

**UNIVERSITY OF HORTICULTURAL SCIENCES,
BAGALKOT- 587104, KARNATAKA**



HOSTEL REGULATIONS

2016-17

FOR

**DIPLOMA, GRADUTAE
&
POST- GRADUATE DEGREE PROGRAMMES**

HOSTEL REGULATIONS

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HOSTEL REGULATIONS

These regulations shall be called "The University of Horticultural Sciences, Bagalkot Hostel Regulations". These regulations shall govern the Diploma, Graduate and Post graduate students admitted from the academic year 2016-17 and onwards.

1. General

Regulations for the Maintenance of Discipline and Conduct

- 1.1 Every student of the University shall conform to the ordinary rules of good conduct and respect to the authority of the constituted bodies of the University.
- 1.2 Students shall do everything possible to protect and make proper use of the University property. Any student who attempts to deface or destroy the University or other public property shall be liable for punishment.
- 1.3 Proper decorum shall be maintained by all the students in the class rooms, hostels, farms, during educational and sports activities, tours, in transport vehicles and also in the University campus.
- 1.4 Disorderly conduct, boisterous behaviour and unauthorized assembly shall be liable for punishment.
- 1.5 Ragging and hazing in any form in the University premises is strictly prohibited.
- 1.6 Possession or consumption of alcoholic drinks or drunkenness or drug addiction or gambling and smoking in the campus is strictly prohibited.
- 1.7 Celebration of festivals on day other than authorized ones and unruly behaviour on such occasions will be considered as an act of indiscipline.
- 1.8 Violation of any of the regulations is an act of indiscipline and it shall be brought to the notice of the Head of the College/ Institution by all concerned.
- 1.9 The Head of the College/Institution shall enquire into the act of indiscipline of the student/s and shall take immediate action such as administering a warning, imposing fine and expulsion from hostel and suspension from attending the classes for a period not exceeding one month.
- 1.10 Further, in serious cases of indiscipline immediately after the action

taken by Head of the College/Institution, disciplinary proceedings may be initiated through the Disciplinary Committee consisting of the concerned Dean/Head of the Institution as Chairman, three senior faculty members of the College and Chief Warden/Warden as members which can recommend to the Director of Education for punishment in the form of expulsion from the College for a semester/year.

- 1.11 The recipients of the student concession or other benefits from the University or from other institutions will lose these concessions and benefits, if they are found to be involved in any of the acts of indiscipline, by an order of the University.
- 1.12 The decision of the Vice-Chancellor under these regulations shall be final.

2 Admission

- 2.1 Students selected for admission to any institution of the UHS, Bagalkot are eligible to apply for admission to the Hostels. Admission to hostels will be given only to the extent of availability of accommodation in the hostels, based on first come first serve basis to regular students. Those students who have already completed their normal duration of the degree to which they were admitted are not eligible for admission to Hostel. The Hostel Supervisory Committee will have the right to refuse admission for those whose conduct is found to be unsatisfactory during their previous period of residence in the hostels.
- 2.2 Application forms and copies of Hostel Regulations can be obtained in person from the office of the concerned Chief Warden/Warden on payment of Rs.200/- in cash or by postal order endorsed to the Chief Warden/Warden of the respective hostel.
- 2.3 Students shall submit their application for admission to the hostels in the prescribed form well in advance and selected students can join the hostels after paying the prescribed fees, on or before the last date.
- 2.4 The Chief Warden/Warden shall consider the following guidelines while selecting students for admission to hostels at the time of commencement of the academic year.

Preference shall be Given to

- a Scheduled Caste and Scheduled Tribes students who are eligible for Government of India scholarships and Cat-I Students.

- b Students from rural areas
- 2.5 Allotment of rooms shall be at the discretion of the Chief Warden/ Warden. Allotment or re-allotment of rooms to a student shall be made only after the payment of all the prescribed fees.
- 2.6 All the students admitted to the hostel shall necessarily be the boarders in the hostel and they constitute the residents.

3. Hostel Fees

- 3.1 Every Diploma admitted to the hostel shall pay a mess deposit of Rs.6000/- (Rs.3000/- for SC/ST/Cat-I students), Graduate student shall pay a mess deposit of Rs.8000/- (Rs.5000/- for SC/ST/Cat-I students) and similarly Post Graduate student shall pay mess deposit of Rs.15000/- (Rs.10,000/- for SC/ST/Cat-I students) at the time of admission in addition to the following fees.

	Diploma	Graduate	Post Graduate
i) Application form fees	Rs.100/-	Rs.200/-	Rs.200/-
ii) Admission fees	Rs.100/-	Rs.200/-	Rs.300/-
iii) Reading room and sports fees	Rs.150/-	Rs.200/-	Rs.300/-
iv) Upkeep and maintenance of utensils	-	Rs.200/-	Rs.500/-
v) Readmission fees	Rs.100/-	-	-
vi) Vessels maintenance	Rs.150/-	-	-
vii) Mess deposit	Rs.6000/-	Rs.8000/-	Rs.15000/-
Total	Rs.6600/-	Rs.8800/-	Rs.16300/-

NB: Mess deposit is refundable after deducting the dues of the hostels, if any, at the time of student vacating the hostel.

In addition to above fees the following monthly fees shall be paid:

	Diploma	Graduate	Post Graduate
i) Room Rent**	Rs.75/-	Rs.100/-	-
a. Without attached Bathroom	-	-	Rs.150/-
b. With attached Bathroom	-	-	Rs.250/-
ii) Maintenance Charges	-	Rs.150/-	Rs.150/-
iii) Establishment Charges	Rs.75/-	Rs.150/-	Rs.200/-
iv) Staff fees	Rs.160/-	-	-

Note: The resident shall also pay the monthly Mess, Electricity and Service Charges as notified by the Chief Warden/Warden from time to time.

** The Government of India Scholarship holders (SC/ST students) are exempted from paying the room rent.

Residents of hostels shall pay the above mentioned monthly charges by 20th of succeeding month. In case, payment of monthly

charges are not made by the prescribed date, the defaulting student shall be levied a fine of Rs.2.00 per day for 30 days and subsequently he/she will be levied a fine of Rs.5.00 per day till the dues are cleared.

Students belonging to scheduled Caste, Scheduled Tribe, Cat-I and recipients of Government of India/Government of Karnataka Scholarships may be exempted from levy of fine and expulsion from hostels, however it is at the discretion of the Hostel Supervisory Committee, subject to the production of relevant caste/income certificate from the respective Tahasildar. SC, ST and Cat-I students should ensure that their scholarships are paid regularly to hostel account.

The extra mess charges over and above the scholarship amount shall be paid by the SC,ST and Cat-I students every month failing which fine shall be levied as indicated above.

Students belonging to SC and ST who are eligible for Government of India scholarship shall be admitted to the hostel with prescribed mess deposit provided they produce the eligibility certificate caste/income certificate for scholarship from the concerned Tahasildar at the time of admission.

4. Hostel Life

- 4.1 The Chief Warden/Warden shall assign two or more residents to a room depending upon the availability of accommodation in the hostel.
- 4.2 No student shall change the room, articles and furniture *etc.* allotted to him/her without prior approval of the Chief Warden/Warden.
- 4.3
 - i) The residents shall keep their rooms clean, neat and tidy. The students are responsible jointly and as well as individually for the articles/furniture/permanent fittings in the room. The residents shall not disfigure the walls of rooms, corridors by writing or by indiscriminate driving of nails or by fixing posters, photographs, *etc.*
 - ii) Hostel rooms shall be opened by the occupants for inspection by the Dean of the College, Dean (Students Welfare), Chief Warden/Warden and other officers of the University whenever required. The above UHS, officials can arrange to open the rooms under special circumstances with due orders.
- 4.4 All residents shall provide themselves with electric bulbs required

for their rooms. Occupants of rooms shall not waste electricity and shall invariably put off all the lights, fans, *etc.* while retiring or leaving the rooms. No radio set, TV, heaters and / or other electric gadgets shall be used in the rooms.

- 4.5 Residents shall not damage or tamper the permanent fixtures/ hostel property. Residents are liable for fine or to make good of the damaged articles, if found responsible by an enquiry. Common passages, corridors and toilets shall be provided with suitable fixtures and electrical materials whenever required, by the Hostel authorities. Students are expected to make proper use of hostel amenities like bathrooms, toilets, water closets, wash basins, *etc.*
- 4.6 Residents shall be solely responsible for the safe custody of their belongings and shall take adequate precautions towards this end.
- 4.7 Residents shall not be permitted to keep or use fire arms, missiles, narcotics, alcohol, tobacco or other intoxicants either in the rooms or in the hostel premises. Drinking alcohol and drunkenness or taking intoxicating drugs is strictly prohibited.
- 4.8 Any form of gambling or participation in games of chance or playing of music inside rooms or causing annoyance to others in the hostel is strictly prohibited. No student shall himself/herself act or initiate others to act in a manner calculated to cause annoyance to others in the hostel.
- 4.9 Persons other than Hostel inmates shall not enter the hostel without the approval of the Chief Warden/Warden.
- 4.10 Guests of residents are not permitted to stay in the student's room overnight.
- 4.11 No Students shall remain outside the hostel after 9.00 pm on working days and 10.00 pm on holidays without the prior permission of the Chief Warden/Warden. The girl students in any of the Ladies Hostel of the University shall not remain outside the hostels after 7.00 pm on any day without prior permission of the concerned Chief Warden/Warden.
- 4.12 Residents are required to treat all hostel employees with courtesy and with due respect. Students behaving indifferently with hostel employees are dealt with disciplinary measures on receipt of complaints by the Chief Warden/Warden.
- 4.13 No unauthorized meeting shall be conducted in the hostel

premises. For any meeting, if required, prior permission of the Chief Warden/Warden is essential.

- 4.14 The reading room and visitor's room in the hostel shall be kept open on all the days upto 10.00 pm except during vacation.
- 4.15 All residents shall vacate the hostel during semester break to enable the University to undertake maintenance/repair/any other UHS works. The concerned Dean or Head of the Institute may permit the post graduate student/s to stay in hostel room during the semester break on the recommendations of the Chairman, Advisory Committee and the Professors. The graduate student/s may also be permitted by Concerned Dean or Head of the Institute to study in the hostel rooms during the semester break in case such student/s required to attend course work or any University work on the recommendation of the course teacher/Head of the Department.
- 4.16 Residents are expected to wear proper dress, whenever they visit the common room, dining hall and other public places in the UHS premises.
- 4.17 The Chief Warden/Warden can award punishments such as warning, censure, fine or reprimand. In respect of serious cases of indiscipline, misbehaviours and misconduct, the matter shall be dealt by the Disciplinary Committee. Appeals, if any, against such punishments shall be made within 48 hours to the Dean/Director of Education.

5. Hostel Supervisory Committee

- 5.1 There shall be a Supervisory Committee constituted in each of the teaching campuses to supervise the working of the hostels. The Hostel Supervisory Committee for boys and ladies hostel shall be common and shall consist of the following members.

The Hostel Supervisory Committee

Chairman	Dean
Convenor	Warden
Members	Associate/Assistant Professor of Physical Education, Warden, Assistant Executive Engineer/Assistant Engineer, Assistant Comptroller, one Senior Professor nominated by the Dean of the concerned College and Student General Secretary.

6. Hostel Mess

- 6.1 The number of mess of each Hostel shall be as per the number of students and facilities available. A boarder shall be a member of only one mess and can change to another only on the first day of a month with prior approval of the Chief Warden/Warden.
- 6.2 The mess will be managed by the Hostel Management Committee/ Contractor fixed by the UHS as the case may be.
- 6.3 The Hostel Management Committee shall ordinarily consist of the following.
 - Chairman : Chief Warden/Warden
 - Convener : General Secretary,
 - Member : Joint Secretary, Mess Secretary, Hostel Sports Secretary and other members as prescribed below.

In respect of each class, applications will be called from residents having a CGPA of 7.0 and above at the end of II semester of the previous academic year. Among the applicants, the students with highest CGPA will be selected. In case of first year students, admission marks of 60 percent and above will be considered for eligibility. In the absence of eligible applicants, no representation shall be given to the class. The students should not be defaulter in payment of mess charges at the end of previous semester. The student should not have been debarred from the college/hostel anytime during his/her stay. The student should have no police case against him/her for misbehavior/criminal conduct.

There shall be generally one class representative for a strength of 40 students. Office bearers viz. General Secretary, Joint Secretary, Mess Secretary and Hostel Sports Secretary are nominated based on the merit. In case of a tie, the result will be decided by toss.

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

purchases, as far as possible through co-operative societies or shops approved by the Hostel Management Committee. The prefects are responsible for the stores and the money drawn from the Chief Warden/Warden. The overall supervision and smooth running of the mess rests with Mess Secretary and the prefects.

- 6.7 On the last day of every month, the prefects or the alternates shall hand over the charge of the mess stores to the newly nominated prefects/alternates/the Mess Secretary and shall render accounts to the office of the Warden on the first day of the following month.
- 6.8 Prefects of mess should handover the bills to the Warden in the first week of every month without fail. Warden is empowered to fix the responsibility for the delay in submission of bills.
- 6.9 The mess charges shall be worked out by the office of the Warden and notify the same before 10th of the succeeding month. In the case of contract mess, boarder shall pay the mess bill to the contractor as specified. Collection of mess dues is the sole responsibility of the contractor in case of the mess run by a contractor.
- 6.10 Meals and refreshments shall be served in the dining halls of the hostels during the scheduled hours according to the regulations which are notified on the mess notice board. No meal or refreshments shall be served to boarder outside the dining hall without the permission of the Chief Warden/Warden. No food will be served in any mess after 10.00 pm in the night.
- 6.11 Boarders shall not enter the kitchen.
- 6.12 The utensils of the hostel shall not be used outside the mess premises without the permission of the Chief Warden/Warden.
- 6.13 Boarders are liable to be penalized if the mess utensils are found in their rooms unauthorizedly.
- 6.14 Written complaints pertaining to the mess should be brought to the notice of the Chief Warden/Warden.
- 6.15 When the boarder is absent from the hostel for five or more consecutive days in a month, an amount of Rs.10.00 per day is deducted in the mess charges. If the absence of a boarder is for ten days or more consecutively with prior information in a month,

he/she shall be charged only for the days he/she was present at the rate notified. Similar reductions extended in case of close/start of semesters. In case of contract mess, claiming reduction shall be as per the rules of contract mess. In case students are found boarding in the mess after having communicated to the Chief Warden/Warden, he /she shall not be eligible for the concession. Such of the students shall be subjected to disciplinary action for willful misrepresentation.

- 6.16 A boarder shall intimate in writing regarding the period of his/her absence from the mess prior with specific dates to the Chief Warden/Warden and prefects, failing which he/she will not be entitled for any reduction.
- 6.17 Guests are not allowed in dividing mess. However, in exceptional situation the Hostel Management Committee can take a decision.
- 6.18 A defaulter cannot become a member of other messes.
- 6.19 A student of the University who is not a resident of the hostel, or a teacher or an employee of the University can take lunch/ dinner/ breakfast in the hostel as part time boarder with the permission of the Chief Warden/Warden by paying a mess deposit of Rs. 1000.00. Such part time boarders are not, however, entitled to entertain guests.

7. General Management of the Hostel

- 7.1 The General Body of Hostel shall normally meet at the beginning of the academic year. The Chief Warden/Warden may convene a special general body meeting for any specific purpose at any time. The quorum of the General Body Meeting will be 1/3 of the total number of boarders. No quorum is necessary for the adjourned meeting.
- 7.2 The General Body shall discuss problems of common interest and general aspects of the Hostel Management.
- 7.3 The recommendation/s of the General Body be forwarded to the Dean of the concerned College.

8. Hostel Management Committee

- 8.1 The Hostel Management Committee shall meet once in a month.
- 8.2 The General Secretary shall convene the meetings of the Management Committee giving advance notice of at least one day.

- 8.3 The Chief Warden/Warden shall preside over the Management Committee Meetings.
- 8.4 The Chief Warden/Warden shall be responsible for the general management of the hostel including collection of dues from the boarders.
- 8.5 *Fixing contractors for supply of fuel, provisions, vegetables, meat, milk and other supplies:* such supplies shall be preferably obtained through the co-operative society wherever such facility is available on the campus.
- 8.6 Make decisions for celebrating festivals, Hostel days and such other special functions.
- 8.7 Ensure implementation of the general body meeting decisions with regard to the schedule of menu and such other matters of function.
- 8.8 Fix the charges and number of guests for the Hostel Days.
- 8.9 Decide the extra curricular activities of the hostel such as inter-hostel competitions *etc*
- 8.10 Appoint prefect, students auditors and volunteers needed for special functions of the hostels.
- 8.11 Assist the Chief Warden/Warden in carrying out their duties.
- 8.12 Report cases of indiscipline, misbehaviours, mismanagement in the hostel to the Chief Warden/Warden.

9. Appointment of Chief Warden/Warden

- 9.1 The Chief Warden/Warden will be appointed from among the panel of at least 3 teachers (listed on preference) received from the Dean of the College with a recommendation of the Dean (Student Welfare).
- 9.2 The term of Chief Warden/Warden will be for a period of two years. The term may be extended for one more year with a recommendation of the Dean of the College and endorsed by the Dean (Students Welfare). In case, performance of the Warden/Chief Warden is not satisfactory, their services shall be terminated based on the recommendations of the concerned Dean.

10. Duties of the Chief Warden

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

- 10.2 He shall engage cooks, servers, cleaners/janitors and other staff required for the hostel, availing suggestions from the Warden and the Management Committee, wherever necessary
- 10.3 Deal with cases of indiscipline and take appropriate action against defaulting students and member of the hostel staff.
- 10.4 Be solely responsible for the management of the hostel funds.
- 10.5 Sanction of leave to members of the hostel staff and recommend the leave to the appropriate authority.
- 10.6 Be in charge of the duties of the Warden (Wherever such warden's post exists) in his/her absence.
- 10.7 Preside over the meetings of the General Body as well as the Hostel Management Committee and conduct the proceeding in accordance with the Hostel Regulations.
- 10.8 Be responsible for the maintenance of accounts of the Hostel.
- 10.9 Be responsible to clear all outstanding objections pointed out in the audit report and submit the same to the Hostel Supervisory Committee. He/She shall, however seek guidance from the Hostel Supervisory Committee on all matters that are not provided for in these regulations.
- 10.10 Any other duties related to the hostel entrusted by the Dean.

11. Duties of the Warden

- 11.1 The Warden/s jointly with the Chief Warden shall be responsible in all matters related to management of the mess and hostels.
- 11.2 Be responsible for supervision and general up keep of the hostel including sanitation
- 11.3 Arrange medical aid for the boarders requiring such assistance.
- 11.4 Be responsible for all other actions necessary for the promotion of harmony and smooth life of the boarders.
- 11.5 Be in charge of the duties of the Chief Warden in his/ her absence.
- 11.6 Any other work assigned/entrusted by the Chief Warden/University.

12. Duties of Hostel Care Taker

- 12.1 Be responsible for the running of mess.
- 12.2 Be incharge of hostel store including stock registers of all non consumable articles.

- 12.3 Arrange to maintain sanitation in the hostel and mess.
- 12.4 Arrange to attend day to day complaints in the hostel.
- 12.5 Any work, in addition to the above, assigned by the Chief Warden/Warden.

13. Financial Powers of the Chief Warden /Warden

- 13.1 All collections from the boarders towards hostel charges shall be deposited into a bank account as P.D account in favour of the Chief Warden/Warden in the State Bank of India or any other Nationalized scheduled bank.
- 13.2 Room rent at the rate of Rs.75/- for Diploma Rs.100/- for graduate and Rs.150 or 250 (as applicable) for post graduate per boarder per month shall be remitted by the Chief Warden/Warden to the University at the end of every month.
- 13.3 Wages of the hostel workers engaged other than those provided by the University shall be paid by cheques from hostel deposit/ hostel fund.
- 13.4 All bills received in respect of hostel shall be paid by cheques from Hostel deposit/Hostel fund.

14. Audit of Accounts

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

15. Hostel Fund

- 15.1 A common fund called the "Hostel Fund" shall be built up from the following collections every year.

	Diploma	Graduate	Post Graduate
* Utensil charges (per student)	-	Rs 200/-	Rs 500/-
* Application fee (per student)	Rs.100/-	Rs 200/-	Rs 200/-
* Admission fee (per student)	Rs.100/-	Rs 200/-	Rs 300/-
* Establishment charge (per student)	-	Rs 150/-	Rs 200/-
* All fines, readmission fees collected from residents and all such other resources,			
* Sale of old news papers/magazines			

16 The following Expenditure shall be met out of the Hostel Fund

- a. Repair of kitchen equipments, water filters, coolers, vessels including dining materials.
- b. Cost of all stationary articles required for the hostel which includes application forms, receipts books, account books, ledgers, pencils, papers, *etc.*
- c. Transport charges to carry out official transactions of the hostel.
- d. Refreshment charges of meeting held in connection with Hostel Management and Hostel Supervisory Committee.
- e. Purchase of phenyl, vim, broomsticks, brushes, doormats, towels, soap, candles, petromax lights, pesticides *etc.* for up keeping of the hostel.
- f. Tools, flowers seeds, seedlings and manure *etc.* for development of gardens in the Hostel premises.
- g. Purchase of equipment, furniture required for maintenance and management of the hostel.
- h. Damages to the bulbs and fixtures outside the rooms by way of replacement.
- i. Any other unforeseen expenditure.
- j. Additional water and electrical works/repairs .
- k. Engaging contractual labours for watching and maintenance of building and guest rooms.
- l. Engaging contractual service for maintaining of accounts.
- m. Incurring expenditure on civil maintenance works.

16.1 The Chief Warden/Warden can incur expenditure from hostel fund to the extent of Rs 5,000/- per hostel in a month following the stores purchase committee rules. Any expenditure above Rs 5,000/- may be incurred by the Warden with approval of the respective Hostel Supervisory Committee. The office of the Chief Warden/Warden shall maintain all necessary record/registers both for consumable and non-consumable articles purchased out of hostel fund, in addition to the non-consumable articles provided by the University.

17. Sports and Reading Room Fund

17.1 Sports and reading room fund shall be constituted out of fee

collected at Rs.150/- for Diploma, Rs.200/- for Graduate and Rs.300/- Post Graduate student every year.

- 17.2 This shall be utilized for i) Furnishing and maintaining a common room in each hostel. ii) The payment of subscription to news papers and magazines for the common rooms, iii) The payment of the caretaker who may be appointed for the common rooms and iv) Purchase of sports materials required for the hostel
- 17.3 All surplus funds of the hostels may be deposited in short term deposits (not exceeding one year) in scheduled banks or co-operative banks in consultation with the Chairman of the Hostel Supervisory Committee.
- 17.4 Unserviceable materials, news papers and magazines purchased out of hostel funds, shall be auctioned by following the action procedures and the amount thus realized shall be remitted to the Hostel Fund.
