

HOSTAL ADMINISTRATION

53 Ordinance No. 13 Hostel Administration I. The hostels maintained by the University will provide accommodation to the Graduate & Post-graduate and Ph.D. Students of the University Teaching Department. Every hosteller shall at all times be of good behaviour, maintain decorum and dignity and observe all rules of the hostel

3. Each student wishing to reside in the hostel shall apply on the prescribed form (Appendix I) along with the application for the admission to a University Teaching Department. The University Teaching Department of studies shall forward the application to the Chief-warden after the candidate is admitted in the University: 4. The admission to hostel shall be granted at the discretion of the warden in consultation with chief — warden. The preference shall be given to a post graduate student. In comparison with Ph.D. student. A Ph.D. Student in no case will be allowed to stay in the hostel for more than three years

5. The student will occupy the room allotted to him by the warden. No mutual exchange shall be permitted without the permission of warden

6. Roll call shall be taken on night at 9.00 p.m. in winter (15th October to 14th March) and 10.00 p.m. in summer (15th March to 14th October). The student will have to take prior permission from the warden to return late and to leave hostel during holidays. Ordinarily no student will be permitted to leave the station more than twice in a month

7. No alcoholic drinks or any other intoxicant. Fire arms or weapons, etc, shall be permitted in the hostel

8. Furniture can not be removed from one room to another except with the permission of warden. Occupying the room shall have to furnish a receipt of all the furniture's and fixtures on the prescribed Form (Appendix 2). All damages to furniture, fitting, etc. will be replaced at the cost of the inmate

9. No guest shall be allowed to stay in the hostel during night. The hostellers are required to keep their rooms clean and tidy. Inspection of the hostel can be made by the warden and chief-warden without any notice. 11. The use of loudspeakers loud playing of radio/transistor, etc. likely to disturb the boarders are prohibited. Ordinance 54 & 12. No meeting or gathering of the students can be made in the hostel without the permission of the warden and chief warden both

13. The post-graduate students shall be required to vacate the hostel within 10 days of the his/her last paper/practical occupy the hostel during summer vacation. They will have to vacate within 10 days of the submission of Ph.D. thesis

14. The food services shall be arranged by the warden in consultation with the chief-warden, prefect and two representatives of the hostellers. It may either be a cooperative mess, managed by the hostellers or a mess run by a contractor. In case the hostellers do not prefer a contract system they can have their cooperative mess. They shall, however, not be permitted to either call the meals from outside or to cook in their rooms. (i) (ii) (iii) (iv) (v) (vi) (vii) In case a contract is given to a contractor, following mess rule shall be observed:- The contract for running the mess shall be executed and supervised by the warden: The general menu for each meal and the rate at which it shall be supplied, shall be outlined in the contract. Meals will not be served in the rooms. Hostellers shall take their meals in the dining hall. A hosteller cannot ask for only a single meal a day. He will have to register himself as a full member in the mess. Members intending to absent themselves from meals should inform the contractor at least 4 hours prior to meal time, otherwise they will be charged for the meals. Unless a hosteller is otherwise unable to take meals due to illness or absence from the station, he will be charged for minimum of 45 meals in a month. All the members shall be required to purchase coupons for the coming month in advance. The unused coupons shall be encashed to the members by 10th of the subsequent month in accordance with the provisions of clauses (v) and (vi) above

15. The following shall be the duty of the prefects:- (i) Not be present at the roll call and report the absentees to the warden. (ii) To report to the warden all cases of breach of hostel rules. (iii) To report all cases of illness in the hostel to the warden, who will arrange medical facilities. (iv) To report to the warden willful or otherwise damage to the hostel property. Ordinance No:-13 55 16. The absenting from the hostel

or 'coming late to the hostel after the roll call without prior sanction of the warden shall be liable to a fine of Rs. 50 for each occasion. Habitual recurrence of such offence may result in the expulsion of the hosteller from the hostel

17. The warden is empowered to levy a fine up to Rs.500.00 for any breach of hostel rules, neglect of duties or irregularities. Persistent indulgence in such affairs or misconduct on the part of the hosteller may be dealt with by the warden appropriately. According to the nature and gravity of the offence the warden may (i) expel the student from the hostel. (ii) recommend to the Head of the department, where he is studying to: (a) disqualify from appearing at the next ensuing examination, or (b) rusticate such a student. It shall be obligatory for the Head of the University Teaching Department to act according to the recommendations of the warden. Before inflicting any punishment aforesaid the warden shall give the hosteller concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing. Appeal on the order of the warden can be made by the hosteller to the Chief-warden. The Chief-warden after giving a personal hearing to the hosteller concerned will decide the issue. The decision of the Chief-Warden shall be final.

18. The fees and other dues prescribed for the hostel will be notified by registrar in every Academic year with the approval Executive Council. In case of non-payment of dues within the scheduled time the hosteller shall be liable to be expelled from the hostel. 9. Notwithstanding anything the Chief-warden shall have the power to get the hostel vacated temporarily by any one or more than one hostellers without assigning any reason at a short notice. APPENDIX -1 2. 3. 4. 5

6. APPLICATION FORM FOR ADMISSION TO THE HOSTEL. Father's Name..... Permanent Home Address.... Date of Birth.. Class and Department where admission has been taken..... Name and address of local Guardian.... Ordinance No:-13 56 I have read the rules of the hostel carefully and I solemnly affirm that I shall abide by them faithfully. I also affirm that I shall obey the orders of the warden and the Chief-warden failing which I shall be liable to be expelled from the hostel. I shall be paying my hostel dues regularly. Date... Signature of the Parents hold myself responsible for the conduct and behaviour of my son/daughter Shri/Km./Smt.. He/she shall be obeying the rules of the hostel enforced from time to time. I also hold myself responsible to pay his hostel dues. Signatures of local guardian Signature of the parents. ENDORSEMENT OF THE HEAD Certified that Shri/kum/Smt..... has been admitted to: class of Department His date of Birth and permanent home address as per my School's record is correct: is Date: Shri/Km./Smt.. of Department in no.... Chief- Warden(Class).. Head, University Teaching Dept. Raja Mansingh Tomar Music & Arts University, Gwalior of University Teaching admitted to hostel and is allotted room Warden. , Ordinance No:-13 APPENDIX -2 Receipt of fixtures and furniture issued to the hosteller. Received the following articles from the warden in good working condition. I hold myself responsible for its safe custody. I shall return the above articles in good working condition when I vacate the hostel. Signature Countersigned by the warden. Appendix-3 Ordinance No:-13 58 Schedule of hostel fees and other dues. 3. 4. 5. 6. 7. I-Deposit caution Money (refundable) Mess Caution Money (refundable) Room rent per annum payable in three installments, of Rs. 32.00 each. at the time of admission, October and February Water Charges (per month) Medical fee (per month) (Medical fee is charged to arrange medical Consultation only.) Electric Charges. (The amount of the bill of M.P. Electricity Board, obtained for the hostel shall be equally divided amongst the hostellers.) Mess coupon. (The amount shall be according to contract in case of contract mess only.) To be decided Executive Council.