Warden/Mess manager).
- 8.1.14** The clinical 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.
- 8.1.15** 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 of different body parts and Rs. 30/- per dental X-ray as per resolution of the Executive Council of the University till such time that University develops its own X-ray facility.

- 8.1.16** 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.
- 8.1.17** As regards facilities to the families of married scholars only dependent spouse are eligible. The earning spouse of the scholars will not be entitled to medical facilities. A declaration to this effect has to be submitted by the married scholar at the time of enrolment to avail the medical facilities.
- 8.1.18** The married scholars will deposit Rs. 50/- per family member/year as medical fee for his/her, family with the finance department of the University. However minor children can avail free medical consultation/investigation available at the University Health Centre. 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 realized from him/her. Proforma of family card form is given as under for kind reference.
- 8.1.19** 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 of any kind will be done for them. Lab tests available in the Health Centre will be done free of cost for them. Medicines which are available at the pharmacy/store are only provided to the dependent spouses of the scholars. No local purchase is done for them as per the rule of University.
- 8.1.20** Medical certificates of physical fitness to candidates for employment in the Jawaharlal Nehru University will be issued when the competent authority refers to such candidates. Medical Certificate of physical fitness to students for employment outside JNU will not be issued by the University Health Centre.
- 8.1.21** Certificates of physical fitness to students will be issued free of charge for academic pursuits in JNU on the recommendation of the competent authority of the school. Medical Certificates of physical fitness to other purposes, like applying for scholarship abroad, within or outside the country applying for visa/any other purpose etc. will be issued at the convenience of doctor on duty. Lab charges in this regard will be charged as per Jawaharlal Nehru University Rules. No reimbursement of any kind is allowed for expenses incurred on the lab tests carried out for above mentioned purpose.
- 8.1.22** University Health Centre provides free lab investigations available at the Health Centre to bona-fide students during their illness and medical fitness for trekking, mountaineering, taekwondo, cross country race, marathon, events conducted through Sports Office and requirements raised by any department of JNU.
- 8.1.23** Students will be charged at CGHS rates for lab investigations at University Health Centre for issuance of fitness certificate for award of scholarship by Universities/Institutions/Organizations other than JNU.

8.1.24 No out of turn allotment of hostel room on medical grounds will be entertained as per University Rules. Change of hostel or floor will be considered for same category on medical grounds.

8.1.25 University Health Centre facilities are also provided to JRF's/SRF's/PDF/RA/Young Scientist of DST/DBT on payment of Rs. 100/- per month. The amount can be paid for a period of six months at a time. Proforma of application for issue of Health Card is given as under for kind reference.

8.1.26 Bio Medical waste Management: Bio Medical Waste Management at the University Health Centre is done as per the guidelines of Delhi Pollution Control Committee (DPCC). Authorization for collection, segregation, storage and handing over of Bio Medical Waste through a mobile appto the authorized Bio Medical Waste management company has been accorded to the University Health Centre by DPCC. Online tracking of Bio Medical Waste is also being done and real time data is readily available for information.

8.1.27 Security: Security to the University Health Centre is being provided through Security Department, Jawaharlal Nehru University.

8.1.28 Disposal of Condemned items: Disposal of condemned items, e-wastes etc. is being done through a University Survey Board. Constitution of the Survey Board is given as under:

1. C.M.O (SAG), I/C Health Centre
2. Director USIC
3. Medical Officers (02)
4. Engineering In-charge or his nominee
5. Finance Officer or his nominee
6. Director CIS or his nominee
7. J.R/D.R/A.R Estate or his nominee

Disposal of condemned stock will be done by tender finalization, tender inviting/opening committee.

8.1.29 Local Purchase Committee: Local Purchase Committee is constituted following G.F.R.

8.1.30 Government e-Market Place (GeM): University Health Centre is exclusively and extensively using GeM Portal for purchase of items required in the Health Centre. Items which are not available on GeM Portal are procured from local market following G.F.R.

8.1.31 All the relevant rules, regulations and amendments or any new rule/circular will be put on the JNU website/e-Office.

8.1.32 Misuse of facilities available at the University Health Centre or commission of any unwanted incident like verbal abuse, manhandling of staff/doctors by students may be reported to the Chief Proctor.

8.1.33 These rules will come into effect from the date of approval by the Vice Chancellor/Executive Committee 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:

- (i) To identify health needs of the community and make recommendations to meet them.
- (ii) To watch the overall process of planning so as to utilize materials, manpower and measures judiciously in order to improve health care facilities at the University Health Centre.
- (iii) To monitor and evaluate health programmes after setting goals and objectives.
- (iv) To frame rules regarding working of the Health Centre.
- (v) To advise the authorities on contentious issues involving providers and users of services.
- (vi) To take steps for development and growth of the Health Centre.

Note: For up-to-date norms please check with the Health Centre/CMO.

Application for Issue of Health Card for PDF/Research Associate/Equivalent

1. Name of PDF/Research Associate/Equivalent :

2. School Centre :

3. Address :

FOR THE USE OF HEALTH CENTRE

Mr./Ms./Dr. _____ is a bonafide PDF/Research Associate/Equivalent of School /Centre _____ JNU. His/ her identity card no. is _____ and is valid up to _____. A sum of Rs. _____ may kindly be accepted from him/her towards the fee for facility of the Health Centre.

Chief Medical Officer (SAG) _____ Medical
Officer _____

Mr./Ms./Dr. _____ has deposited a sum of Rs. _____ vide receipt no. _____ dated (enclosed).

Chief Medical Officer (SAG) _____ Medical
I/C Health Centre _____
Officer _____

Received the card

Signature of the PDF/Research
Associate/Equivalent _____

Instructions:

1. Annual fee Rs. 100.00/month (can pay up to 6 months).
2. No reimbursement of any kind is permissible.
3. Medicines which are provided to Students will only be provided.

Family Card Form

1. Name of the Student
2. School/Centre
3. Address
4. Whether Husband/Wife Employed
5. In case Employed
 - (a) Name of the Employer
 - (b) Address of the Office
 - (c) Whether availing medical facility_____ Yes/No_____From the employee (Attach Documents proof)
6. Details of the family member:

Sl.No.	Name	Relationship	Age/Sex
1.			
2.			
3.			

Signature of the Student

FOR THE USE OF HEALTH CENTRE

Mr./Ms/Dr./_____ is a bonafide student of School/Centre_____JNU. His/her identity card no. is_____ and is valid up to_____. A sum of Rs._____ may kindly be accepted from his/her towards the fee for facility on the Health Centre He has submitted necessary proof regarding medical facility extended to his/her spouse.

Chief Medical Officer (SAG) /Medical officer

Staff Nurse/Pharmacist

Dr./Mr./Ms./_____ has deposited a sum of Rs._____ vide receipt No._____ dated (enclosed).
Health Centre card may be issued.

Chief Medical Officer (SAG)
I/C, Health Centre

Received the Card

Signature of the Student

Instructions

1. Annual fee Rs. 50/-
2. Semester facility from July to July
3. No Re-imburement of any kind is permissible
4. Medicines which are available at the health Centre will only be provided.

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 (SAC) headed by Chairperson and two faculty members as approved by the Executive Council. The Sports Office will be headed by a full-time Assistant/Deputy Director of Physical Education.

The facilities provided are as follows:

- A. At Sport Complex
 - (i) Athletics
 - (ii) Basketball
 - (iii) Football
 - (iv) Cricket
 - (v) Volleyball
 - (vi) Tennis
 - (vii) Yoga
 - (viii) Gym

- B. At Student Activity Centre
 - (i) Badminton
 - (ii) Taekwondo
 - (iii) Mountaineering & Tracking is also supported by the SAC.

- C. Facilities for Volleyball, Badminton, Table-Tennis, Gym and Indoor Games are available in the hostel.
At the beginning of each academic year a student convener is chosen for each club/games, who coordinates practice/matches for students with the Sports Office.

- 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 strictly 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. Pets are not allowed in the sports stadium. Cycling is strictly prohibited on the sports ground.
- (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) Equipments 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 in-charge of the event shall be answerable. Students booking the field would be responsible to maintain discipline in all respects.
 - (viii) It is expected that all sports' activities are conducted on proper sports field. However, it needs to be ensured that activities do not clash and all activities are accommodated amicably on sports ground. Preference, however, would be given to official competitions/events.
 - (ix) Booking of playfields would be done in the prescribed format.
 - (x) Only official sports activities are allowed on the sports ground. The guard-on-duty is authorised to check.
 - (xi) The parks are not to be used for sports exercises or play.
 - (xii) 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.

SECTION - 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** The rules and guidelines mentioned in this manual are subject to amendment from time to time by the University.
- 9.3** In case of any contradiction, the rules of the University will prevail.