

Hostel Manual
(Allotment Guidelines)
Girls' Hostel



Dr. Hari Singh Gour Vishwavidyalaya
(A Central University)
Sagar – 470003 (M.P.), India

Girls' Hostel

Dr. Hari Singh Gour Vishwavidyalaya (A Central University) Sagar, MP

Allotment Guidelines

(Effective from 13th January 2023)

1. Ordinance-24, Clause (4) of the University would be applicable for the allotment of the rooms.

2. Eligibility for Hostel Admission

A student of the University may be considered for allotment of Hostel accommodation provided:

- 2.1 She is enrolled in a full time degree/doctoral programme.
 - 2.2 She has not been debarred from Hostel privilege on earlier occasion.
 - 2.3 She is not employed and has not joined any course outside Sagar University.
 - 2.4 Her parents are not residing within 25 KM from the University Campus.
 - 2.5 Her parents/guardians are transferred outside Sagar city.
3. At the beginning of each Academic Year, every student has to take fresh admission. The admission will be given to the students on the basis distance from the University. Total intake capacity of each hostel would be distributed amongst the various programmes run by the Schools of the University. The distribution may vary from year to year. Reservation of seats will be as per the Government of India norms. Conditions of allotment may vary from time to time as per the instructions of the competent authority/admission committee.

Girls' Hostels

Details at a Glance

S. No.	Name of the Hostel	No. of Rooms	Capacity	Type	Year of Establishment
1	Nivedita Hostel I	133	266	Double Occupancy	1963
2	Nivedita Hostel II	72	144	Double Occupancy	1996
3	Rani Lakshmi Bai Kanya Hostel	193	193	Single Occupancy	2017
4	Saraswati Girls Hostel	48	96	Double Occupancy	2022

Location

Girls Hostel Complex with two UG and one PG & PhD hostels in it is located near the science block in the peaceful University campus. The surroundings of the hostel offer quiet walks to the woods and the lush green surrounding vegetation inhabited by beautiful birds like Peacock, Born Swallow, Gray Hornbill, Trickle Blue Fly Catcher, and Golden Oriole and the like.

Facilities: Individual

Each student is provided with a cot, a table, a chair and a book rack.

Facilities: Common

Following common facilities are available to the residents of the Girls' Hostels.

- Recreation room -Television and newspapers in Hindi and English are available in the common rooms.
- Sick Room and Medical Facility
- Ambulance Facility for sick residents.
- Solar Water heaters and Geysers for hot water supply.
- Water coolers with aqua guards
- Telephone facility for Incoming calls.
- 24*7 Security
- Wi-Fi Facility
- Indoor Games and Gym Facility
- Induction cookers
- Clean and well maintained bathrooms with geysers installed in them
- Automatic Vending Machine
- Well maintained gardens with beautiful seasonal flowers.

- Mess Facility
 - Hygienic conditions are well maintained
 - Students are served with Morning tea & breakfast, Lunch (students are provided with tiffin from the mess to their respective departments), Evening tea & snacks and Dinner.
 - Students are involved in catering committees.
 - Menu is changed every month by a team of the students.

Decentralised Administration Policy

With the office of the Wardens the students are directly involved in the upkeep and the maintenance of the hostels.

1. Students as Administrators

The inmates are involved in the day to day affairs and management of the hostels so as to help them develop their soft skills.

- Wing Prefects
- Health In-charge
- Mess In-charge
- Discipline In-charge
- Cultural Activities In-charge
- Literary Activities In-charge
- Sports In-charge
- Hostel In-charge

2. Student Committees

The inmates are involved in the day to day affairs and management of the hostels so as to help them develop their soft skills. Residents as a part of different committees organize various sports and cultural activities and participate in the management functions.

- Health Committee
- Discipline Committee
- Sports Committee
- Mess Committee
- Literary Committee
- Cultural Committee

3. Annual Hostel Day Function and various Sports and Cultural Competitions and Programmes are organised at the hostel for holistic development of the residents.

4. Regular Evening Assemblies.
5. Celebration of the festivals of different regions by the students at the hostel.

Rules and Regulations for the Residents of the Girls Hostel

1. Ordinance-24, Conditions of Residence of the Student of the University (under section 28(1) (h) of the Central University Act, 2009) would be applicable.
2. At the beginning of each Academic Year, every student has to take fresh admission. The admission will be given to the fresh students on the basis of distance from the University entrance exam. Reservation of seats is as per govt. norms.
3. It is mandatory for the students to sign an undertaking at the time of admission to the hostel declaring their willingness to abide by the Rules of Residence. It is also to be countersigned by their parents. It is mandatory for admission (Annexure 1). Each year in July (at the beginning of the session) after the admissions; the rooms of all the students including the research scholars' will be changed.
4. The hostel seat once allotted will only be reserved for any student for one and half months provided the student or parent /guardian gives intimation within one week of leaving the hostel. After one and half month, the seat will be cancelled if not informed.
5. No resident of Girls' hostels are allowed to go out of the hostel after 08:00 PM at night or before 6.00 AM in the morning without sanctioned leave. The main gate will be closed at 08:00 PM and opened at 06:00 AM. All the residents of Girls' hostels must adhere to the timings strictly.
6. Students are required to show their ID card at the main gate both, while going out and coming back.
7. Visitor days are Saturday and Sunday from 6.00 A.M. to 8.00 P.M.
8. For going out of station, the entry and exit timing are 05:30 AM to 10:00 PM. However the residents are allowed to return to the hostel at the train/bus/flight time at their own risk. Production of tickets/taxi/bus receipt/any other such documentary evidence of travel would be mandatory in all cases. If the residents are returning with their parents/guardian in their personal vehicle the parents/guardian would testify the same by putting their signatures in the hostel register.
9. The name and address of the local guardian if any is to be approved by the parents. The student is allowed to visit their Local Guardian (L.G.) every second Saturday. Before leaving the hostel, she shall inform the office of the hostel and report back to the hostel on Sunday before prayer. Prior permission is required if the student wants to visit their L.G. anytime on any other day than the second Saturday.

10. All the students have to submit the departmental permission letter/photocopy of the admit card etc. to go out of Sagar to give any examination, to attend a seminar or sports or for any such purpose.
11. To attend any kind of activities except the departmental activities, the resident has to take prior permission from the hostel authorities at least two days in advance. Applications on the same day will not be entertained. In case of departmental activity, the applications are to be forwarded by the Head of the concerned Department (of the University).
12. Any wrong entry/information in the hostel registers will be punishable as per the provisions given in the rule no. 21 and any change in home address, phone no. of L.G. or parent or any other information should be informed to the hostel office immediately.
13. Any student who comes to the hostel late (without taking prior late entry permission) up to half an hour of the assembly/prayer bell will be charged a fine of Rs. 20/- but if she comes after half an hour of the attendance/prayer bell, then she will be charged a fine of Rs.100/- which will have to be paid to the University account by Challan. If this is repeated three times, in a month her hostel allotment would be cancelled.
14. The senior research scholars are supposed to take the attendance of the residents class wise every day at the time of the evening assembly/prayer.
15. It is mandatory to attend the evening attendance assembly /prayer every day. If the resident is ill, she should send her application to the office before evening assembly. Any student who is absent during the attendance assembly/prayer without information has to pay a fine of Rs. 10.00, provided she makes an entry in the register giving reasons of her absence the same day latest by midnight (12:00 P.M.) failing which she shall be charged with a fine of Rs. 200/- the next day.
16. The residents shall switch off the lights, fans and other electrical gadgets of their rooms while going out of the hostel. If found, left switched on a fine of Rs. 50/- will be charged per day.
17. No food is allowed from out- side after 9:00P.M.
18. Cooking in the rooms is strictly prohibited. Heaters are not allowed in the rooms of the hostel. If a heater/induction cooktop or any other such device is found in the room the resident will be charged a fine of Rs. 200/-.
19. After the silence bell at 10.00 p.m. the students are not supposed to create any disturbance in the rooms/ wings/corridors; if found to be doing so they will be liable for disciplinary action. (Please refer to the Rule No. 21)
20. The TV has to be switched off at 11.00 P.M.
21. In the event of a breach of discipline and or misconduct/ misbehaviour on the part of a student, or group of students any of the following action/actions might be taken against them by the warden:

- (1) The warden shall transfer the student from one hostel to other.
 - (2) Shall transfer the student from one wing to the other.
 - (3) Impose a fine of up to Rs. 200/- .
 - (4) The hostel administration reserves the right to take disciplinary action including eviction from the hostel for violating any of the rules.
22. Any complaint or grievance of the hostel to any higher authority has to be routed through the Warden, Chief Warden and Dean of Student Affairs. Sending a complaint directly by the student/students will amount to indiscipline and disciplinary action would be taken accordingly (Please refer to the Rule No. 21). A signature campaign in any form is not allowed and is strictly prohibited.
23. The internal rules for security and discipline have to be followed by each student. Any disciplinary action taken by the warden in case of dispute will be final.
24. The hostel administration shall not be responsible for any loss or damage of the personal belongings of the residents. They have to use their own locks in the rooms and take care of their belongings.
25. The residents are advised to keep their rooms, washrooms and surroundings clean.
26. At the end of the semester before leaving the hostel the student has to submit the receipt of hostel fee, no dues, mess no dues and surrender her hostel I-Card to the office.
27. All the hostel residents have to vacate their rooms within 3 days of the completion of their final (end) semester examination. The Research Scholars have to vacate their rooms within 07 days after the submission of their thesis.
28. After the end semester if any student has academic work then that has to be certified by the respective Head of the Department and by the permission of the warden and Dean of Student Affairs, the student can be permitted for further stay (for not more than 15 days).
29. Ragging is completely prohibited in the girls' hostels.

Mess Rules

1. Monthly fee for the hostel Mess will be as per the approved tender.(It will include breakfast, with morning tea, lunch, evening tea with biscuits/snacks and dinner).
2. During the first month of the admission and the last month of the semester the mess fees would be charged only for the actual number of the days the food is taken by the residents.

3. After admission to the hostel, students have to pay Mess fee starting from the day they join.
4. Students should deposit the fee up to the 5th Day of the month otherwise they have to pay 10 Rs. per day extra as a fine. They have to keep the receipt of Mess fee.
5. Mess off will be given when students go home only for 5 days in a month.
6. Apart from mess off in a row, mess off will be allowed only on semester breaks, holidays mentioned in the university calendar and to attend Conferences, Seminar, sports and training courses. They have to produce the certificate or documentation proof. This is mandatory for all the students of UG/PG/Ph.D./RA/Project employee etc.
7. All the students should take their food in the dining room, except in case of sick students. No wastage of food is permitted. For sick students only food prescribed by doctor (Health Centre University.) should be given on request.
8. Breakfast time will be 7.30 - 8.30, lunch time 12-2.00, evening tea time 5 - 6, and dinner time will be 8.30 - 9.30 pm. All the students have to follow the table manners.
9. There will be a team of five students who will look after menu and discipline of the Mess. In case of any complaint, students are advised to report this team. Members of this team will change every month under the supervision of warden in charge, if they have any complaints about the Mess, they should report to the mess committee.

ORDINANCE-24

CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY

(Under Section 28 (1) (h) of the Central Universities Act, 2009)

The objectives of the Halls of Residence (Hostels) are as follows:

- (a) to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
- (b) to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/guardians;
- (c) to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co - operation and goodwill and acquire broader societal frame;

(d) to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and

(e) to develop in the students the capacity to govern their own affairs.

1. Residence in Campus:

(a) The students residing in the Halls of Residence shall pay such fee as may be prescribed from time to time.

(b) The University shall maintain such Halls of Residence as may be necessary to fulfill the objectives of residence.

(c) Every Hall of Residence shall have a name as the University may assign to it.

(d) A Hall of Residence may accommodate reasonable number of students preferably not accommodating more than two students in a room.

(e) Each Hall of Residence shall be under the charge of a Warden.

2. Supervision and Control - Central Committee on Residence:

(a) The supervision and control of the Hall of Residence is vested in the Vice - Chancellor. The Dean of Students' Affairs (DOSA) will assist the Vice - Chancellor in performing his function with the help of a Central Committee on Residence.

(b) The Central Committee shall be appointed by the Vice - Chancellor or by such person he may specify on his behalf and shall comprise the following:

(i) Dean of Students' Affairs;

(ii) Chief Warden;

(iii) Director Sports; and

(iv) 3 Wardens of Halls of Residence maintained by the University, by rotation.

(c) The term of office of the Central Committee shall be two years.

(d) The functions of the Committee shall be as follows:

i. Management, selection and admission of students to the University Halls of Residence.

ii. Supervision of the Halls of Residence and advice University on matters of policy, etc; relating to their management;

iii. Maintenance of discipline amongst the resident students;

- iv. Transfer of a student from one Hall to another; and
 - v. Such other duties as may be assigned by the Vice – Chancellor.
- (e) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.
- (f) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the (DOSA) and 1/3 of its members shall form the quorum.
- (g) The (DOSA) shall submit the decision of the Committee to the Vice –Chancellor who will, wherever necessary, place it before the Executive Council for consideration and further action.

3. Warden, Prefect and Local Committee

- (a) The management of each Hall of Residence and the Mess attached to it shall vest in the Warden who will be assisted by the Prefect, appointed by the Warden, and a Local Committee which may consist of:
- (i) Warden – Chairperson;
 - (ii) Prefect; and
 - (iii) Three to five students of the Hall of Residence.
- (b) The Local Committee shall be appointed by the Warden and its term of office shall be one year.
- (c) One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he may deem proper for the smooth functioning of the Hall of Residence.
- (d) The Prefect shall hold office for one year and shall be entitled to free accommodation in the Hall of Residence during the period of office.

4. ELIGIBILITY AND PROCEDURE

Admissions to Halls of Residence:

- a. All students registered for full-time Programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the Halls of Residence of the University and will be given first preference.
- i. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for accommodation in the Hall of Residence.

ii. Students desirous of residing in University hall may apply in the prescribed form after admission to the Course in the Department.

iii. The Heads of Departments may forward all applications of selected candidates for admission to their respective departments to the Dean of Students' Affairs. The applications shall be scrutinised by the Central Committee which will allot a room in the Hall of Residence to each applicant.

iv. Students joining the University for the first time and those from distant places will be given preference for accommodation in the Hall of Residence.

v. The accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to Hall of Residence in every subsequent year of study. The applications should reach the Warden of the Hall of Residence concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a Programme of study and after furnishing proof of having paid all Hall/tuition dues.

b. Research personnel on projects sponsored by organisations like ICSSR, CSIR, UGC, ICAR. ICSSR in the University on a salary not exceeding the amount of UGC, ICAR and other recognized funding agencies will be accommodated in a Hall of Residence during the tenure of the project subject to availability.

5. Appointment, Powers and Functions of Wardens

Wardens of Halls of Residence shall be appointed by the Vice-Chancellor for a period of two years and they shall be eligible for reappointment.

1. The Wardens of the Halls of Residence shall perform such duties as are assigned to them by the Vice - Chancellor from time to time and they shall function in consultation with the Chief Warden.

2. Subject to the guidelines of the Central Committee the Warden shall allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.

3. In addition to the specific duties assigned by the Vice -Chancellor the Wardens shall perform the following duties:

(i) Welfare of and discipline amongst the residents in the Halls of Residence and to maintain daily record of the resident students such as students present each day, students absent from the Halls of Residence together with reasons for absence.

(ii) Oversee health, hygiene and general life of the students in the Halls of Residence and to ensure that the students observe the Regulations and discipline in accordance with the Rules framed thereof.

(iii) Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his Hall of Residence.

(iv) Safe custody and maintenance of such properties of the concerned Hall of Residence as are entrusted for their repairs within the funds allotted and norms laid down by the University authorities for the same.

4. The Warden shall have the right to inspect rooms.

5. The Wardens shall have administrative control over the staff assigned to the Hall of Residence.

6. The Warden shall be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.

7. The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.

8. The Warden shall allot and supervise Rooms and Guest Rooms.

9. The Warden shall check the Resident Student's Register and the Guest Room Register.

10. The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.

11. The Warden shall order double-locking of rooms of resident students and their reopening, when required.

12. The Warden shall take action for the eviction of resident students in consultation with the Chief Warden.

13. The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.

14. In case of misuse/damage of the property in the Hall of Residence by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.

Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of the Wardenship.

He/she shall be entitled to such allowance/special pay as the Executive Council may determine from time to time.

On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The Warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless

he/she is granted special permission by the Vice-Chancellor on the recommendation of the Chief Warden concerned for retaining the room.

6. Miscellaneous

6.1. All students of the University, residing on campus, shall be under the disciplinary control of the Vice - Chancellor, and of the authorities of the University.

6.2. The conditions of admission, accommodation and the organisation of mess in the Hall of Residence maintained by Warden shall be in accordance with the Rules which may be framed in this regard by the University.

6.3. The prior approval of the Chief Warden shall be necessary for a Warden to go on leave.

6.4. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.