

**Rules and Regulations of Hostel
for
Gents and Women Hostellers**



Tripura University
(A Central University)
Suryamoninagar
Tripura West, 799022

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HOSTEL ADMINISTRATION:

The following officers/staff constitute the Hostel administration:

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|------------------------------|----------|
| a) Vice-Chancellor - | Chairman |
| b) Dean, Students' Welfare- | Member |
| c) Respective Wardens- | Member |
| d) Matron- | Member |
| e) Dy. Registrar (Academic)- | Convener |

I. Appointment of Wardens:

The Wardens of the hostels shall be appointed by the Vice-Chancellor for a period of three years, on such terms and conditions as may be prescribed by the Executive Council from time to time.

II. Powers and functions of the Wardens:

The Wardens of the hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare. In addition to the specific duties assigned by the Vice-Chancellor, the Wardens shall perform the duties laid down in the Ordinance B-6 of Tripura University (Under Section 31(1) (h) of the TU Act, 2006).

III. Prefect and Hostel Management Committee:

- a) For smooth management of each hostel, the Warden will be assisted by the Prefect & Hostel Management Committee which may consist of:
 - i) Warden – Chairperson
 - ii) Prefect – Member
 - iii) Three Hostel Boarders of the hostel, one of whom shall be the mess manager/secretary – Members
- b) The Hostel Management Committee shall be appointed by the Warden and its term of office shall be one year. One or more Prefects may be appointed by the Warden either by himself or to be selected by the boarders from amongst themselves. Prefect(s) shall be responsible for maintaining discipline in the hostel and assist wardens for smooth running of Hostel.

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ADMISSION PROCEDURE INTO PG HOSTELS:

Applications for Admission to PG Hostels shall have to be made in prescribed form and selection of candidates shall be done by a Committee consisting of the Inspector of Colleges, Dean (Students' Welfare), Deputy Registrar (Academic), and Wardens, of the respective Hostel and in accordance with the rule framed for the purpose by the Board of Residence.

Selection Criteria for Admission into PG Hostels:

1. Boarders of the hostel shall be selected on the basis of the following criteria:

A. Distance from Home to TU	Maximum Weightage
1. 0 to 40 KM	0
2. 41 to 80 KM	20
3. 81 to 120 KM	30
4. 121 to 160 KM	40
5. 161 and above	50
B. Income	
1. Antyodaya Anna Yojana Card (AAY)/Annapurna Card holder	50
2. BPL Card Holder	40
3. Adhoc BPL	35

- In such cases where weightage for marks happens to be the same, then preference shall be given to the students on the basis of distance.

2. A student selected for admission to the hostel shall have to submit an affidavit along with the prescribed application form and an affidavit by his/her Parent / Guardian signed by the Notary Public/Oath Commissioner for hostel accommodation, that he/she is aware of the Anti-Ragging Law in this regard and agrees to abide by the punishment meted out if he/she is found guilty of ragging and/or abetting ragging.

3. Admission to the Hostels is for one academic year only (i.e. August to July). A student shall cease to be a boarder of the Hostel on the expiry of that academic year and shall have to apply again for re-admission in prescribed format to the Warden.

The boarders will vacate rooms each year after completion of July semester exam and the rooms will be reallocated to the Hostel Boarders. If required, the Warden may refuse re-admission/reallocation to a boarder in consultation with the Selection Committee without showing any reason.

The hostels shall remain completely closed during *Puja* and summer vacations.

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3. Those boarders who drop out from or become unsuccessful in July / December end semester Examination of the University while staying in the hostel, their boardership shall stand cancelled.
4. Seats shall be reserved for ST/SC and other as per UGC norms. However, the reserved seats remaining unfilled shall be treated as open for other categories of boarders.

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REGULATIONS / DIRECTIVE FOR BANNING RAGGING & ANTI-RAGGING MEASURES

1. Ragging is Strictly Prohibited: Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such Hostel Boarders or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly to do, is strictly forbidden. If anyone is found guilty of being directly/indirectly involved or abetting in ragging, he/she shall be punished/rusticated/ expelled/suspended from the University and shall also be liable to prosecution in terms of the Hon'ble Supreme Court in Civil Appeal No. 887 of 2009.

Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for a period ranging from 6 months to 10 years & fine up to Rs. 50,000/-.

Hostel Boarders can drop their complain in the Anti-Ragging Complaint Box at Students Activity Centre, Tripura University or e-mail at gentshosteltu@gmail.com

(a) No one, particularly senior Hostel Boarders will be permitted to enter the freshers' hostel/room at any time. Similarly fresher Hostel Boarders are not permitted to visit hostels/room of senior Hostel Boarders. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the freshers' hostels. Responsible security guards will be detailed by Dy Director / Asst Director Security. The duty roster of the security guards for freshers' hostel will be given to Anti-Ragging Control Rooms in both sectors.

All Day Scholars are required to leave the hostel premises latest by 08:00 PM (05:00pm for Ladies' Hostel). Entry / presence of Day Scholars in the Campus shall not be permitted beyond 08:00 PM (05:00pm for Ladies' Hostel) and on holidays unless specifically allowed under the authority and prior permission of the respective Warden. Strict disciplinary action shall be taken if a day scholar is seen in the Hostel premises after 08:00 PM (05:00pm for Ladies' Hostel) or on holidays without proper authority.

All hostel Hostel Boarders will abide by the Hostel Rules in addition to the Anti-Ragging Regulations.

Terms of Reference

- (a) Supreme Court Orders
- (b) UGC Regulations and Guidelines
- (c) Tripura Govt. orders (Please see Annexure-I)

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ACCOMMODATION:

1. Hostel accommodation is available to a student who is registered in the University as a regular student. Accommodation shall not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of University shall automatically cease to be a member of the hostel.

2. No boarder shall have the right to occupy a room during vacation (as per Tripura University Holiday List).

3. If hostel vacancy is available after allotment to PG Students, accommodation will be provided to Ph.D. scholars / Project staff / Research Associate for a maximum length of 2 years. They shall be treated as per the other PG Boarders of the hostel. S

4. The Hostel administration will generally provide for each occupant one cot, table, chair and almirah. On arrival a student will report to the Warden and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

ALLOTMENT OF ROOMS

The allotment of rooms, seats and directions as to the use of lavatory, bathing place, kitchen, store room, dining room and roof etc. shall be entirely at the discretion of the Warden of the Hostel.

1. The Hostel administration, in case of shortage of seats, can allot more than the allotted capacity of the seats in a room.

2. Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of Dean (SW) / Warden.

3. If the status of any boarder changes during the period of stay in the hostel, he/she is required to inform the Warden immediately and should vacate the hostel. If the Hostel administration finds at any point of time that any hostel resident is not eligible for hostel accommodation or if it is found that the testimonials furnished by him/her are false and he/she is residing in the hostel without due permission from the Warden, disciplinary action will be taken against such illegal occupants.

4. Vandalism is a very serious offence. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from him/group. Repetition of damage to the hostel property will result in expulsion from the hostel. Boarders found guilty of committing such an offence can be evicted from the hostel.

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5. Before vacating the rooms, the electrical installations, including the fan, furniture etc. should be checked and reported intact by the Warden. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from Warden.

6. The hostellers themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Lap tops, Computers and Books. In case of theft or loss of any item the hostel authorities/University shall not be responsible for such loss. The boarders are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.

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CODE OF CONDUCT:

Hostel Administration shall take the final decision in case of any dispute related to hostel rules and regulations of the University.

1. Boarders are expected to behave properly; conduct themselves with integrity and dignity; and maintain discipline and decorum in the hostel complex.
2. Every hostel shall be looked after by the Warden of the hostel. A roll shall be called both in the morning and evening and every boarder must be present in the Hostel to respond to the call.
3. a) No boarder shall remain absent from the hostel during night between 09.00 pm to 06.00 am and for girls 07:00 pm to 06:00 am unless he/she has obtained night out pass from the respective hostel Warden.
b) Hostel Boarders should return to the hostel by the stipulated time. Occasionally, if at all the boarder expects to be late (not beyond 10:00 pm for gents and 08:00pm for girls), he/she should obtain a late night pass from the Warden in advance and this pass must be produced to the security guard on returning to the hostel.
4. Hostel Boarders who require to attend wedding and other social functions or have to go outstation shall have to obtain prior require permission of the Warden, subject to receipt of written request for the same from parents of the student.
5. The University timings are 10.00 am to 5.00 pm. **Hostel** Boarders are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should communicate the information to the Warden in writing and take prior permission.
6. Hostel Boarders having any Chronic/Communicable disease are not allowed to stay in hostel. Boarders falling sick or feel symptoms of sickness should report to Warden for evacuation to hospital. Ambulance-Service is available in the campus.
7. a) Parents/Guardians/Visitors can meet the boarders in the Hostel Visitors' Room with the permission of the Warden before 7.00 pm for gents and before 05:00pm for girls. No Parent/Guardian/Visitor/Guest is allowed to stay in their hostel room. Lady(s) / Gent(s) visitors are not allowed to visit Hostel Boarders (Gents/Ladies) in their living rooms and. Parent/Guardian/Visitor/Guest will have to be accommodated in the University Guest House for night stay on availability.
b) Outsiders, whether friends or relatives of the Hostel Boarders are not as a rule allowed to reside in the hostel. In urgent cases, such as serious illness of a boarder, relatives may be allowed to stay with the prior permission of the Warden for a period of not exceeding three days. In case of Ladies' Hostel only women are allowed and only gents are allowed for Gents' Hostel.
c) As a rule Gents visitor shall not be allowed to enter the room of the Ladies' Hostel. In urgent cases only the Warden may allow the mother/sister of a sick boarder to visit her or to take her to her room. However, they may see the boarders in the Visitor's Room.

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d) All visitors must register at the guard house and provide all details and documents as requested by Security before entering the hostel complex. All visitors must leave the hostel complex by 8:00 pm (05:00pm for Ladies' Hostel).

e) Boarders are not permitted to allow visitors of the opposite sex into rooms at any time or for whatever reason. Any boarder found violating this rule will be evicted from the hostel. Non-Hostel Boarders are prohibited to enter (at day time or for night stay) in the hostel without the permission of Warden. The student who violates this is answerable to the Warden and liable to disciplinary action.

8. a) The hostel boarders shall not remove any fittings from any other room or common area and get them fitted in his/her room. Any damage and violation of this rule shall make the boarder liable to a fine of Rs.500/- or double the cost of the item thus damaged or removed, whichever is more.

b) No furniture shall be removed from one place to another without the permission of the Warden.

9. Ragging in any form is strictly prohibited in the hostel. Any violation of this by the senior Hostel Boarders will be dealt with very severely as per the University norms and guidelines issued from time to time by the competent authorities.

10. Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, shall be considered to be part of this mal-practice, and shall also be punished accordingly.

11. When the boarders committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.

12. All hostellers are required to sign an Anti-Ragging Undertaking form as per UGC guidelines and submit to the Deputy Registrar (Academic)/Authority.

13. Smoking, Gambling in any form such as playing cards, consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things shall not only be asked to vacate the hostel but also may be rusticated from the University.

14. Taking part directly/indirectly in any movement or agitation or strike of Hostel Boarders in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the Authority is subversive to the discipline of the University.

15. Discussion on politics and religion is completely forbidden in the hostel. Parties, social or political gatherings/meetings in the hostel complex are not permitted without the prior and written consent of the Warden. Boarders should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.

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16. No notice shall be displayed by hostel inmates in the institute/hostel notice board without the countersignature of hostel warden.

17. The use of audio systems which may cause inconvenience to other occupants are not allowed. Hostel Boarders should not view objectionable videos.

18. In case any boarder has to stay out of hostel for a day or more for genuine reasons, he/she has to take prior permission from the Warden. If the boarder does not take permission from Warden, his/her boardership shall stand cancelled and he/she shall be expelled from the hostel.

19. If a boarder absents himself/herself in the hostel for one month or more without the prior permission of the Warden, his/her seat will be treated as vacant from the beginning of the next month.

20. No boarder shall rebuke or chastise a guard, a cook, a servant, attendant or any employee of the hostel for any reason whatsoever. If necessary he/she may complain to the Warden of the concerned hostel. No boarder shall employ a darwan or University employee for his personal business.

21. No collective worship shall be permitted in any form in any hostel without the written permission of the Warden of the Hostel.

22. a) The University/Hostel authorities shall conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action shall be taken against him/her. The hostel rooms are subject to inspection by the University/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons, objectionable documents and articles etc., are kept in the room.

B) Wardens are authorised to visit each and every room of the hostel without any notice to the hostellers at any point of time.

23. All Boarders have to give an Undertaking to the respective Warden to obey the hostel rules and regulations of the University.

24. Use of any electrical appliances except table-lamp and mobile-charger, is prohibited. Cooking in room is strictly prohibited.

25. The hostel management reserves the right to revise the rules and regulations from time to time and shall keep the boarder informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules shall not be accepted as an excuse.

26. Any complaints, suggestions or enquiries are always welcome.

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DISCIPLINARY MEASURES

1 Any boarder who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual shall be liable to the following punishments

- a) Expulsion from the hostel.
- b) A record of his / her misconduct shall be made to his department.
- c) The cost of damage shall be fully recovered from him/her together with penalty.
- d) He/she shall also be fined in such amount as is commensurate with the offence committed.
- e) The privilege of appearing for campus interviews shall be denied, when he/she reaches the final year.
- f) No recommendations shall be given to him/her for studies abroad.
- g) Rustication from the University.

2 Any boarder found hosting / harbouring an offender shall also be liable to the punishments mentioned in rule 1.

3 Availing room service or taking food or mess utensils to the room shall attract a fine and disciplinary action by hostel administration, if repeated.

4 Any breach of the conduct rules or any act of indiscipline shall invite an enquiry that shall be conducted by the Hostel Administration. If the boarder is found guilty, then the Hostel Administration shall take such disciplinary action as it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

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MESS FUNCTIONING

1. All the inmates of a hostel shall compulsorily become a permanent member of the mess.
2. Each hostel mess shall be run as a co-operative mess by the Hostel Boarders (inmates of the hostel) under the supervision of Mess Supervisor and Wardens.
3. Each hostel mess shall have a mess committee consisting of four inmates of the hostel to be nominated by the warden.
4. The purchase of all other items shall be done by at least two members of the mess committee along with the mess supervisor from the local market.
5. All the vouchers shall be signed by the persons who did the purchase on that day.
6. The mess committee shall also prepare the weekly menu in advance and display it on the notice board.
7. Hostel Boarders are not permitted to cook any food in the mess or in their rooms. Use of Hitter is strictly prohibited, violation of this may make the boarders liable to a fine of Rs.500/-.
9. Food shall be provided to the Boarders at least three times in a day as Breakfast, Lunch and Dinner.

10. MESS TIMINGS

The mess timings are as follows and the Hostel Boarders should adhere to these timings:

BREAKFAST: 8.30 – 9.30 am

LUNCH*: 12.00 – 1.30 pm

DINNER: 7.30 – 9.30 pm

* Subject to variations, if timing of classes change due to any reason.

HOSTEL FEES

9.1 Hostel Caution money Rs.1000/- (Refundable).

9.2 Room Rent/Hostel fee (per semester): As per University norms.

9.3 Electricity Charges (per semester): As per University norms.

9.4 Hostel Maintenance Charges (at the time of admission only): As per University norms

9.5 Mess Advance: Rs.1000/-pm.

The above charges are subject to changes from time to time as decided by the Administration.

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