



**JAWAHARLAL NEHRU UNIVERSITY**  
**डीन कार्यालय (छात्र)**  
**OFFICE OF THE DEAN OF STUDENTS**  
**नई दिल्ली-110067/NEW DELHI-110067**

F.No.18/IHA/Notifications & Cir. /2026

22<sup>nd</sup> May 2026

**Circular**

Applications are invited from married Ph.D. research scholars for allotment of rooms in Subansir/MRSH Hostel. Interested students are required to submit their applications in the prescribed format available on the <https://www.jnu.ac.in/iha-notices>.

**Eligibility Criteria:**

The brief eligibility criteria is as under. For detailed guidelines, please refer to **Notification dated 21/05/2026** and rule 2.15 of Hostel Manual attached with this circular:

1. Only married students/single parents with unmarried dependent children registered for pursuing full-time Ph.D programme in the University are eligible for consideration of allotment of accommodation in the Subansir Hostel.
2. The applicant must be a full-time registered research scholar of the University at the time of allotment and must have completed at least two semesters in the Ph.D. programme at the time of application
3. Students who have completed seven (07) semesters and above are not eligible to apply.
4. Day Scholar/PDF/RA are not eligible to apply.
5. A full-time Ph.D. student of the University shall not be eligible for accommodation in the Married Research Scholars' Hostel:
  - o If he/she takes up full-time employment or temporary employment with salary and allowances higher than the JRF/SRF of UGC/CSIR fellowship.
  - o If the spouse takes up full-time employment in Delhi (including temporary employment) with salary and allowances higher than the JRF/SRF of UGC/CSIR fellowship.
  - o *Fellowship shall not be treated as employment for this purpose.*
6. University/College teachers pursuing studies in the University while on authorized study leave with pay shall be exempted from the above employment condition.

**Important dates**

Form submission Start date	01 <sup>st</sup> June, 2026 onwards
Form submission End date	17 <sup>th</sup> June, 2026 by 5:00 PM
Display of Tentative Seniority List	25 <sup>th</sup> June, 2026 by 5:00 PM
Last date of submission of application for Correction	30 <sup>th</sup> June, 2026 by 5:00 PM
Display of final list	02 <sup>nd</sup> July, 2026 by 5:30 PM
Allotment as per seniority list	06 <sup>th</sup> July, 2026 onwards subject to availability of seats

*Poonjyoti*

## Reservation of Rooms

Reservation for various categories, as applicable in accordance with Government of India norms, shall be 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
7	PwD	As mentioned at Note below

### Note:

1. Persons with Disabilities (PwD) shall be allotted 5% hostel seats within their respective category.
2. 02 (two) rooms shall be reserved for Medical Emergency cases for a period not exceeding 06 (six) months.
3. Vacancy in the respective category shall be determined as per availability of rooms.

## Submission Process

- The duly filled-in prescribed application form, along with all requisite supporting documents, must be deposited **in the drop box placed at the IHA Office gate during office hours.**
- **Applications deposited after the last date will not be entertained under any circumstances.**

## Norms for Allotment of Subansir/MRSH Hostel

1. Allotment shall be made subject to availability of rooms
2. **Cut-off Date** - Eligibility shall be determined strictly as on the end date for receipt of application
3. **Seniority**
  - (i) In case the date of admission in Ph.D programme is same then date of birth of applicant will be considered for seniority.
  - (ii) In case date of birth is same then JRF/SRF and other National Fellowship holders will get priority.
  - (iii) Period of Zero Semester/Year or break of academic continuity due to any reason shall not count for seniority and total zero semester/s will be deducted from his/her seniority.
4. Once the final list is displayed, no request for any correction will be entertained and allotment for Subansir/MRSH will be done only on the basis of final seniority list.
5. The allottee must claim and shift to the allotted hostel within the stipulated time and no extension will be allowed. The offer/allotment letter shall stand withdrawn/cancelled if they fail to shift within stipulated time.

*Bonjour*

6. All allotments shall be provisional and subject to verification of the student's personal file. Any concealment or misrepresentation of facts shall lead to cancellation of allotment and disciplinary action as per University rules.
7. Hostel allotment shall not be transferable to the spouse of the allottee.
8. All other existing terms, conditions, and provisions contained in the University Hostel Manual governing allotment and residence in the Married Research Scholars Hostel (MRSH) / Subansir Hostel, which are not specifically modified through notification **F.No. 18/IHA/2026** dated **21/05/2026**, shall remain unchanged

### **Important Instructions**

1. Maximum duration of stay in hostel:
  - (i) Upto (04) years (eighth semester) of Ph.D programme from the date of admission to Ph.D programme
  - (ii) Students availing Academic Extension in the Ph.D. programme are not eligible to stay in hostel accommodation.
2. The allottee must have to stay with the spouse/children for the total duration of his/her stay in the hostel. Only husband, wife and their children are allowed to stay in hostel. Any guest (parents, relatives, friends etc.) can stay with the prior permission of Senior Warden on payment of guest charges as per University rules.
3. **Kindly note that the allotment of Subansir/MRSH 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 application form, his/her hostel facility will be withdrawn with immediate effect.**

  
(DR. POONGUZHALI)

Associate Dean of Students - 1

To:

1. All Senior Wardens of Hostels
  2. All Provosts/All Deans of Schools/Chairpersons of Special Centres
  3. PS to VC/Rector II/ DOS
  4. Director, CIS- with the request to upload the Circular on the IHA Website
- } with the request to place the  
same on the Notice Board



**JAWAHARLAL NEHRU UNIVERSITY**  
**OFFICE OF THE DEAN OF STUDENTS**  
**FORM NO. IHA – 5B**

**APPLICATION FOR MARRIED RESEARCH STUDENTS ACCOMMODATION IN SUBANSIR HOSTEL**

1. Name of the Student: \_\_\_\_\_
2. Gender: Male  Female  3. Whether applied on medical ground. Yes  (Attach Document) / No
3. Registration No.(As per registration folio)
4. School & Center: \_\_\_\_\_
5. Programme of Study : \_\_\_\_\_
6. Date of Birth: 

<b>D/D</b>	<input type="text"/>	<input type="text"/>	<b>M/M</b>	<input type="text"/>	<input type="text"/>	<b>YYYY</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Year of Admission (Academic year).....(copy of Semester folio) (**Monsoon/Winter**) \_\_\_\_\_
8. Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Category applied for: SC/ST/OBC/UR/EWS/FN,PwD \_\_\_\_\_
10. Marital Status \_\_\_\_\_
- a) Date and Place of Marriage \_\_\_\_\_
- b) Name of the spouse \_\_\_\_\_ c) Occupation of the spouse \_\_\_\_\_
- d) full address of the spouse \_\_\_\_\_  
 \_\_\_\_\_

11. Details of Fellowship:

	Name of the Funding Agency	Type of fellowship	Period from - to	Amount per month	HRA per Month	Remarks
Self						
Spouse						

12. Details of Employment availed/availing

	Name of the employer/Self-employer	Designation/ Nature of work	Period from - to	Salary per month	HRA per Month	Remarks
Self						
Spouse						

13. If you, spouse or both stayed/staying in JNU Hostel, give the details

	Name of the Hostel	Programme	Period		Remarks
			From	To	
Self					
Spouse					

14. Particulars of the family intending to stay with the applicant (only spouse and children are allowed)

S. No	Name of the family member	Relation	Age	Date of Birth	Remarks

**Note: \* The Residential of NCT of Delhi are not eligible for allotment of Subansir Hostel**

**DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge and belief and that nothing has been concealed. I understand that I have to vacate the hostel and disciplinary action against will be taken against me if I submit any false information.

Date \_\_\_\_\_ Mobile / Contact No. \_\_\_\_\_ Signature of applicant

Ensure required document to be enclosed mark

- Pre-enrollment form and **Registration folio** (Current semester)
- Documentary proof of permanent address of both self and spouse voter ID/Passport/Aadhar Card/Domicile certificate from a revenue officer not below the rank of the tehsildar (any two). The priority criteria for Allotment of other hostels will also be applicable for MRSH
- Copies of the **Marriage registration certificate issued by the competent authority and self attested Post card size photograph of husband and wife together. A family photo and birth certificates of Children whose names mentioned in the family members staying with**
- Copy of passport and visa copies of the applicant and/ or the spouse who are foreign national.
- Those who are on study leave will have to submit a certificate in this regard from the employer with salary and HRA status

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**FOR HOSTEL USE**

Date of Receipt of application \_\_\_\_\_ NO-MRSH/ \_\_\_\_\_ Year

1. Date of the Offer \_\_\_\_\_ Date of Acceptance \_\_\_\_\_
2. Date of Allotment \_\_\_\_\_ Room No. \_\_\_\_\_ Category on \_\_\_\_\_
3. Date of Acceptance \_\_\_\_\_ allotted room no. \_\_\_\_\_
4. Paid Fee of Rs. \_\_\_\_\_ Vide Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

**Office-In-Charge/Caretaker**

**Senior Warden**

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Hostel vacant on \_\_\_\_\_ cleared all dues vide receipt no. \_\_\_\_\_ Date \_\_\_\_\_

Caretaker \_\_\_\_\_

Office-In-charge \_\_\_\_\_



जवाहरलाल नेहरू विश्वविद्यालय  
Jawaharlal Nehru University  
डीन (छात्र) कार्यालय/Office of Dean of Students  
नई दिल्ली/New Delhi-110067

F. No. 18/IHA/2026

21<sup>st</sup> May 2026

**NOTIFICATION**

**Subject: Amendments to Allotment Rules and Revised Hostel Charges for Mahanadi Extension (Subansir Hostel)**

Consequent upon the recommendations of the Committee constituted to review the allotment rules, duration of stay, eligibility conditions, and hostel charges pertaining to the Married Research Scholars Hostel (MRSH) / Mahanadi Extension (Subansir Hostel) and with the approval of the Competent Authority, the following provisions shall be incorporated in the University Hostel Manual with immediate effect:

1. All references of M.Phil. programme shall be deleted from the University Hostel Manual, as UGC has withdrawn the programme vide its Ph.D. regulations, 2022.
2. All references to the Clause 9(b) and Zero Semester shall be deleted from the University Hostel Manual, as these provisions are not included in new Ph.D. Ordinances applicable from 2018 onward.
3. All allottee/occupants, both Indian and International students, shall vacate the hostel at the time of applying for 'No Dues Clearance' for submission of thesis or on completion of four (04) years from the date of admission to Ph.D. programme, whichever is earlier. No extension of stay in hostel beyond the above stipulated period shall be permitted under any circumstances.
4. The International students shall be governed by the same norms & rules as applicable in respect of Indian students for hostel matters.
5. Priority in allotment shall be given to lactating mothers and pregnant students within their respective categories.
6. The revised hostel charges for accommodation in Mahanadi Extension (Subansir Hostel) shall be as under:

S. No.	Head of Charges	Amount / Rate
1	Security Deposit (Refundable)	Rs. 30,000/-
2	Establishment Charges & Room Rent	Rs. 5,000/- per month
3	Electricity & Water Charges	As per actual consumption

7. The Security Deposit, Establishment Charges, and Room Rent shall be increased by 10% annually, effective from 1st May of the subsequent year.

*Soumya*

8. All selected allottees shall submit a duly filled and signed Undertaking in the prescribed proforma issued by the IIA prior to taking possession of the allotted accommodation.
9. All applicants shall furnish a declaration regarding job/occupation and income of both self and spouse.

All other terms, conditions, and provisions contained in the University Hostel Manual governing allotment and residence in the Married Research Scholars Hostel (MRSH) / Subansir Hostel, which are not specifically modified through this notification, shall remain unchanged.

  
(Dr. N. Poonguzhali)  
ADOS-1

Copy to: (i) PS to Rector-II  
(ii) PA to DoS  
(iii) Sr. Warden, Mahanadi Hostel

- (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 (MRSRSH)– 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/Subansir**

1. The applicant shall be full time registered research student of the University at the time of the allotment and completed at least 02 semesters in M.Phil/Ph.D. programme at the time of application.
2. **Seniority:** The seniority for the purpose of these rules shall be determined from the date of 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 subject to submission of confirmation letter to Ph.D. programme or Office Order issued by the AO/Chairperson of Centre/Dean of School. In case, the

date of admission in M.Phil/Ph.D. is same then the date of birth of applicant will be considered for seniority and if the date of birth is also same then JRF/SRF and other national fellowship holders will get priority.

Provided that period of zero semester/year or break of academic continuity due to any reason shall not count for seniority and total zero semester(s) will be deducted from his/her seniority.

3. 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.
4. No hostel will be allotted for the student re-registered under 9 (b), except 2.15.5.(iv) above, and if the hostel is occupied during zero semester(s) such semester(s) will be counted as hostel occupied.
5. 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.
6. 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
7. 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.
8. 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.
9. 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.

10. 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.
11. If any documents submitted are found incorrect/false, during verification, the allotment will be cancelled forthwith and no correction will be accepted.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 2.15.5(ii) above, whichever is earlier. No request will be entertained for transfer of allotment from allottee name to the spouse.
17. 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.
18. 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 2.15.5(ii) above.
19. 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 2.15.5(ii) above.
20. 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.

21. 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.
22. 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.
23. Any student who is found to have presented false information or forged documents to hostel administration will be liable to disciplinary action including eviction.
24. 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.
25. 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.
26. 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.
27. Kindly note that the allotment of room 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 application form, his/her hostel allotment will be withdrawn immediately.
28. The candidate shall attached all mandatory documents along with the application form as notified by the IHA from time to time. Application along with incomplete document will not be considered.

#### **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, cooking heater, inductions, micro-oven etc. is not permitted in the rooms. Tampering with fittings and fixtures in the apartment will be treated as willful damage to the University property and those guilty may be held liable to heavy penalty 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) Hostel shall have a common room for the use of residents and bonafide The 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