



Dr. Bhimrao Ambedkar University, Agra

A State University of Uttar Pradesh (Formerly: Agra University, Agra)

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COUNCIL OF HOSTEL MANAGEMENT

RULES AND REGULATIONS



**DR. BHIMRAO AMBEDKAR UNIVERSITY,
AGRA**



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Preamble

The foundation of Dr Bhimrao Ambedkar University (originally known as Agra University) was laid on the 1st of July, 1927, as a result of hectic efforts of a band of enthusiastic educationists like Rev. Canon A.W. Davis, Munshi Narain Prasad Asthana, Dr L.P. Mathur, Lala Dewan Chand, Rai Bahadur Anand Swaroop and Dr. Brajendra Swaroop. Original jurisdiction of University extended over United Provinces of Agra, Central India and Rajputana with 14 affiliated colleges and 2530 students of which, 1475 students belonged to United Provinces. Initially, there were only four faculties in the University viz. Arts, Sciences, Commerce and Law. Faculties of Medicine (1936), Agriculture (1938), Home Science (1980), Basic Sciences (1981), Fine Arts (1982) and Management (1994) were added subsequently.



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UNIVERSITY HOSTELS

In the University Campus, three hostels are available for accommodation of students:

S.No.	Name of Hostel	Boys/Girls	Accommodation Capacity
1	Maharana Pratap Hostel	Boys	150
2	Grah Vigyan Mahila Chhatravas	Girls	72
3	Sau Kshamta Mahila Chhatravas	Girls	100



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I CONSTITUTION

Constitution of Council of Hostel Management

The following Officers constitute the Council of Hostel Management (here in after called the CHM):

1	Vice Chancellor	Chairman
2	Dean Student's Welfare	Member
3	Proctor	Member
4	Warden, Maharana Pratap Hostel	Member
5	Warden, Grah Vigyan Mahila Chhatravas	Member
6	Warden, Sau Kshamta Mahila Chhatravas	Member
7	Registrar	Member
8	Deputy Registrar	Member
9	Chief Warden	Member Secretary



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The Council of Hostel Management (CHM) will look after all the matters related to the University Hostels through sub committees, Hostel Activity Cells (HACs) duly constituted by the CHM. Each Hostel has its own HAC.

The Constitution of Hostel Activity Cells (HACs):

1. Coordinator	Chief Warden	Appointed by CHM
2. Dy. Coordinator	Member	Nominated by Chief Warden and approved by CHM
3. Warden	Member	Nominated by Chief Warden and approved by CHM
4. General Secretary	Member	Nominated by Warden and approved by Chief Warden
5. Mess Secretary	Member	Nominated by Chief Warden/Warden and approved by Chief Warden

I-B-1 In the constitution of HAC of each hostel the Coordinator and Dy. Coordinator will remain same, whereas members at S. no. 3, 4, 5 will be chosen for each hostel. Therefore, for each hostel a different HAC will function under the administrative control of Chief Warden and is responsible to report its activities to the CHM time to time. The HAC of each hostel will function according to the recommendation and/or feedback of the Hostel Working Committee (HWC).

I-C The constitution of the Hostel Working Committee (HWC):

1. Convener	Warden	Nominated by Chief Warden and approved by CHM
2. General Secretary	Member	Nominated by Warden among the hostel residents and approved by Chief Warden
3. Mess Secretary	Member	Nominated by Warden among the hostel residents and approved by Chief Warden
4. Maintenance Secretary	Member	Nominated by Warden among the hostel Residents and approved by Chief Warden
5. Sports Secretary	Member	Nominated by Warden among the hostel



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		resident sand approved by Chief Warden	
6	Cultural Secretary	Member	Nominated by Warden among the hostel resident sand approved by Chief Warden

I-C-1 The Warden may nominate 3 to 5 students of the hostel as member of the HWC in consultation with the Chief Warden for smooth functioning of the hostel activities.



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II FUNCTIONS, WORKING AND RESPONSIBILITY

II-A Functions and Working of CHM

II-A-1 The Council shall be responsible for overall policy formulation, co-ordination and review of all matters relating to management of the University Hostels.

II-A-2 The Council shall be subject to all decisions, rules and regulations which may be laid down from time to time by the authorities of the University.

II-A-3 The Council shall, ordinarily, refrain from interfering with the work of its constituent bodies. However, if it is felt by the Council that the policies being adopted by one of its constituent bodies are inconsistent with the overall aims, objectives and policies laid down by the Council, it may by a 2/3 majority vote of members present at any meeting of the Council, modify or change those policies. It may also ask the constituent body concerned to reconsider such policies in the light of the comments of the Council. Such policies shall then only be implemented upon ratification by the Council. The Council may also consider matters concerning policies adopted by individual committees directly on reference by any student/faculty. However, such matters must first be referred to the committee concerned and should be considered by the Council along with the views of the committee concerned. However, if the concerned committee does not send its views to the Council within a notified period or by the time the Council meets, whichever is later, the Council may consider the matter without the committee's views.

II-A-4 The Council shall ensure the proper functioning of the Hostel Activity Cells and shall be responsible for upholding the Constitution of CHM and also the Constitution of the HACs.

II-B Meeting Procedures of the Council

II-B-1 The Council shall meet as often as is necessary and, at least once in a semester.

II-B-2 The meetings of the Council shall be convened by the Member Secretary in consultation with the Chairman.

II-B-3 The Chairman may convene a regular meeting of the Council if the Member Secretary is absent from the University for a period exceeding thirty days.

II-B-4 The Chairman may also convene an emergency meeting of the Council under intimation to the Member Secretary of his intention to call such a meeting.

II-B-5 A meeting of the Council may be requisitioned in writing by its members, not less in



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number than one-fifth of the total membership. Notice for such a meeting shall be given by the Member Secretary within a period of five working days of his receiving the requisition, and the meeting shall take place within ten working days of the issue of the notice, provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must necessarily be taken up first in this requisitioned/regularly scheduled meeting (whichever is earlier) before any other items are taken up.

II-B-6 A written notice along with the agenda shall be circulated amongst the members before a meeting and also displayed on the Hostel Notice Boards, at least 48 hours before a meeting. In the case of an emergency meeting, such a rule may not be observed in that a simple notice of the time and venue of the meeting shall suffice.

II-B-7 The quorum for a meeting shall be half the total membership. In the event that a meeting cannot be convened for lack of quorum, the same meeting shall be reconvened within three working days of the earlier scheduled meeting and there shall be no quorum for such a meeting.

II B-8 In the absence of the Chairman, the meeting shall be chaired by his/her nominee.

II-B-9 In the absence of the Member Secretary, the Chairman shall nominate one of the Wardens present to act as Secretary for that meeting.

II-B-10 The Council shall attempt to take decisions by consensus. A simple majority of the Board membership present shall, however, suffice for a motion to be carried except where indicated otherwise.

II-B-11 A secret ballot may be held on any issue, if requested by a member, or at the discretion of the Chairman.

II-B-12 The agenda for a meeting shall be prepared by the Member Secretary in consultation with the Chairman.

II-B-13 Any item which has not been circulated in advance amongst the members as per Article II-B-1 may be included in the agenda for a meeting with the permission of the Chair, if such a provision is made in the circulated agenda. Such a provision shall always be made in the case of a regular meeting.

II-B-14 The minutes of the proceedings of a meeting of the Council shall be prepared by the Member Secretary, who shall circulate them under his signature. After the minutes are confirmed



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in the next meeting they shall be recorded in a minute book under the signatures of the Member Secretary and Chairman. The Chairman shall ensure safe custody of this minute book.

II-B-15 Minutes of the meetings of the Council after being approved shall be placed before the higher administrative committees for their information and/or approval. Points requiring approval by the higher administrative bodies shall be sent up separately so that they may be highlighted in the agenda for its consideration.

II-B-16 The Chairman and the Member Secretary, in consultation with the Chairman, may invite non-members to a meeting of the Council. These invitees shall not have any voting rights.

II-B-17 Accepted parliamentary procedures (unless otherwise stated) shall be followed at all meetings of the Council.

II-B-18 Accepted parliamentary conduct and discipline shall govern all meetings of the Council.

II-C Responsibilities vis-à-vis the Council

II-C-1 Chairman

- (i) The Chairman shall ensure that all officials of the Council are given every facility required for the discharge of their assigned duties as members of the Council.
- (ii) The Chairman shall ensure implementation of all decisions of the Council.
- (iii) The Chairman shall keep the Council informed of any development of interest to it.
- (iv) It shall be the responsibility of the Chairman to involve the Council in the making of decisions on matters within the purview of the Council.

II-C-2 Member Secretary

- (i) The Member Secretary shall co-ordinate the activities of the Hostel Activity Cells shall advise them where necessary, on any problems which may arise from time to time or which they may bring to him.
- (ii) The Member Secretary shall be the Chief Warden nominated by the Chairman CHM. He shall be answerable to the Council for any views that he may express on its behalf. He shall report to the Council on follow up action taken on the Council's decisions.
- (iii) The Member Secretary shall be responsible for reporting to the Council any violation of this Constitution within his/her knowledge that may have occurred inadvertently or for reasons beyond his/her control. Such a violation, along with the explanation for its occurrence, must



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be reported in the minutes of the meeting in which it is reported to the Council.

- (iv) Member Secretary shall make a report of activities and expenditure of the Council during his/her term of office and submit it to the Chairman CHM, whenever called for once in a semester.

II-D Functions and working of HAC

II-D-1 The constitution of HACs is mentioned at article no. I-B-1. The Hostel Activity Cells of the Hostels, HACs are constituent bodies of the Council of Hostel Management (CHM) as recognized under **I-B-1** of the CHM.

II-D-2 All the Hostels have the irown HAC as mentioned in article no.I-B-2

II-D-3 For each hostel, a different HAC will function under the administrative control of chief Warden designated as Coordinator HAC, and is responsible to report its activities to the CHM time to time.

II-D-4 The HACs shall frame policies necessary for the efficient management of Hostel affairs and the welfare of the residents of the Hostels.

II-D-5 The policies, rules and regulations framed unanimously by all the HACs will be presented to the CHM for approval and directives.

II-D-6 It shall be subject to all policies, rules and regulations which may be laid down from time to time by the Council for Hostel Management.

II-D-7 The HAC of each hostel will function according to the recommendation and/or feedback of the Hostel Working Committee (HWC).

II-E Responsibilities vis-à-vis the Cell

II-E-1 Coordinator

- (i) Coordinator is the Chief Warden appointed by the Chairman CHM among the faculty members of University Campus.
- (ii) The Coordinator HAC, will be the administrative Head of all the Hostels.
- (iii) He/ She shall be responsible for smooth functioning of general administration of all the Hostels.
- (iv) He/ She will convene all HACs meeting and record its minutes.
- (v) The HAC meeting of one or more hostels will be called as per the requisition of respective



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Wardens of the Hostels, who is also the Convener of the HWC of his / her hostel.

- (vi) The Coordinator may call HAC meeting on any emergent situation or any other issues related directly to the residents of the Hostel or any other policy matters as directed by the CHM.

II-E-2 Dy. Coordinator

- (i) The Dy. Coordinator HAC will be appointed by the CHM on the recommendation of the Chief Warden.
- (ii) The Dy. Coordinator will act as Coordinator if the Coordinator is absent for more than a month or as directed by the CHM.

II-E-3 Warden

- (i) The Warden will be appointed by CHM duly nominated by the Chief Warden among the faculty members of the University Campus.
- (ii) The Warden of the Hostel is the administrative Head of the Hostel and responsible for the general administration of the Hostel.
- (iii) The warden is responsible for overall discipline, minor maintenance and smooth functioning of the Hostel.
- (iv) He/ She will be the Convener of the Hostel Working Committee (HWC).
- (v) He/ She will nominate various Secretaries as member of HWC amongst the hostel residents, as constituted in article no. 1-C-1 and will be duly approved by the Chief Warden.
- (vi) He/ She will convene regular meetings of HWC, not less than once in a month.
- (vii) He / She will act according to the policies, rules and regulations framed time to time by the CHM.
- (viii) He/ She will allot rooms to the students as per the guidelines issued by the HAC.
- (ix) He/ She will redress the grievances related to the functioning of the hostel.
- (x) He/ She will visit to hostel regularly for better interaction with the students.
- (xi) He/ She will supervise the working of hostel staff.
- (xii) He/ She will solve the day to day problems of the students.
- (xiii) He/ She will deal with the acts of indiscipline of the students.
- (xiv) He/ She will report the cases of serious indiscipline/ragging to the respective HAC for



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further action.

- (xv) He/ She will check the various registers and ledgers maintained by the caretaker from time to time. He/ She will maintain overall ambience of the hostel premises.

II-F Functions and working of HWC

II-F-1 The constitution of Hostel Working Committee is mentioned in article I-C. Each Hostel has its own HWC. The Warden is Convener of the HWC and he/she will be the administrative head of the HWC.

II-F-2 The HWC will function under the directives of HAC and report all its activities time to time.

II-F-3 The HWC will work for all types of issues related to the day-to-day functioning of the Hostel e.g. cleanliness, mess, minor maintenance, cultural, sports activities etc.

II-F-4 The members of HWC, as given in article I-C will be responsible for the smooth functioning of the Hostel.

II-F-5 The meeting of HWC will be held as and when required, but not less than once in a month.

II-F-6 Any activity of the Hostel inmates will be done after getting approval from the HWC.

II-G Responsibilities vis-à-vis the Members of HWC II

II-G-1 General Secretary

- (i) The General Secretary of the Hostel will look after overall functioning and responsible for the cleanliness, hygiene, ambience and discipline amongst the residents.
- (ii) He will represent the hostel activities in the meetings of HAC.
- (iii) He will coordinate with all the other secretaries for the smooth working and it to the warden

II-G-2 Mess Secretary

- (i) The Mess Secretary of the hostel will look after the overall smooth functioning of the mess.
- (ii) He acts as coordinator between the students and the mess workers.
- (iii) He is responsible for the menu creation, food quality, cleanliness, hygiene and discipline in the mess.



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(iv) He will represent the mess issues of the hostel in meetings of HAC.

II-G-3 Maintenance Secretary

- (i) The Maintenance Secretary of the Hostel is responsible for the overall minor maintenance inside the rooms and in the hostel premises.
- (ii) All the minor maintenance application will be first collected by the secretary and then handed over to the care takers and the warden.

II-G-4 Sports Secretary

- (i) The sports secretary of the hostel is responsible the arrangement of infrastructure and facilities for sports activities in the hostel..
- (ii) He will be responsible for the sports events to be carried out in the hostel.

II-G-5 Cultural Secretary

- (i) The Cultural Secretary of the hostel is responsible for the cultural activities in the hostels.
- (ii) He will be responsible for the smooth conduction of the cultural event.
- (iii) He will be responsible for the overall discipline during the culture event.

III ACCOMMODATION

III-1 Hostel accommodation shall be available to all registered students of the University Campus

III-2 Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or on the website of the University. Accommodation would be 12 provided only after paying the requisite fees (Hostel and Mess Fees) as decided by the CHM from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the University authorities without prior notice.

III-3 Any change of information in the form at any point of time has to be intimated to the Hostel office in writing.

III-4 No student will be allowed to stay in the Hostel without formal admission.

III-5 No student will occupy a room during vacation. However, he/she may be permitted by the HAC to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.

III-6 The Hostel administration has the right to refuse admission to any one and/or withdraw



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permission already granted, if it is found that he/she has submitted incorrect information.

III-7 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.

III-8 Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.

III-9 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.

III-10 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Warden.

III-11 Inmates shall respect the equal rights of their roommates.

III-12 In exigencies the Warden, without assigning any reason, may shift inmates from one room to another.

III-13 If the status, on the basis of which an inmate was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he/she is required to inform the Hostel Warden immediately. Such student may be asked to vacate the Hostel if the HAC finds that he/she is no longer eligible for Hostel accommodation.

III-14 The students are entitled for accommodation in the Hostel as long as they are full time registered students of the University Campus. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.

III-15 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' and submit it to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Care taker of the Hostel at the time of vacating the room. If any damage in any item is found



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to have occurred, compensation as assessed by the HAC shall be recovered from the resident concerned.

III-16 Any visitor is allowed enter into the Hostel up to the visitors' room only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.

III-17 The visit of male students to the women's Hostel and vice versa is allowed up to the Visitor's Room strictly between the timing as specified by the HAC. Violation of this rule will lead to severe penalty and punishment as decided by the HAC.

IV USE OF APPLIANCES

IV-1 The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the residents in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the HAC.

IV-2 The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.

IV-3 When the resident goes out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the HAC.

V MESSRULES

V-1 The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.

V-2 Once a student is admitted to a Hostel he/she is deemed to have become a member of the Hostel Mess until he/she officially vacates the Hostel.

V-3 The Mess in each Hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units.

V-4 Discipline should be strictly maintained in the dining hall.

V-5 Day Scholars cannot be entertained as guests in the mess on a regular basis.



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V-6 Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Caretaker (As given in ANNEXURE-I) will make suitable arrangements for his/her food with the prior permission of the Warden.

V-7 The inmates should not enter the kitchen.

V-8 Wasting food is a social crime. For the first offence of wasting food by an inmate, warning will be issued to him/her. If the concerned resident is found repeating the mistake, strict disciplinary action shall be taken against him/her.

V-9 The menu will be displayed on the Notice Board and any change in the menu will be notified.

VI HOSTEL MAINTENANCE AND CLEANLINESS

VI-1 It is the responsibility of the HWC to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavors.

VII RAGGING

VII-1 Ragging in any form is banned. Severe punishment, including expulsion from the Hostel shall be imposed on any resident if he/she is found to have indulged in ragging.

VII-2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

VII-3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.

VII-4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.

VII-5 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.

VII-6 All residents attached to the Hostel are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.



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VIII MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

VIII-1 Students should be present within the Hostel premises between prescribed timings by the Hostel Authorities. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.

VIII-2 If any student wants to go out to the city/town between prescribed timings by the Hostel Authorities, excluding the class hours, he/she should enter their names in the register kept in the Hostel office for this purpose.

VIII-3 Residents shall be allowed to go home even during vacation, only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by the Warden on the leave card. Going home frequently is not permitted.

IX PROVISION FOR LEAVE

Residents may avail of the following types of leave:

Home Leave-Vacations /Breaks/ Illness/Unexpected

IX-1 Each student will be issued a leave card for sanction of all kinds of leave. A sum of Rs.100/- will be charged for the loss of the leave card

IX-2 Residents are required to sign in the appropriate register (LG leave/Home leave) before proceeding on any kind of leave and on their return. Any resident found leaving or entering the hostel without signing the register is payable for disciplinary action.

IX-3 All types of leave sought for the weekdays have to be applied for at least 24 hours in advance, leave for weekends (Saturday & Sunday) must be applied on Friday (Hostel office timings) in leave card. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the Warden. Prior letter of request is to be submitted with attendant. Prior letter of Local Guardian / Parent in case of Late-night Leave / Home leave / Leave for Special purposes / University vacations is required.

IX-4 Every leave applied for and sanctioned has to be entered in the leave card signed by Parent/ LG and counter signed by the Warden.

IX-5 Resident students found forging signatures of parents/L.G. or warden fellow students will be expelled from the hostel.



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X CODE OF CONDUCT

X-1 All residents are required to maintain certain standards of behavior expected of students of the University. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.

X-2 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.

X-3 Modesty in dress is expected from students.

X-4 All residents are required to produce, whenever asked, their valid identity cards issued to them by the Hostel/University.

X-5 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.

X-6 Notices must not be pasted on walls. Walls must not be scribbled on.

X-7 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

X-8 Residents must also take care of the Hostel and its environment.

X-9 Staying away from hostel without prior intimation or approval, valid reason or authorization is a serious breach of Hostel Discipline. Resident who stays away for a week or more without permission will be liable to lose the Hostel accommodation and may not be considered for admission in the Hostel even in the following year(s).

X-10 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, residents should bring it to the notice of the HWC.

X-11 Residents must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.

X-12 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the HAC shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item or



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decided by the HAC.

X-13 In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the residents responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the HAC.

X-14 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff.

X-15 The resident shall not remove any fitting or fixture from any room or common area.

X-16 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.

X-17 The resident will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.

X-18 Engaging personal attendant is prohibited.

X-19 In the Hostel premises the following acts are **strictly prohibited**:

i) Smoking **ii)** Consumption of alcoholic drinks **iii)** Consumption of drugs **iv)** Gambling **v)** Intimidation or violence **vi)** Willful damage to property **vii)** Entering the Hostel premises in an intoxicated state **viii)** Using abusive languages **ix)** Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc. **x)** Cooking in the room or on the Hostel premises

X-20 The permission of the Warden must be obtained for taking part in any cultural / sports events outside University.

X-21 No coaching or any other activity outside the University is allowed beyond the hostel timings prescribed by the HAC

X-22 In the Girls Hostels a Roll call will be taken at 9.00 p.m. daily and all residents should be present unless prior leave has been taken. No resident must leave the Hostel after the roll call. Violation of this rule may lead to expulsion.



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XI DISCIPLINARY MEASURES

XI-1 Any resident, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the HAC as stipulated under the relevant clause after a proper enquiry.

XI-2 Depending upon the gravity of the offence if the HAC so considers, the case may be forwarded to the Competent Authority for further necessary action.

XII GRIEVANCE REDRESSAL

XII-1 If any resident feels aggrieved on any matter concerning running of the Hostel or its Mess, he/she may approach the HWC in writing for help, guidance and/or redressal of the grievance.

XII-2 Depending on the nature of the grievance, the HWC may refer the case to the HAC for further action.

XIII AMENITIES AND UTILITIES IN THE HOSTELS

Dr. Bhimrao Ambedkar University hostels are comfortably- furnished and make home away from home. Separate Girls and Boys hostels are available and have fixed capacity. There is a range of accommodation options available in girls' hostels to choose from.

XIII-1 In this kind of accommodation, students have access to TV room, RO drinking water, and other leisure/sports activities within the hostel premises.

XIII-2 Also includes the following facilities:

- 24x7Wi-Fi-connectivityprovideinsideuniversitycampus.
- CCTV cameras at entrances of all hostels and foyer inside the campus.
- 24x7electricityandwatersupply in the hostels.
- Care takers and guards are provided in all hostels during day and night.
- Badminton court is available in the hostel premises.
- Newspapers and magazines are made available in the reading room in all hostels.
- Common rooms are there in hostels.
- Sanitary napkin vending and incinerator installed in bathrooms of all girls hostels.



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- Visitor rooms are available in hostels.
- Provide house-keeping service for room, bathrooms etc.

MEDICAL FACILITIES IN THE HOSTELS AND CAMPUS:

- (i) 24x7 Ambulance facility is available in case of medical emergency.
- (ii) Health Centre and Doctors are available only for the primary medication in case of medical emergency in the University Campus.
- (iii) We also assist the students till the hospital admission and their parents/ guardian arrive.

XIII-4 SPORTS INFRASTRUCTURE WITHIN THE CAMPUS

- (i) Basketball court
- (ii) Cricket ground
- (iii) Swimming pool
- (iv) Indoor games

XIV ACCOUNTING PROCEDURE

XIV-A FEE COLLECTION

XIV-A-1 The residents of the Hostel will deposit Hostel Fee and Mess Fee per year separately in the prescribed University Accounts.

XIV-A-2 The amount of both the fees will be decided by the CHM.

XIV-A-3 The mess fee will be utilized for the smooth functioning of the Mess.

XIV-A-4 Half of the Hostel fee will be used for the payment of electricity bills, security, cleanliness, horticulture, caretakers and minor maintenance of the Hostels and rest part of the Hostel fee will be used for the major maintenance or construction/ renovation work.

XIV-A-5 The caution money of Rs.2000 is taken once at the time of admission which is nonrefundable.

XIV-B PURCHASES

XIV-B-1 The procurement of goods and services will be made from GeM portal, if available as per Rule 149 of GFR-2017. However, Rule 154, 155 of GFR-2017 and as amended time to time may



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also be followed as per the directives given by the CHM.

XIV-B-2 The major services required for the smooth functioning of the Hostel activities includes:

(i) Operation of Hostel Mess and (ii) Service personals required for the various works like security, caretaker, cleanliness, gardener and other services required as demanded by the HACs.

XIV-B-3 The bid preparation and tendering will be done by the competent authority / purchase committee of the University or as directed by the CHM.

XIV-B-4 The requirement of goods and services will be made available to the purchase committee duly passed in HACs and approved by CHM.

For minor repairing work or in any emergent situation Warden in consultation with Chief Warden will resolve the issues at local level and that will not exceed to Rs 25,000/- (as per the GFR Rule 154 of GFR-2017) and will be reported in the in the next CHM meeting.

XIV-C ACCOUNTS BOOKS

XIV-C-1 Cash book with bank column will be maintained by each Hostel. No separate cash book for bank account will maintained. Certificate from warden will be recorded at the end of every month.

XIV-C-2 A receipt register with the classification given in the attached sheet will be maintained.

XIV-C-3 An expenditure register with the following classifications as given in the attached sheet will be maintained.

XIV-D STOCK REGISTERS

XIV-D-1 Separate stock registers for consumable and non- consumable will be maintained.

XIV-D-2 For all receipts the quantity, source of receipt, bill no, date and rate will be motioned.

XIV-D-3 Random checking of the registers by wardens will be done and they will initial the entry in token of having checked.

XIV-D-4 Stock registers for mess items will be maintained separately by the caretaker.

XIV-E PHYSICAL VERIFICATION

XIV-E-1 Physical Verification of utensils will be carried out at the end of each semester and shortage if any will be reported forthwith to the HAC.



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XIV-E-2 Physical Verification of furniture and other equipment will be done at the end of second semester.

XIV-E-3 Verification may be done by respective HAC of the hostel.

XIV-E-4 The items which are unserviceable should be processed for condemnation, immediately.

XIV-E-5 Verification of mess provisions is to be done every month for the purpose of preparation of the mess bills. While carrying out the verification at the end of the year the stock, rates and total value will be mentioned on the stock pages. The total value of the stock should reflect the balance-sheet of the Hostel.

XIV-E-6 The financial year i.e. closing of the accounts will be done by HAC at the end of June until otherwise stated.

XIV-E-7 Student ledger will be maintained on year to year basis and no entry pertaining to the period July onwards will be made in the previous register until otherwise stated.

XV ADDITIONS / AMENDMENTS / ALTERATION

XV-1 Alteration, Amendments and Additions to these Rules & Regulations may be carried out by Council of Hostel Management (CHM). Chairman CHM reserves the right for changes.
