

STUDENTS' WELFARE OFFICE

REGULATION OF HOSTEL

BIHAR NIMAL SCIENCES UNIVERSITY, PATNA-14

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1.1 Residence of the enrolled Students

- 1.1.1 The Bihar Animal Sciences University, Patna Shall be a residential University.
- 1.1.2 Every student of the University shall reside in a Hostel of the University or in such other accommodation required and managed by the University.
- 1.1.3 Separate boys and girls hostel will be made available to accommodate the students. Residence in the hostel subject to availability of accommodation will be compulsory for all regular students of the University. However, hostel accommodation cannot be claimed as a matter of right.
- 1.1.4 Student may be allowed by the concerned Dean to stay outside the hostel with his/her' parent/guardian under special circumstances and on a specific written request of the parent/guardian, provided the place is within a reasonable distance from the college where the student is residing.

1.2 Accommodation

- 1.2.1 The right of admission and residence in the hostel is reserved. A student may be refused accommodation or deprived of accommodation already provided with, any time by the hostel authorities, without assigning any reason thereof.
- 1.2.1 At the time of admission/registration, all students who wish to reside in the University hostels shall apply in the prescribed form to the Chief Warden/Dean for admission to a hostel.
- 1.2.2 The admission and allotment of rooms in the hostel shall be on the basis of merit& seniority subject to availability of rooms.
- 1.2.3 Students must be personally present at the time of allotment of rooms. A room to be specified immediately before the allotment is made.
- 1.2.4 The student has to produce the receipt of the paid hostel fee in each semester/academic session to the Hostel Warden, failing which the accommodation will not be provided.
- 1.2.5 Every student will be provided with a cot, table, chair etc. (which he/she shall receive) and other fittings. He/she shall be responsible for safety of furniture and electric fittings provided to him/ her.
- 1.2.6 No item of furniture is to be removed from one room to the other without prior permission and authorisation of hostel authorities.
- 1.2.7 On allotment and before occupying the room or at the time of change of room, each student should get the furniture and electric fittings checked and should hand over all the furniture of his/her room to the hostel authorities, while changing/ leaving the room.

- 1.2.8** Hostel accommodation once allotted cannot be changed except in very special circumstances with the concurrence of the hostel authorities. No student can change his/her room without the permission of hostel authorities.
- 1.2.9** Cooking, ironing, use of electric heater or lighting fire, air condition, personal television, immersion rod, and room geysers are not permitted in hostel rooms. Defaulters shall be fined Rs.1000/- and the appliances will be confiscated and treated as breach of hostel rules.
- 1.2.10** While finally-vacating the hostels each student shall have to handover the charge of the room and other articles issued to him/her and obtain 'No Dues' certificate to the effect from the hostel authorities.

1.3 Hostel Fees

All the students who wish to stay in the hostel shall have to pay the Hostel fees at the time of admission in at the beginning of each semester along with other prescribed fees as per the rules of the university. The students shall also have to pay hostel/mess caution money along with hostel fee. The caution money shall be paid only once during their entire degree program and shall be paid back after completion of their degree after adjusting the dues if any and submission of no dues from the hostel and mess. The amount to be paid as Hostel fees and caution money shall be decided by the university.

1.4 Hostel Mess

The university shall make provision for cooking and dinning for the boarders staying in the hostel. The manpower (as per necessity), space and other infrastructure including utensils shall be provided by the university. Chief Hostel Warden in consultation with the Dean/DSW shall designate the number of mess to be run for different hostels. The mess shall be run by the boarders. 4“here shall be hostel mess secretary and mess committee to run the mess. The mess shall run from the contribution of the boarders based on equal sharing basis and university shall not provide any monetary help for day to day expenditure of the mess including Gas/fuel charge. The tenure of mess committee and the mess secretary shall be decided by the Chief Hostel Warden after consulting with the hostel wardens and Dean/DSW. Hostel cleric shall keep track of the expenditure and proper maintenance of mess account. The mess committee, Hostel clerk and the hostel warden shall ensure proper hygiene and quality of the food being served. The menu shall be decided by the mess committee. The breakfast, lunch and dinner timings shall be announced by the Chief Hostel Warden.

1.5Reservation of the Right of Admission

Hostel shall be treated as a facility provided by the University for the convenience of the student registered in the University in accordance with the Statutes and Regulations, and the right of admission and continuance is reserved by the University. Any person may be refused accommodation or deprived of accommodation already provided at any time by the Chief Warden with the permission of DSW/Dean and Vice-Chancellor without assigning any reason.

1.6Inspection of Rooms

The rooms can be inspected by the Warden and other officers of the University at any times, and any student obstructing such inspection and refusing the same shall be liable to disciplinary action and punishment thereof.

1.7Identity Cards

All students admitted to the University shall have their Identity Cards. Students shall always carry the Identity cards with them and shall produce them whenever demanded by any Officer of the University or Faculty Member.

1.8General Regulations

- 1.8.1** Every boarder must have with him/her a copy of the rules; he/she must familiarize himself/herself with these rules and must follow/abide by the same. Ignorance of the rules will not be considered as an excuse.
- 1.8.2** In granting character certificates to the boarders, the opinion of the hostel Warden of shall be given weightage.
- 1.8.3** The Chief Hostel Warden/Dean/ DSW will exercise general supervision and control over the, Hostels through the Warden/Chief Hostel Warden-of the respective hostel.
- 1.8.4** Notices for the guidance of students shall be displayed of the hostel notice boards. Students are advised, in their own interest, to read the notices regularly, ignorance of regulations and instructions shall not be an excuse for non-compliance.
- 1.8.5** No boarder should see the Dean/DSW/Registrar/Vice-chancellor for ordinary affairs. Hostel prefects or hostel warden of the respective hostel or chief hostel wardens are the right persons to be approached for such matter.
- 1.8.6** All cases of illness must be reported immediately to the hostel Prefect or Warden of the respective hostel and to the University Medical Officer', if any. In case of serious illness, the Chief Hostel Warden/Dean must be informed and also information must be given to the parents/ guardian at the earliest.

- 1.8.7** No student shall keep any fire-arms, lethal weapons, poison of any kind in the hostel.
- 1.8.8** Keeping of illegal drugs (smacks, brown sugar), alcoholic drinks or any other “intoxicating items in the hostel rooms is not permissible. Students found in possession of the same shall entail expulsion of the student from hostel or college including legal prosecution.
- 1.8.9** Any meeting to be held in hostel premises will need to have prior approval of the Chief Hostel Warden/Dean concerned.
- 1.8.10** The students shall make proper use of common-room, the newspaper and journals and the articles used for all indoor games. Timings for the common-room will be fixed by the Hostel Warden in consultation with hostel prefect from time to time. The Common Room Secretary will be responsible for running the common room properly.
- 1.8.11** While visiting the dining hall, common room and canteen, students must be properly dressed.
- 1.8.12** In each wing of the hostel, a senior student of good standing Academic record shall be appointed as a Hostel Prefect wing council or for the wing, who will assist the Hostel Warden in the administration of hostel affairs. Wing council or will be decided on merit basis & he/she shall avail the facility of fee waiver for the said period in the hostel.
- 1.8.13** Purchase of newspaper, magazine, indoor game items, registers, rubber stamp and mementoes etc. for hostel competitions will be made as per requirement of the students in consultation with Hostel Warden/ Chief Hostel Warden as approved by the Dean.
- 1.8.14** Expenditure on purchase of T.V. and its service provider, hostel furniture, utensils, hostel functions and festivals or any other miscellaneous items can be made to which the Chief Hostel Warden/Dean/DSW may deem fit to incur in consultation with the secretary of the common room of concerned hostels.
- 1.8.15** The Director Students Welfare/Dean concerned, on the advice of a committee appointed by him, will be competent to declare an article purchased out of the hostel fund, as unserviceable and authorize its write off and/ or auction.
- 1.8.16** Amendment to these rules can be made by committee consisting of the Dean/DSW, Chief Hostel Warden, Hostel Warden, subject to the approval of the competent authority.
- 1.8.17** All the boarders shall vacate the hostel rooms before they leave for the summer vacation/ Annual break/or on orders from the hostel authorities.
- 1.8.18** Students will have to use their own locks and bulbs for the rooms allotted to them. Replacement of bulbs/tube lights in the hostel room during the period of stay by a hosteller will be the responsibility of the hosteller himself/herself.

- 1.8.19** No article of common use such as magazine, newspapers, gymnasium items, dining utensils, etc. may be taken to the rooms by the residents of the hostels.
- 1.8.20** Fans and light in the rooms must be switched off before leaving the rooms to economize the electric consumption.
- 1.8.21** Students are not supposed to tamper with electrical installations. Any tempering with electrical installations, switch board, etc. shall be considered as violation of hostel rules and strict action may be taken against him/her.
- 1.8.22** The inmates of the hostel shall use the lavatories, bathrooms, wash basins, urinals, etc. Properly/hygienically and cause no damage to various fixtures.
- 1.8.23** No resident is to insult/injure or appear to cause insult/injury to the feelings and sentiments of other inmates.
- 1.8.24** Residents are not to organize themselves into groups or give cause to even appear to have done so, on the basis of caste, colour, religion, and class consideration or on the basis of social or political philosophy. Violation may lead to expulsion from the hostel and matter may be referred to disciplinary committee of college/University.
- 1.8.25** Hostellers are advised not to keep costly jewellery, gold, cash, etc. in their rooms. They themselves will be responsible for the safety of their personal belongings.
- 1.8.26** Playing games on lawns/grounds other than those specified area for the purposes is strictly prohibited.
- 1.8.27** It is compulsory for all the students to obtain identity cards from the university and they should carry the identity cards with them to produce as and when required.
- 1.8.28** No cultural or social functions can be organised in the hostel premises without prior permission of hostel authorities.
- 1.8.29** No dogs or pets are permitted to be kept in the rooms.
- 1.8.30** The hostel authorities shall not be responsible for any debts or dues to hostel messes, canteens and outside shops incurred by the students.
- 1.8.31** Partial/Full medical reimbursement of student for initial treatment in case of accidents/ serious injuries during sports & games and cases of emergencies like heart attacks in registered hospital/Doctor may be made by chief hostel warden/Dean.
- 1.8.32** Medical insurance of every student as decided by the University shall be mandatory by paying the prescribed premium.

1.9Electricity/Gadgets

- 1.9.1** Lights must be switched off when not in use. The students are advised to use LED/CFL lights to save electricity.

- 1.9.2** The use of electric heaters, electric rod, kettles and other appliances is prohibited. Unauthorized use is punishable by confiscating the appliance/gadgets, and/or a fine.
- 1.9.3** Temporary with the electric installations shall be treated as a serious offence. When there is need for carrying out a repair the electrician of the University should be called in.

1.10 Furniture and Equipment

- 1.10.1** Students shall keep their rooms neat and tidy and shall be responsible, jointly and individually, for the furniture issued to them and for the fittings present in their rooms as received at the time of occupation. If a student observes any damage or defect in the furniture issued to him/her or in the permanent fittings in his/her room or finds anything missing at the time he/she occupies the room, it shall be his/her duty to bring it to the notice of the Hostel Warden failing which it will be presumed that everything was in order at the time of occupation.
- 1.10.2** Furniture shall not be shifted from one room to another. The furniture belonging to the Common Room or the Dining Hall or the hostel office or the Hostel Guest Room shall not be taken out or brought into the living rooms.
- 1.10.3** When the student vacates his/her room before the summer break/semester or annual break or after withdrawal or expulsion or at the time of leaving, he/she shall return all furniture and other article issued to him/her to the Hostel Clerk/Caretaker, failing which he/she shall not be issue NOC and shall be liable to pay the entire cost of such furniture or other property.

1.11 Hostel inventory

An inventory of all the permanent items procured or placed in the hostel shall be made in the designated registers specially marked for different category of items. It shall be maintained by hostel clerk/ward boy under the direct supervision of the respective Hostel Warden. Their safety and maintenance shall be taken care by hostel clerk/ward boy and the hostel warden. All the records shall be properly maintained and kept in the hostel office.

1.12 Maintenance of Lawns and Cleanliness

- 1.12.1** The lawns around the hostel are meant for the benefit of the students and for improving the appearance of the toilets expected to help and to take interest in the maintenance.
- 1.12.2** Students shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tempered with, nor flowers be plucked.
- 1.12.3** Cycling in the lawns and verandas is strictly prohibited.
- 1.12.4** Spitting, except at places meant for such purposes is strictly prohibited.

- 1.12.5** Boarders should dispose the waste/Plastics only at the designated places/waste bins.
- 1.12.6** Boarders are expected to show a sense of responsibility to keep their rooms and surroundings neat and clean and make proper use of dustbins.
- 1.12.7** Spitting in hostel compound, corridors, rooms, cycling in lawns, veranda, corridor, roof, plucking of flowers, crossing of flowerbeds and lawns are prohibited.
- 1.12.8** Residents are not to scribe anything on the walls and doors of hostel rooms and toilets. Sticking of posters and distribution of unauthorized bills/pamphlets/posters/ notices by the residents are not permitted.
- 1.12.9** Wash basin should not be blocked with any extraneous material. It should be kept clean and should only be used for washing purposes. To avoid blockage, please do not throw datum, papers, etc. in it.
- 1.12.10** For proper functioning of the sanitary lavatories following instructions must be followed. Flush the toilets. The cistern will work satisfactorily only when full. Once emptied it takes a few minutes to get filled up.

1.13 Additional Regulations for Ladies Hostel

In addition to the general regulations for residents, the following rules are also particularly applicable to the residents of the Ladies Hostel for strict adherence.

- 1.13.1** Parents/guardians must submit to the Warden In-charge a list of relatives/outsideers along with their addresses duly signed by them who are allowed to see the students and who can take them out.
- 1.13.2** All the resident girl of hostel must submit application to warden signed by their parents before she stays out of hostel or leave the hostel except in cases of medical emergencies and nominal semester/annual break of University/College.
- 1.13.3** Normally all the boarders must return to their respective hostels by 6 PM every day. Those who are returning after 6 PM must enter into the register the purpose for staying out beyond 6 PM. Whatsoever, all the boarders must be inside the hostel by 8 PM. Such students who have any laboratory work beyond 8 PM must submit their application duly forwarded by the concerned guide and HOD.
- 1.13.4** All visitors to the Ladies Hostel are required to sign in the visitor's register on each visit to the hostel specially Inept for this purpose in the Girls Hostel and state their relation and purpose of visit. Their visit will be limited to the Common Room only and not in the room of the student.
- 1.13.5** The following visiting hours shall be observed in case of girl residents:

Day
Working Day
Holidays including Sundays

Timings
3.00 P.M. to 6.00 P.M.
9.00 A.M. to 6.00 P.M.

However, the above visiting hours may be changed by the Chief Hostel Warden with prior approval of the Director Students Welfare.

1.14 Hostel Administration

1.14.1 Chief Hostel Warden: 'Every college shall have a Chief Hostel Warden, who will be responsible for the administration of the hostel and for enforcement of the hostel rules. He/ She shall be appointed by the Director Students Welfare in consultation with the Dean concerned from amongst the teachers (preferably. Assoc. Prof./Professor), normally for a term of 2 years. The Chief Hostel Warden(s) will be paid fixed amount as per the university norms. He/she shall maintain all the establishment related files and shall be responsible for the matter related to it. He/she shall prepare the hostel budget and shall be responsible for its proper expenditure. He/she shall guide/instruct the wardens on the matter of hostel affairs. Warden/s shall report all' the matters through the Chief Hostel Warden.

Hostel Warden: Every hostel shall have a Warden, who will be responsible for the administration of the hostel and for enforcement of the hostel rules.

- (1) The Warden will be appointed by the Director Students Welfare in consultation with the Dean(s) concerned from amongst the teachers (preferably Asstt. Prof./Assoc. Prof.), normally for a term of 2 years. The Warden(s) will be paid fixed amount as per the university norms and rent-free accommodation for this additional responsibility and mobile telephone facility.
- (2) The Warden will have the authority to enter the room of any student and also make a search of the room, when necessary. He/ She will also have the authority, when the need arises, to break open the lock of any room and also to shift the belongings of a student to any other place.
- (3) The Warden will have the authority to confiscate any authorized electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such un-authorized use.
- (4) Subject to instructions that may be issued, from time to time, by the Chief Hostel Warden or Director Students Welfare, the hostel Warden will make allotment/re-allotment of rooms in the hostel and such allotment shall be final.

- (5) After the general allotment and at the beginning of each subsequent semester, the Hostel Warden shall send complete list of the students staying in his/her hostel along with their room numbers to the Chief Warden/Director Students Welfare and the Dean concerned.

1.14.2 Responsibilities of Hostel Warden

- (1) He/she will be responsible for the allotment of hostel rooms in accordance with the hostel rules and for the maintenance of discipline within the hostel.
- (2) He/she will attend the hostel office daily at least for one hour at a specified time, which will be notified on the notice board for the information of the students. However, he/she can make surprise visits to hostel/rooms.
- (3) He/she will be responsible for the supervision of the working of the staff placed under him/her who shall take order from him/her. He/ She will report to the Chief Hostel Warden/Dean for disciplinary action of the instance of dereliction of duty or negligence or misbehavior on the part of staff.
- (4) He/she shall report to the University Medical Officer all cases of illness or accidental cases occurring within Hostel only and ensure that the students concerned receive proper medical care. He/she will also inform the Chief Warden/Dean regarding all such cases immediately.
- (5) He/she will inspect the kitchen, the dinning room, the common room and other facilities, etc., regularly and when defect is noticed, he/she will have to take appropriate measures to set it right.
- (6) He/she will appoint the prefects of the hostel, among the resident students on the basis of merit, conduct and behavior with colleague, as prescribed in the relevant rules and supervise their work.
- (7) He/she shall ensure that no unauthorized person stays in the hostel.
- (8) He/she shall, with the help of his/her staff and/or Hostel prefects check the un-authorized
- (9) He/she will be responsible for the proper organization and conduct of hostel functions, festivals, etc. within the hostel. The Hostel Warden/Chief Hostel Warden will be responsible to the Dean/Director Students' Welfare for the maintenance of discipline and good behavior of the residents and will keep the Dean/Director Students Welfare concerned informed of all acts of indiscipline and misbehavior and the action taken by him/her.

1.14.3 Hostel Management Committee

- (1) Every hostel shall have a Hostel Committee consisting of the Hostel Warden, who shall be

the Chairman, Prefect(s), Common Room Secretary, Mess Manager(s) and ward boy/hostel clerk (if any).

- (2) The Hostel Committee shall meet at least twice every month or earlier, if it is necessary.
- (3) This committee shall look after all matters relating to the welfare of the hostel residents including ragging, maintenance and management of the hostel premises Common Room, Kitchen(s), Canteen (if any), purchase of newspapers and magazines, organisation of functions, etc.
- (4) The Hostel Warden will communicate to the Chief Hostel Warden under intimation to the Dean concerned, the proceedings of all these meetings, drawing his/her attention to the grievances or difficulties experienced by the students and to their complaints or suggestions so that these may be attended to promptly. The same may be forwarded to the DSW by the Dean.

1.15 Utilization of Funds

All hostel funds, including Hostel maintenance fund, Electricity and water charges etc. will be operated by the Dean/Director Students Welfare who shall keep the money in a bank account authorized by the University.

1.15.1 The Dean/Director Students' Welfare is authorized to allocate the fund and sanction the amount to make purchase/incur expenditure from the hostel funds for the following purposes:

1.15.2 Electricity and Water charges: Payment of electricity and water charges.

1.15.3 Hostel maintenance fund: Purchase of stationery, repair of hostel furniture, hiring and cartage of furniture, repair and maintenance of hostel premises etc.

1.15.4 Common room fund: (a) Purchase of newspapers and magazines and equipment for indoor games and repair of such equipment, (b) repair of television set/subscription fee for channels, and (c) organization of hostel functions and other festivals, including hostel competitions and incidental expenditure relating there to, including refreshment, award of prizes, renting of loud-speakers, shamans, furniture, crockery, etc., and any other expenditure relating to the promotion of co-curricular activities in the hostel.

1.15.5 Utensil fund: Purchase, replacement, maintenance, repair and tinning of utensils, crockery and cutlery.

1.15.6 Cooking Gas, gas pipelines and related fittings

1.15.7 Other funds: Any other expenditure relating to the welfare of residents of the hostel and maintaining the hygiene of hostel premises/garden area, etc.

1.15.8 The Director Students Welfare in consultations with concerned Dean will have the authority to write-off or declare any article purchased out of hostel funds as unserviceable and order disposal shall be credited to the appropriate hostel.

1.16 Appointment and duties of Hostel Prefect

Prefects will be appointed every year by the Hostel Warden from amongst senior students of good standing to assist him in the administration of the hostel. Normally there shall be one Prefect for each wing/floor of the hostel, subject to a maximum of two Prefects per hostel. The prefect of the hostel shall be exempted from the payment of Hostel room rent.

1.16.1 The Prefect shall perform the following duties:

1.16.2 Take the night roll call of the hostel residents in his/her block/wing, as prescribed in these rules and report to the Hostel Warden about all the absentees at the time of the roll-call as well as about absentees during the whole night.

1.16.3 Failure of Prefect to report such cases to the Hostel Warden will amount to a gross negligence on his/her part for which the Warden may remove him/her from his/her Prefectship.

1.16.4 To ensure that all hostel rules are observed by the students of his/her block/wing and bring to the notice of the Warden any breach of these rules by any student in that block/wing.

1.16.5 To look after the sanitation of his/her block/wing and bring to the notice of the Warden any failure or negligence of the sanitary staff of the hostel in the performance of their duties.

1.16.6 To be available and approachable by all students of his/her wing/block and to show interest in their welfare activities.

1.16.7 To report to the Warden and Medical Officer every case of illness and to ensure that the sick student is taken care of promptly.

1.16.8 In the performance of his/her duties, the Prefect shall use persuasive and not coercive methods, and shall not under any circumstance take the law into his/her own hands.

1.17 Night Roll-Call

1.17.1 The night roll-call will be taken by the concerned Prefect at 9.00 P.M. in winter and 10.00 P.M. in summer. Every student must be present in his/her room to avoid inconvenience to the Prefect at the time of roll-call.

1.17.2 A student found absent at the time of the roll-call, without making any entry in the register, shall be liable to a fine of Rs. 50/- per absence. The list of absentees and fines

imposed on them will be put up on the notice board at the end of each month.

- 1.17.3** After the roll call, no student is allowed to leave the hostel. However, in a case of emergency, he must inform the Prefect of his/her block who, in turn will inform the Hostel warden. The Hostel warden. If he/she so lilies, will verify the cause of his leavings the hostel and shall report to the Chief Hostel Warden/Dean/DSW.
- 1.17.4** However, the students who wishes to go out of the hostel for a few hours in the evening for any bonafide purpose and may not return in time for the roll-call, may do so after informing the Prefect/Warden and making the following entries in the register kept for the purpose with the Watchman: i. Date, ii. Name, iii. Room Number, iv. Time of leaving the hostel, v. Reason for leaving the hostel and vi. Probable time of return.
- 1.17.5** Absence from the hostel during the night, without the permission of the Hostel Warden, will be deemed to be an act of indiscipline and punished accordingly. Where a student is found to be guilty of such an offence too often, the Hostel Warden may recommend his/her suspension/expulsion from the hostel.

1.18 Absence from Hostel

- 1.18.1** For leave or absence from the hostels, students shall obtain prior permission from the hostel wardens.
- 1.18.2** Students shall not remain absent from their rooms after 9.00 P.M. in winter and 10.00 P.M. in summer without prior permission of the Hostel Warden.
- 1.18.3** Unauthorized absence from the hostel, even overnight, will be considered as indiscipline.
- 1.18.4** Student who wishes to be in the Laboratory after 10.00 P.M. for research work should obtain prior permission from hostel authorities after due recommendations of their Guide/Head of the Department.
- 1.18.5** In case of students, remaining absent from the hostel without prior permission for a period of more than 15 days, the hostel authorities may open their rooms and get them vacated after preparing an inventory of the articles found in the room and no claim for the loss or damage of personal articles shall be entertained.

1.19 Vacating the hostel room

- 1.19.1** Any student going outside the Institute/Campus/Centre for more than two months for any reason, including temporary dropping will have to vacate the hostel accommodation.
- 1.19.2** In the event of suspension or cancellation of registration of a student, he/she shall have to vacate the hostel within twenty-four hours of issue of such intimation/office order. The

student will have to vacate the hostel room and hand over the charge of room as well as other articles issued to him/her and obtain a 'No Dues' certificate to that effect from the Warden In-charge at the time of vacating the hostel.

1.20 Leave rules

1.20.1 Granted for absence from the college will not mean leave for absence from the hostel.

Leave for absence from the hostel for one or more nights must have the approval of the Hostel Warden.

1.20.2 Absenting himself/herself from the hostel, without getting his/her leave sanctioned, may be subjected to a fine of minimum Rs 50/- per day or other disciplinary action.

1.21 Student's Guest

- i. No student's guest(s)/ex-student(s) are permitted to stay in the hostel room occupied by him/her except in the case of father/brother, provided that he comes at an odd hour for single day only. The name and relationship of the guest so allowed will be entered in the guest register kept in the hostel.
- ii. The limited guests (only close relatives of the students such as father/brother) accommodation facility can be availed by the students in hostel guest room if available on payment basis for a maximum period of 5 (five) days after depositing the amount in advance in the office. The application form can be made available with Hostel Section during working hours.
- iii. Normally, no guest shall be allowed to stay for more than 5 days but in exceptional/unavoidable circumstances, permission can be granted on merit by the Chief Hostel Warden/Dean of the concerned College.
- iv. Lady guests are not permitted in any case to visit the room and stay in the hostel meant for boys.
- v. No guest is allowed to stay in the Girls Hostel in any circumstance.
- vi. A boarder keeping guest without permission will be liable to the punishment.

1.22 Conduct and Discipline

1.22.1 The students residing in the hostel shall be required to abide by the hostel rules and other instructions, as issued from time to time by the hostel authorities. Any breach of hostel rules and of such instructions will render a student liable to disciplinary action.

- 1.22.2** Students are required to cooperate with hostel staff, attendants/mess servants, canteen staff etc. They are not authorized to punish hostel workers. Any complaint of indecent or insult of hostel staff will be treated as an act of indiscipline to warrant further disciplinary action.
- 1.22.3** Ragging of any type will be dealt with severely and may result in expulsion from the University.
- 1.22.4** Students will not disturb residents by making noise or otherwise in the corridors or using electrical/electronic gadgets if these are being used in a manner, interfering with the studies and comfort of other inmates of the hostel.
- 1.22.5** All kinds of shouting, hooting, violent knocking or any other act or movement or behavior likely to cause disturbance to inmates are strictly prohibited.
- 1.22.6** Students shall maintain discipline and a peaceful atmosphere in the Hostel.
- 1.22.7** A student may be fined or expelled from the hostel, rusticated or expelled from the college or subjected to other suitable punishment, depending on the circumstances by the authority competent to impose such penalty for the following reasons.
- (1) Misbehavior of any kind including disrespectful conduct towards officials and fellow residents.
 - (2) Teasing and harassing other students and/or use of violence.
 - (3) Stealing or pilfering Hostel/University property or the property of other students.
 - (4) Unruly conduct or rowdiness.
 - (5) Writing on the walls or other parts of the hostel building or sticking of posters or distribution of unauthorized handbills or notices.
 - (6) Making noise and or creating other disturbance, including the use of transistor, etc. in such a manner as to disturb others.
 - (7) Ragging of any type will be dealt with severely and may result in expulsion from the University.
 - (8) Participating or causing others to participate in strikes, demonstrations for disturbance of any kind or behaving or causing others to behave in such.

1.23 Conduct of hostel inmates:

All hostel inmates are expected to conduct in following manner:

- 1.23.1** While visiting the Common Room, Dining Hall and the Canteen, the students shall be in proper dress. Students shall use or handle with care all property belonging to hostel.
- 1.23.2** When a student is found guilty of willful damage to hostel property, the Hostel Warden may recover the cost of repair or replacement and, in addition, also impose a fine or recommend the imposition of a fine depending on the circumstances.

- 1.23.3 All rooms in the hostel shall be open for inspection by the Hostel Warden/ Chief Hostel Warden/Director Students' Welfare /Dean at any time during the day or night.
- 1.23.4 Students shall not abuse, maltreat or assault hostel employees, including mess servants, and employees of the canteen, if any.
- 1.23.5 All dealings of students with fellow-students and others shall be courteous. Quarrels or disputes with fellow-students shall be avoided. Students shall not under any circumstances, take the law in their own hands, but report such cases in writing to the Hostel Warden.

1.24 Acts of Indiscipline

The following shall constitute the acts of indiscipline.

- 1.24.1 Keeping or using any fire-arm, lethal weapon, knife with a blade of more than four inch length, in the room or outside.
- 1.24.2 Keeping or using intoxicants in any form.
- 1.24.3 Gambling in any form.
- 1.24.4 Ragging, bullying or harassing of students.
- 1.24.5 Demonstration in any form including processions and unauthorized meetings.
- 1.24.6 Strike or hunger strike.
- 1.24.7 Boycotting of any University function, programme of activity or even classes.
- 1.24.8 Abusing or insulting any teacher or staff member or among students themselves.
- 1.24.9 Recourse to violence, assault, intimidation, rioting.
- 1.24.10 Showing or causing to show any disrespect to a teacher or staff member of the University.
- 1.24.11 Incitement to commit any act of indiscipline.
- 1.24.12 Any breach of law of the country or the state or the Statutes Regulations or Rules of the University or orders of a competent authority.
- 1.24.13 Disturbing other students in their studies. Damaging
- 1.24.14 Damaging any University property.
- 1.24.15 Disorderly behavior in any form.
- 1.24.16 Attending or organizing meetings in hostel or college premises, other than those authorized by the Warden/principal, and participation in such meetings.
- 1.24.17 Displaying notices, leaflets, or posters, not signed or countersigned by the Warden or other University officer authorized by the Vice- Chancellor, at the hostel and University notice boards or other places or distributing such notices or leaflets.
- 1.24.18 Any act specifically forbidden by the Vice- Chancellor, Dean/Chief Hostel

Warden/Director Students Welfare, Warden of respective hostels/ or any other officer of the University competent to pass such an order.

1.24.19 Any other act intended or calculated to cause inconvenience, annoyance, injury or damage to any other inmate of the hostel, employee of the University or a resident of the campus or guest and visitors to the university.

A boarder found guilty of having committed a breach of rules shall be liable to appropriate punishment by the Chief Warden concerned or by the DSW/Dean on report from Hostel Warden and Chief Warden. The Dean concerned may refer it to University Disciplinary Committee for suitable Punishment.

Any organized act of indiscipline observed among a large number of student intended or calculated to cause any disturbance in the normal working of any institutions, department or section of the University, or to adversely affect the reputation of the University, or lowering of standards or excellence in any field of activity of the University, shall be deemed as constituting an organized act of indiscipline.

1.24.2.1 Report of Incident

The persons responsible for reporting and the authorities to whom the report is to be made are as given below:

Place of indiscipline occurrence	Who will report	To whom report is to be made
In a class-room, lecture theatre, laboratory, farm or class/educational tour	Teacher/ In-charge	Head of Division/ DSW & Dean
On a play field/Auditorium	Coach/ Teacher/ In-charge	DSW & Dean through Officer In-Charge Sports
At any place within or outside the campus including divisions and other buildings of the University	Any Teacher, Student or employee of the University	DSW & Dean
In a hostel or its premises	The Warden	Chief Hostel Warden/ DSW/Dean
In a written or practical examination	The invigilator/ teacher conducting the examination	Dean (PG) & Dean

1.24.2.2 Disciplinary Committee (DC)

1.24.2.2.1 Dean of the faculty shall be responsible for the maintenance of discipline among students in their college, playground and other part of the campus and also among the students going outside the campus in connection with the work of the University.

1.24.2.2.2 Hostel Warden/Chief Hostel Warden shall be responsible for maintenance of discipline among students in the hostel premises.

1.24.2.2.3 There shall be Disciplinary Committee at University level and at in each college level constituted in the following way.

1.24.3 University level committee

- (1) An officer of the University to be nominated by the Vice- Chancellor – **Chairman**
- (2) All Deans— **Members**
- (3) One senior teacher nominated by the Vice- Chancellor on the recommendation of DSW or a period of two years – **Member**
- (4) Any one Chief Hostel Warden nominated by the Vice-Chancellor – **Member**
- (5) Director Students Welfare — **Convenor**

Presence of two third of the members shall form the quorum.

1.24.4 Campus committee

- (1) Dean of the College — **Chairman**
- (2) Three University Professors-cum-Head of the Departments shall rotate annually as per alphabetical orders of the departments, provided that in colleges where there are no University professors, the membership will rotate among the college Heads of Department on the same basis — **Member**
- (3) Where there is more than one college at a University campus, the Dean of the other college shall also be a member — **Member**
- (4) Chief Hostel Warden— **Member Secretary**

Presence of two third of the members shall form the quorum.

The Matter related to any act of indiscipline activities in the hostel premises or related to hostel can also be referred the disciplinary committee by the DSW, Dear or Vice-chancellor as and when they feel.

The disciplinary committee has power to call anyone (except Vice-chancellor) if the case referred to them required to do so.

The DC may record either any of the following or as they deem so for that act of indiscipline.

1.25 Awarding punishment for act of indiscipline

1.25.1 For minor offenses, black marks should be awarded and a record in this regard maintained. A student who is given more than 3 black marks or depending on the severity of the case is liable to be fined or other suitable punishment as follows;

- Suspension from hostel

- Suspension for not more than one semester.
- Rustication of student till the end of session.
- Expulsion for one or more academic session.
- Temporary or permanent withdrawal of fellowship, financial aid, etc.
- Removal/debarring from part-time employment
-

Recommendation for expulsion/rustication from the college (as per procedure laid down in the university Regulation).

- Closure of Institution for a specific period.

1.25.2 Monetary fine to individual student without any limit collective/group fine may be imposed on a group of students as a whole, when the V.C., on the recommendation of Disciplinary committee is of the opinion that it is not possible to fix the responsibility on individual member of the group for any act of indiscipline.

1.25.3 Reprimand on Record: This shall consist of communicating to the students not to repeat any act of indiscipline. This will be noted on student's permanent report card but not on any outgoing transcript.

1.25.4 Conduct Probation: This will consist of placing the student on conduct probation with a warning that one or more serious incident might lead to his dismissal from the University. This shall be noted on the inmate's permanent record and shall go with his/her transcript so long he is on such probation, but will not go on outgoing transcript, if he/she completes the period of probation without any further punishment. The inmate will be removed from such probation by the end of semester on satisfactory report of his/her conduct and certification by his/her Advisor/Warden/Dean.

1.25.5 Temporary Dismissal: The student shall be dismissed from the University for a specific semester (s) and required to leave the University immediately. This shall be entered in the permanent record card and shall also go out in the transcript of the student if the same is issued during the period of temporary dismissal. It shall, however, not be mentioned in the outgoing transcript in case the transcript is issued after re-admission.

1.25.6 Permanent Dismissal from the University: The student shall be dismissed permanently from the University & shall be required to leave the University immediately. The punishment shall be entered in the permanent record card and transcript of the student and he/she shall be debarred from re-admission to the

University for any further Programme.

1.25.7 Rustication from the University: The Punishment shall be entered in the permanent record card and transcript of the student and he/she shall be debarred from admission to this University as well as other Universities. In all such cases, the names, of the rusticated student(s) would be circulated to other Universities/Deemed Universities of India.

1.25.8 Additional Measures in case of organized indiscipline: Apart from any punishment that may be imposed by the competent authority under these regulations for any act of indiscipline, in case of organized indiscipline any of the following measures may be taken by the Vice- Chancellor or on being authorized by him, the Dean of the concerned college.

1.25.9 Closure of the Institutions *sine die*, with or without prescribing a minimum period or for a specific period:

- Cancellation of semester.
- Suspension or cancellation of any academic programme for any category of students.
- Vacation of the hostel by closure of the hostel for the institutions as a whole or any particular group or category of students. In all such cases, the students shall vacate the hostel within the prescribed time-limit, failing which they may forcibly be evicted, and/ or otherwise suitably punished for disobedience of orders.

1.25.10 Suspension pending conclusion of the Enquiry: The Vice- Chancellor may in his discretion, suspend any student pending the conclusion of enquiry against him/her (student).

1.25.11 Group Punishment/ Fine

A group fine, not exceeding twice the current value of the damage caused to the University/ Institute property by a group of students, as a result of any agitation or otherwise, may be imposed on the group as a whole, when it is not possible to fix the responsibility on individual members of the group for the damage.

1.25.12 Different types of act of indiscipline observed at hostel level shall be dealt by. Concern Hostel Warden and the cases of act of indiscipline both at hostel and inter hostel level shall be dealt by Chief Hostel Warden. All the cases of act of indiscipline at college/University level or other referred cases shall be dealt by the University/campus Disciplinary Committee. For the different act of indiscipline any one or more of the

following punishments or as deemed fit may be imposed.

SI. No	Act of indiscipline	Punishment
1	Sleeping or using any fire arms/or lethal weapons in the room or outside	i. Fine up to Rs. 2000/- ii. Conduct probation iii. Expulsion from the hostel/ University iv. Legal action as per law of land
2	Misuse of electricity, use of heaters, AC in the room etc.	i. Reprimand of Record ii. Fine upto Rs. 2000/ iii. Confiscation of the items
3	Keeping/consuming intoxicating drinks/ drugs or alcohol in any forms	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the hostel/and college
4	Ragging, bullying or harassing of fellow students	As per UGC guidelines or as directives of supreme court ruling.
5	Making noise or creating other disturbances including use of high sound producing devices which create problem to other inmates of the hostel & disorderly behavior	i. Reprimand of Record ii. Fine up to Rs. 1000/- iii. Conduct probation
6	Writing on walls of the hostel or other building/ sticking of the posters/ distribution of unauthorized posters or notices, damaging of university property in any form	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Recovery up to double the current cost of the item v. Expulsion from the hostel /University;
7	Stealing/pilfering hostel/university or other property	i. Fine up to Rs.5000/- ii. Conduct probation iii. Expulsion from the hostel /University iv. Legal action as per law of land
8	Quarrels or disputes with fellow students, recourse of violence, assault, intimidation, riots or any other related activity; inciting others to commit any act of indiscipline, physical injury, man-handling of fellow students or employees or anyone else, displaying hostility towards members of the faculty or institute employees or their family members, institute guests or any other person in the campus of the Institute, unruly conduct/ rowdyism	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the hostel /University; v. Legal action as per law of land
9	Gambling in the hostel or university premises, disobey/disregard the hostel rules, notice, orders etc., providing shelter to outsiders in the Hostel	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation

10	Boycotting of any University Preventing or any other activity of the Institute	i. Reprimand of Record ii. Fine upto Rs: 2000/- iii. Conduct probation iv. Expulsion from the hostel /University;
11	Showing or causing to show any disrespect to a teacher or officer or any misbehavior or intimidation of and employ of the institute	i. Reprimand of Record ii. Conduct probation
12	Anti- national activity including any breach of law of the country or the state and of the statute Regulations, Rules of the Institute or order of a competent authority	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the hostel/University;
13	Convening/ organizing/attending unauthorized meeting or programmes in the hostels or Institute and participation in any such programmes	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
14	Display of notices, leaflets or posters not signed or countersigned by the Chief Hostel Warden/ Warden or any other officer of the university authorized by the Joint Director (Academic) & Dean at the Hostel and Institute's notice Boards or other places	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
15	Forging of signatures in any way of the faculty member/students at the time of registration/ any other time. Submitting fake certificates	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the University
16	Eve-teasing, molestation, sexual assault, it's attempt	i. Conduct probation ii. Expulsion from the University iii. Legal action as per law of land
17	Meeting guests at other than the designated place or taking guest to his or her own room	i. Fine up to Rs. 2000/- ii. Conduct probation
18	Strikes/demonstration or disturbance of any kind. Demonstration in any form including procession	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion from the University
19	Coming late in the hostel after prescribed time without the permission of the authority	i. Reprimand of Record ii. Fine @ Rs. 200/- per absence iii. Conduct probation
20	Keeping animals in the hostel/ room	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
21	Smoking at common place, use of tobacco in the hostel/ offices	i. Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation
22	Parking of vehicles i.e. cycle/ motorcycle in the place other than the designated space	i. Fine up to Rs. 500/-

23	Keeping vulgar literature, observing adult CD, videos, films, clips etc.	i. Reprimand of Records ii. Fine up to Rs. 2000/- iii. Conduct probation
24	Using electronic/print/social media for defacing the institute, its employees, fellow students etc. in any four or use of abusive language/assault of any kind	i Reprimand of Record ii. Fine up to Rs. 2000/- iii. Conduct probation iv. Expulsion front the University
25	Any other activity which has not been mentioned above but felt as act of indiscipline by the university authorized and/or disciplinary committee	i. Reprimand of Record ii. Fine up to Rs. 2000 iii. Conduct probation iv. Expulsion from the University

All the recommendations of the Disciplinary Committee shall be sent to the Registrar through Dean- and DSW for the approval of the penalty. The penalty discussion must be communicated to the Vice- Chancellor for his perusal. Vice-Chancellor has all the rights to ask for re-examining the case, if felt so. The committee report should be sent to the Vice- Chancellor who may examine the enquiry report, and if considered necessary the student may be removed front University.

All the case against BASU will be subject to Patna Court's jurisdiction, only

1.26 Powers of Disciplinary Action

The powers of disciplinary action of the Hostel Warden, Chief Hostel Warden, Director Students' Welfare and the Dean concern shall be as under, the punishment depending on the nature and severity of the offence:

Authorities	Powers
Hostel Warden	i. Warning. ii. Fine up to Rs. 500/- on approval of Chief Hostel warden. iii. Recommendation for expulsion from the. hostel on account of indiscipline and non-payment of hostel/mess charges and may recover the cost of the damaged property of hostel from the defaulters in consultation with DSW and Dean iv. To recover the cost of the damaged property.
Chief Hostel Warden	i. Warning. ii. Fine up to Rs. 3000/- iii. Expulsion from the hostel on account of indiscipline on approval of DSW & Dean. iv. To recover the cost of the damaged property.
Dean/DSW	i. Warning ii. Fine up to Rs. 5000/- iii. Placement on Conduct Probation iv. Temporary or permanent suspension of Scholarship/ Fellowship. v. Recommendation for permanent expulsion from theInstitute.

All actions leading to punishment will be recorded in the personal file of the student and communicated to his/her Parent/guardian. Except the above-mentioned punishment, in all the other cases, Registrar of the University shall issue the letter of punishment immediately after the decision communicated by university disciplinary committee or campus disciplinary committee.

1.26.1 Vice-Chancellor

Apart from the punishment prescribed under Regulation elsewhere or any of the following punishment may be imposed by the Vice- Chancellor upon any student/group of students after enquiry as he may deem it. Vice-Chancellor may refer any case of indiscipline brought this his notice to the concerned controlling officer or to the disciplinary committee as he deems fit.

1.27 Ragging

Ragging is totally prohibited in the campus and all the students shall observe and abide by the rules & UGC regulations on curbing the menace of ragging in higher educational institutions 2009 under Section 26(1)(G) of the University Grant Commission Act 1956 dated 17.06.2009 published in the Gazette of India part-III, Section 4. Any student found guilty of ragging, whether actively or passively or bearing a part of a conspiracy to promote ragging is liable to be punished in accordance with the aforesaid regulation.

- i. If any incident of ragging comes to the notice of authorised of the University, the concerned student shall be given an opportunity to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the Institute
- ii. All the students have to submit an affidavit on plain paper as per approved Performa of given in the Information.