

## HOSTEL REGULATIONS

### 1. Definitions

- 1.1. "Hostel" also known as "Hall of Residence" means the place of residence of students, as determined by the University.
- 1.2. "Resident" means the bonafied student of the University, who resides in the Hostel.
- 1.3. "Hostel Authority" means Chief Wardens/ Wardens who would be overall in-charge/ disciplinary authority to maintain discipline and harmony amongst the residents, between residents and the service providers, between residents and employees of the University.
- 1.4. "Chief Warden" means the Main Warden of the Hostels of Central University of Tamil Nadu (CUTN) appointed by the Vice- Chancellor to be selected from the wardens.
- 1.5. "Warden" means the regular faculty member of the University, who is appointed by the Vice- Chancellor, CUTN for superintending the management of the Hostel.
- 1.6. "Mess Warden" means the regular faculty member selected from the wardens by the Chief Warden for managing the Hostel Mess.
- 1.7. "Resident Warden" means the regular or on-contract faculty/ staff member of the University, who is appointed by the Chief Warden to assist the warden in the management of the Hostel.
- 1.8. "Hostel Caretaker" means the non- teaching employee of the university and deputed to the Hostels.
- 1.9. "Mess Committee" means the Committee duly constituted by the boarders of each hostel in the presence of the warden of the hostel duly approved by the Chief Warden. Such Committee would be responsible towards the functioning of the mess of such hostel.

### Section-A General Guidelines

### 2. Objectives of Hostel Life

- 2.1. To ensure that the students are able to devote adequate time to their studies and research.
- 2.2. To ensure that students coming from different parts of the country to learn to live together in harmony and strengthen their relations with mutual co-operation and goodwill.
- 2.3. To develop a climate congenial for co- curricular and extra-curricular activities of students.
- 2.4. To create amongst boarders, a sense of accommodation and to inculcate discipline.
- 2.5. To run and to manage the Hostel and the Mess efficiently.

### 3. Behaviour and Discipline

- 3.1. Ragging in any form is prohibited. Punishments for ragging ranges from expulsion from hostel, debarring from exams to cancellation of admission. Ragging shall be treated as a serious offence and shall be dealt with as per extant UGC Regulations.
- 3.2. A hostel campus is a place where students can have the best possible environment for studying and adequate rest. As such due consideration must be accorded to other

residents. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television, Radio *etc* provided in the common room must be switched off or volume toned down after 10:15 pm. These rules are intended to ensure a conducive environment for all residents.

- 3.3. Residents shall not create or permit their guests or visitors to create any disturbance or other nuisance in the hostel that will interfere with the well-being of others.
- 3.4. Smoking, chewing and spitting of pan, consumption of alcohol drinks and /or narcotic drugs in the hostel premises is strictly prohibited.
- 3.5. Residents shall not have empty container / bottle / packet of cigarette, alcohol and other intoxicating/ narcotic item in their possession/ collection.
- 3.6. Residents are not allowed to gamble in the hostel/ University premises.
- 3.7. The Residents are not allowed to keep any pets or feed/ groom stray animals in the hostel premises.
- 3.8. Social gathering in the hostel complex are not permitted without the prior and written consent of the respective warden.
- 3.9. Hostel residents are not allowed to entertain unauthorized person(s). Anyone found in violation to this will be fined and penalized according to University rule.
- 3.10. The entry of male resident to womens hostel and vice versa is prohibited.
- 3.11. Residents are not allowed to invite undesirable elements into the hostel premises.
- 3.12. No association of hostel residents on the basis of region, religion, caste, creed, ideology or political party is permitted.
- 3.13. Any act of manhandling, group fighting, intimidation or violence, wilful damage to property or drunken behaviour constitutes a serious offence.
- 3.14. Every case of illness and accident must be reported immediately to the hostel authorities.
- 3.15. Students suffering from contagious disease will not be permitted to stay at hostel. Decision of the Chief Warden in this regard will be final.
- 3.16. No function or celebration shall be organized at hostel premises without the permission of the Chief Warden.
- 3.17. Vandalism is a serious offence and anyone found guilty of committing or resorting to such acts can be fined and / or expelled from the hostel.
- 3.18. Misbehaving with the security personnel, care takers and hostel authorities will be considered equivalent to vandalism.
- 3.19. Resident students found in act of violence or misconduct outside the hostel premises is not the liability of the Hostel or University Authorities. In such cases the resident student is responsible for himself/herself.
- 3.20. The Residents must abide by any other instructions conveyed by the Vice Chancellor, Registrar, Chief Warden and Warden from time to time for smooth functioning of Hostels.
- 3.21. The rules, regulation of the hostel/ mess and undertaking of the "Application of Hostel Admission" will be binding on the hostel residents and their parents/ guardian.

#### **4. Upkeep of the Hostel**

- 4.1. Residents are responsible for keeping the hostel premises clean. Residents are advised to keep their room, the mess hall, common room, visitor's room, stair case and toilets and bathrooms clean at all time.
- 4.2. All water tap, fans and electrical appliances must be turned/switched off when not in use.
- 4.3. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort.

- 4.4. The use of electrical appliances such as immersion heaters, LPG/electric stove/heater are forbidden in any of the room allotted for residence. Cooking, making tea etc is strictly prohibited in the room.
- 4.5. Residents shall conduct a room check to verify the inventory provided. Any missing or damaged items must be reported to the hostel authority immediately. Otherwise, it will be assumed that all furnishings and fittings are in good order. The student will be responsible for any loss or damage thereafter.
- 4.6. Mutual exchange of rooms or hostel is not permitted.
- 4.7. Resident(s) should not move any hostel property (table, chair, fan, cupboard, etc.) from one room to another. Any damage to hostel property must be reported immediately to the hostel authority/warden. Resident(s) will be charged for any damages except damages caused by normal wear and tear or faulty products/repairs.
- 4.8. For academic purposes the residents of one hostels may enter the other hostel after appropriate entry is made in the register kept in the entrance. Such entry shall not be allowed after 09:30 PM and before 06:00 AM. In any case, boys entering Girl's hostel and vice versa is not permitted.
- 4.9. Residents shall not indulge in any act of theft, immoral acts, misbehaviour with hostel/mess staff, spread of regionalism, communalism and casteism etc.
- 4.10. Touching the CCTV cameras, breaking and damaging property of the Hostel/ university will be viewed seriously and shall invite disciplinary action against the resident(s).
- 4.11. The residents are not allowed to take any common room or mess property into their rooms except on issuance of the same.
- 4.12. Residents will be personally responsible for the safety of their belongings. Residents are advised to keep their personal belongings and any other valuable items locked in their personal locker even when they are out for a short period.
- 4.13. Any loss or theft of item(s) should be immediately reported to the hostel authority. No police complaint shall be lodged by the student before taking prior permission from the hostel authorities.
- 4.14. Pasting of posters, writings, slogans and any kind of defacing the hostel in any form is not allowed.
- 4.15. Electrician, carpenters or any other service person may enter rooms as and when necessary in the course of their duty under the directive and permission from the warden. However, every effort will be made to respect the privacy and dignity of the Residents.
- 4.16. The Hostel authority reserves the right to enter and inspect a hostel in the interests of health, safety and proper conduct of the students. Entry can be made at any time, whether or not the students are present, and without prior notice to the students, if emergency, health or safety circumstances warrant such entry or if there are reasonable grounds to believe that any substance, material or item is being kept or used on the premises in any manner prohibited by the law, by this rules and regulations. Any such substance or item may be impounded by the University's representatives without prior notice. Any necessary cost of such removal shall be the responsibility of the Resident(s) who introduced the prohibited substance or item.
- 4.17. Entry may also be made without prior notice, during normal hours, for the purpose of conducting non-emergency inspections.
- 4.18. For repairs and/or for the purpose of showing the premises, students will be notified in advance by the hostel authority.
- 4.19. All the fittings in the washrooms and common areas of the respective hostel/ floor/ wing should be handled carefully. If there is any breakage due to manhandling, it will

be the responsibility of the inmates residing in the respective floor/ wing to identify and report to the warden. If no individual takes the responsibility, the appropriate action will be taken on all residents of the wing/ floor/ hostel, if found breakage is due to manhandling.

## **5. Attendance and Hostel Timings**

- 5.1. When present in CUTN campus, 100% attendance in the Hostel is mandatory. Any leave, whatsoever, have to be informed in advance to the respective warden and Hostel Office.
- 5.2. Attendance of the residents will be recorded by biometric device or in person by the respective Warden/ Resident Warden/ Assistant Warden/Hostel caretaker up to 10.15 p.m. every night. All Hostel Students should provide their attendance in person.
- 5.3. 100% Attendance which includes informed leave record shall be mandatory for issuing/forwarding the applications for Residence Certificate, No Dues Certificate, Certificate for availing Scholarships and other similar applications.
- 5.4. After the attendance the students may not allowed be to go out of the hostel premises. In case of medical or other emergency, permission/ gate pass would be given on case to case basis.
- 5.5. It is required that residents of the hostel to produce their University Identity card at the entrance of the hostel whenever he/she enters the hostel premises.
- 5.6. Residents are not permitted to leave the hostel complex before 05.00 AM in the morning and after 10.15 PM in the Night. Any late entries/night exits should be informed to the Warden in advance and permission to be obtained.
- 5.7. Resident who wished to stay out of hostel for a night or few days should duly inform the respective hostel warden and parents/ guardian about the same, well in advance.
- 5.8. If any of the students is absent/does not return to the hostel after 24 hours without any information of his/her whereabouts, roommate(s) or fellow residents should inform the hostel authority immediately. This is to enable the hostel authorities to take immediate action if any untoward incident.

## **6. Leave from the Hostel**

- 6.1. Leave from the hostel shall be granted by the concerned Wardens only. However, for leave of more than two days' prior information to the wardens shall be conveyed from the parents.
- 6.2. Hostel Residents who go home during weekends/festivals/holidays/health issues or for any other reason should submit their leave letters in person to the Hostel Office. "Absent" will be marked against their names in the attendance register if the leave letter is not submitted in the Hostel Office.
- 6.3. Absence from the hostel without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action.
- 6.4. Further, hostel residents should not leave the hostel premises/ campus for the purpose of excursion or picnic without prior permission of the concerned department and/ or parents. The hostel/ university shall not be held responsible in case of any accident or fatality that may occur during such picnic/excursion.

## **7. Visitors and Guests**

### **7.1. Visitors**

7.1.1. All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitor's book available at the hostel entrance.

7.1.2. Visitors are restricted to the visitor's lobby only.

7.1.3. No visitors will be allowed inside the hostel rooms.

#### 7.2. Guests

7.2.1. The visit of male guest(s) into female residence and vice versa is prohibited.

7.2.2. A guest of a resident may be permitted, with prior approval of the warden, to stay in hostel for no more than three consecutive nights on payment of necessary charges. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room.

7.2.3. Visit by the guest to room of the resident(s) during the day will be allowed only with the consent of the resident him/herself, other residents of the room and on production of identity card and due entry at the entrance.

### Section-B

#### 8. Admission to Hostel and Duration of Stay

8.1. Admission in the hostel cannot be claimed as a matter of right.

8.2. Only regular/ bonafied students of the University shall be admitted to stay in the hostels. Rooms will be allotted by the Warden(s) and Care Takers as per the policy for the allotment of rooms decided in a meeting of Chief Warden and Wardens. After allotment, a student will report to Hostel Caretaker or any other official authorized by Warden and take possession of room after signing inventory of the furniture, electrical and other items in the room.

8.3. Warden(s) may consider written requests for change of rooms within the hostel and decide the same on merit of each case in consultation with the Chief Warden. The furniture, electrical and other items in the room are exclusive property of the. Such facilities are provided by the university to the residents to make their stay pleasant.

8.4. Accommodation in the hostel is allowed initially for the current semester and is subsequently renewed subject to the continuing registration, fulfilment of academic requirements and conduct of the resident. All residents should subject themselves to the proof of registration, conduct and payment of all hostel/ mess dues of the previous and current semester to be eligible to continue as resident of the hostel.

8.5. The maximum duration of stay in the hostel is for the normal prescribed period of the programmes of studies. Once the resident completed his/her programme of studies, he/she is no longer a resident and is required to vacate the hostel by the last working day of the semester, as mentioned in the academic calendar or as decided by the warden.

8.6. Students having backlogs are permitted to extend their stay in the hostel only for a maximum period of two semesters beyond the duration of the programme, if they are enrolled by the University for such extended study.

8.7. Ph.D. students on extension or on submission of their PhD thesis or deregistered students will not be allowed to stay in the hostel.

8.8. Hostel accommodation will be cancelled for those students who go on any leave other than on duty leave, for more than 3 months.

#### 9. Room Allotment Criteria

9.1. The criteria for allotment of hostel accommodation by the University for first-year student are as under:

9.1.1. **First Priority:** Students admitted to a full-time Programme of study and are from outside the state of Tamil Nadu.

- 9.1.2. **Second Priority:** Students admitted to a full-time Programme of study and are from outside the Thiruvarur district.
- 9.1.3. **Third Priority:** Students from within the district of Thiruvarur but living outside the Town agglomeration of Thiruvarur.
- 9.1.4. **Fourth Priority:** All others.
- 9.2. The Vice Chancellor may allot accommodation to students, in exceptional situations, on case to case basis.

#### 10. Vacating of Hostel Accommodation

- 10.1. The students breaking for summer vacation or on discontinuing/ completion of their program of study shall vacate the hostel rooms and hand over the key by signing in the Hostel Vacating Register.
- 10.2. All student must surrender his/her rooms to the concerned warden latest by the last working day of the semester, as mentioned in the academic calendar.
- 10.3. Terminal student must clear all hostel/ mess dues and surrender his/her rooms to the concerned warden to get their respective no dues certificate from the hostel.
- 10.4. Continuing students, who break for summer vacation shall not be allowed to stay in the hostels during the vacation period without prior approval from the Hostel Administration and fulfilment of criteria as laid down by the hostel Authorities.
- 10.5. Resident who discontinues his/her studies from the university in the middle of a semester should clear all his/her mess dues and submit an application for vacating the hostel to the Warden.
- 10.6. Resident must hand over to the caretaker the complete charge of his /her room with all furniture and fixtures in tact at the time of vacating the room.

### Section-C Hostel Facilities

#### 11. General

- 11.1. Hostel facilities include food and lodging. No student is allowed to pay for lodging only.
- 11.2. Students who are given admission in the hostel are required to join the mess.
- 11.3. The Hostel consists of Six blocks as follows,

Sl. No	Hostel Name	Number of Occupancy	Type of Occupancy
1	Thakkesi	200	Boys- 2 year Programs
2	Panchamam	450	Boys- Integrated Masters Programs
3	Kurinji	200	Girls - 2 year Programs
4	Mullai	450	Girls- Integrated Masters Programs
5	Marutham	105	Shared apartment for PhD Scholars
6	Ambal	33	Apartment for Family Accommodation

- 11.4. If required and if deemed appropriate, the University shall arrange to accommodate students in other buildings inside or outside of CUTN.
- 11.5. The number of occupancy in the hostel may depending on the hostel, program and year of study. Room once allotted cannot be changed without the approval of the warden. The warden can also transfer the student from one room to another with the approval of the chief warden. Only the Chief warden can transfer student from one Hostel to the other.
- 11.6. The Hostel is equipped with a separate study room for both male and female resident.
- 11.7. The Hostel is also equipped with a common room with TV set, reading room, mess hall for male and female residents.

- 11.8. The hostel is equipped with a first aid box in each block.
- 11.9. The common room may be run by residents themselves with one representative appointed by the warden to oversee the functioning and cleanliness of the room.

## 12. Mess

- 12.1. Mess will be run either by the University or Private Party or Co-Operative Society. In running of the mess facility, any or all of the above party will be governed as per University rule and norms.
- 12.2. The mess offers simple and balanced diet meals at moderate rates which may vary from time to time depending on the market rate and the meals served.
- 12.3. The mess consists of Breakfast, Lunch and Dinner.
- 12.4. The tentative mess timings are:
- Breakfast: 07:30 am-08:30 am
  - Lunch: 12:30pm-02:00 pm
  - Dinner: 07:30 pm-08:30 pm
- Note: The Mess timings are subjected to change.
- 12.5. A diet register may be maintained by University or Private Party or Co-Operative Society for students to register their signature at every meal.
- 12.6. A provision for mess rebate/ reduction will be available with the permission of the mess warden.
- 12.7. Mess rebate/ reduction shall be provided only when the resident goes out of station/ university, for which the leave letter has to be submitted to the hostel warden/ hostel office.
- 12.8. The application for mess rebate/ reduction has to be submitted in person by the resident well in advance, at least 24 prior to leaving station.
- 12.9. Student proceeding for a field trip or any academic work will be accorded a mess rebate/ reduction by the warden only on receiving a letter of confirmation from the supervisor or head of department and The Dean concern.
- 12.10. Any resident who requires a mess rebate on account of his/her sickness should produce a medical prescription/ certificate from the medical doctor/ officer to this effect.
- 12.11. In person submission of Mess rebate/ reduction form may not be compulsory for resident who requires mess rebate/ reduction on account of his/her sickness. However, the resident should inform the warden immediately by telephone/mail/email/telegram requesting for the rebate/ reduction. Only after receiving and checking the genuineness of the request, the rebate/ reduction will be provided by the mess warden.
- 12.12. No Mess rebate/ reduction will be provided for un-authorized/ un- informed absence.
- 12.13. Resident(s) who are proceeding for a vacation during the normal vacation time of every semester can apply for a mess rebate/ reduction up to the day before the registration of the new semester.
- 12.14. Resident(s) who cannot return in time due to certain circumstances should inform the mess warden/ service provider immediately by telephone/mail/email/telegram requesting for a rebate. In such cases, extension of mess rebate will be granted only on genuineness of the case.
- 12.15. Resident(s) who return before the date/ time mentioned in the mess rebate/ reduction form and leave letter should inform the Hostel office, mess warden and service provider by telephone/mail/email/telegram. In such cases, food will be provided only on availability of food, as decided by the mess warden.

- 12.16. The mess committee consisting of the Mess Wardens and one representative from block or one student from every year of study will oversee to the smooth functioning, cleanliness and food quality of the mess.
- 12.17. All Hostel Residents will be issued Mess membership card which needs to be shown on demand to the authorized person of the mess.
- 12.18. No Resident is permitted to take the Mess utensils/plates outside the hostel dining hall. If anyone is found taking the utensils/plates outside the mess or in their rooms, he/she is liable to be penalised by the hostel authority.
- 12.19. Guests/visitors of Hostel Residents can be provided with food by Mess against coupons purchased in advance in the Dining hall only.
- 12.20. Mess Menu is as decided by the hostel authorities based on the Students proposal and is thus done duly considering the culinary priorities of various regions.
- 12.21. Food wastage is strictly prohibited. The residents shall not take food to or consume food in the hostel room/ common room without prior permission from the mess warden and/or hostel warden.

### **13. Payment of Mess Bill**

13.1. Resident can avail the following option for payment of mess bill:

13.1.1. Advance Payment in full for the whole semester or

13.1.2. Pay his/her mess bill for an advance of one or more months.

Note: In the event of a resident taking a mess rebate/ reduction or any change towards the charges in the diet, resident's advance payment will be adjusted accordingly.

13.1.3. In the event of non-joining in any mess he/she shall be evicted from the hostel and the amount recovered from his/her mess & hostel security deposit will be taken as penalty.

## **Section-D**

### **Hostel Administration**

#### **14. Hostel Administration**

- 14.1. The administration of the hostel will consist of one Chief Warden for the boy's hostel, one Chief Warden for girl's hostels, one warden for each block and one Mess warden who will be responsible for the overall smooth functioning of the hostel.
- 14.2. All the Wardens of the hostel/ mess will be appointed by the Vice-Chancellor.
- 14.3. The Hostels and mess shall function under the overall supervision of administrative control of Chief Warden.
- 14.4. The policy framework/decisions regarding hostels shall be decided by Chief Warden and Hostel Wardens.
- 14.5. The policy framework/decisions regarding messes shall be decided by Chief Warden, Mess Warden and the Student representatives of the Mess Committee.
- 14.6. These decisions will be implemented by the Chief Warden and Wardens. The decisions of Chief Warden & Warden in their respective jurisdictions shall be final.
- 14.7. Apart from these Rules the Chief Warden can issue further directives in the interest of smooth functioning of the hostel affairs after due deliberations in the regular meeting of Wardens to be chaired by the Senior Chief Warden.
- 14.8. The essential personnel manning the mess and hostel shall be (i) The Warden, (ii) Mess Warden, (iii) Resident Warden (if any), (iv) Hostel Caretaker, (v) Work Assistants and (vi) Security Guards. Some of these (iv to vi mentioned above) may



remain outsourced and on hire basis and they will remain under control of Chief Warden/ Warden.

- 14.9. The Hostel Administration should be in association with the hostel residents and should take care of their health, hygiene and general life in the hostel.
- 14.10. The Wardens should be available in the hostel office every day at the specified hours (to be notified in the hostel office) to attend to the official engagements and grievances of the residents.

## **15. Duties and Responsibilities**

General duties and responsibilities of the various post holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time with the approval from the CUTN Hostel administration and The Vice-Chancellor, CUTN.

### **15.1. Chief Warden**

- 15.1.1. Overall administration of the hostels and hostel office.
- 15.1.2. To frame policy on the running of the hostels, messes and other facilities within the hostel.
- 15.1.3. To supervise the working of hostel staff.
- 15.1.4. To plan for up-gradation of Facilities in the hostels.
- 15.1.5. To ensure that no ragging takes place in the hostels and maintain ragging free Hostels.
- 15.1.6. To ensure maintenance of Discipline in and around the Hostel
- 15.1.7. To maintain the coordination of wardens/ resident wardens of various hostels for smooth running of day to day routine work of hostel and hostel mess.
- 15.1.8. Making the policy for allotment of hostels to students.
- 15.1.9. Hostel and room allotments to the students.
- 15.1.10. Transfer a resident from one hostel to another.
- 15.1.11. Sanction payment of security deposit to students.
- 15.1.12. Impose or waive penalty as per the university ordinance/ regulations etc.
- 15.1.13. Implementation of decisions taken by the competent authorities.

### **15.2. Warden**

- 15.2.1. The principal authority and executive in all matters relating to the welfare, discipline, mess and security of the students residing in the hostels.
- 15.2.2. Supervise all matters concerning the functioning of the hostel.
- 15.2.3. To maintain the coordination of resident wardens/ caretakers of various hostels for smooth running of day to day routine work of hostel and hostel mess.
- 15.2.4. Should be available in the hostel office every day at the specified hours (to be notified in the hostel office) to attend to the official engagements and grievances of the residents.
- 15.2.5. Maintaining data base of students.
- 15.2.6. To cater to the immediate minor requirements in the hostel through the imprest amount.
- 15.2.7. Forward requests for the refund of all kinds of security money.
- 15.2.8. Implementation of decisions taken by the respective chief warden.
- 15.2.9. Constituting various councils such as, mess committee, hostel administrative council, and other such councils for the smooth function of hostels.
- 15.2.10. To deal with the acts of indiscipline of the students and report the cases of serious indiscipline/ragging to the chief warden for further action at the University level.

- 15.2.11. Provide rooms to the students as per the guidelines issued by the office of Chief Warden.
- 15.2.12. To give permission to the Guests for residing in the hostel on the request of the students.
- 15.2.13. To maintain the leave record of the students (To keep a watch on the In and Out register specially for first year hostels)
- 15.2.14. To check the various registers and ledgers maintained by the caretaker from time to time.
- 15.2.15. To send advance information to the Chief Warden about the requirements of electrical and other items to be purchased.
- 15.2.16. Forward all the applications of the inmates of the O/o the Chief Warden for residence certificate, opening of the bank account, scholarship forms etc.
- 15.2.17. The powers and jurisdiction of the Warden is restricted only within their respective hostels.

### 15.3. *Mess Warden*

- 15.3.1. One of the hostel wardens will hold the post of the Mess Warden.
- 15.3.2. Preparation of the menu in consultation with the student and other mess council members.
- 15.3.3. To avoid inconvenience to vegetarians, care should be taken in using separate utensils for veg and non-veg items. The caterer should be instructed to handle these separately.
- 15.3.4. Supervise and coordinate the caterer
- 15.3.5. To maintain the quality of food
- 15.3.6. To maintain the record (if any) of vouchers, stock ledger, mess joining and leaving register, Mess rebate/ reduction and cash book.
- 15.3.7. To check the mess bill, student mess reduction, and previous month fine of the students before the mess bill is displayed on the notice board.
- 15.3.8. Maintenance of the stock of utensils, crockery, cutlery, furniture, kitchen and mess fittings, furnishings and equipments.
- 15.3.9. To make sure that the caterer maintains the mess premises in clean and hygienic condition
- 15.3.10. To make sure that the caterer abides by the timings, rules and regulations put forth by CUTN and by the chief warden.
- 15.3.11. To make available the sick diet to students on request.
- 15.3.12. To take necessary action on the students who violate the mess rules and defaulters in clearing the mess dues in consultation with the chief warden.

### 15.4. *Resident Warden*

- 15.4.1. To assist wardens in maintaining hostel discipline and all other works mentioned above.
- 15.4.2. Proper pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture fittings, etc.
- 15.4.3. To advise and guide in smooth running of the Mess i.e. display of the menu for the week and maintaining the quality of the food.
- 15.4.4. To maintain the attendance and health register.
- 15.4.5. To check jointly with the convener of the mess committee, the mess bill, student mess reduction, and previous month fine of the students before the mess bill is displayed on the notice board.

- 15.4.6. To accompany the students/ care taker for the purchase of material which is not covered under bulk purchase through CUTN purchase section, at optimum cost for the hostel.
- 15.4.7. Forwarding leave of absence to the hostel office.
- 15.4.8. To ensure proper maintenance of the rooms and hostel premises
- 15.4.9. To check the account of the mess regularly and countersign the entries in various registers maintained by the mess supervisor.
- 15.4.10. To supervise the caretaker in maintaining the stock of the hostel
- 15.4.11. Conduct regular inspection in the hostels to check students' activities.

### 15.5. *Caretaker*

- 15.5.1. Maintain record of occupying/vacating hostel rooms by the students (Getting the students' signature on the inventory of the furniture, electrical and other items in the room)
- 15.5.2. Occupancy/vacation of rooms to/by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room)
- 15.5.3. To ensure proper maintenance of the hostel rooms, common room, toilets, mess and premises i.e. coordination with Electrical maintenance section, building section and sanitary department.
- 15.5.4. Maintain the proper record and recovery of hostel dues and fine fund.
- 15.5.5. To ensure proper water supply and drinking water arrangement in the hostel.
- 15.5.6. To keep a watch so that no unwanted student/person resides in the hostel without the permission from any of the authorities mentioned above.
- 15.5.7. Maintaining the record of the Guest/visitors.
- 15.5.8. Maintain the Hostel stock registers.
- 15.5.9. Daily report to the Chief Warden/Warden in the prescribed Performa about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- 15.5.10. Supervise the work of house keepers, helpers, gardeners, sweepers and security guards.

### 16. **Complaints and suggestions**

- 16.1. Civil / Plumbing / Electrical complaints of the rooms and food complaint shall be entered separately in the register kept at the Hostel office / Mess.
- 16.2. Suggestions should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises.

### 17. **Grievances**

- 17.1. Residents can intimate their grievances to respective warden through the following email-ids or mobile/ telephone numbers; Boys hostel: [hosteloffice@cutn.ac.in](mailto:hosteloffice@cutn.ac.in) or 04366-277279; Girls hostel: [ghwarden@cutn.ac.in](mailto:ghwarden@cutn.ac.in) or 04366-277278.
- 17.2. Any grievance from a resident(s) in the first instance is to be referred to the Resident Warden/ Warden who will, depending upon the nature of the grievance, ensure that it is processed by him/her in a speedy manner. In case the resident(s) is/are not satisfied with action taken by the Resident Warden/ Warden he/she/they are free to bring the grievance in writing to the notice to the Chief Warden before representing it to the Registrar/ Vice-Chancellor of the University.

## Section-E Hostel Discipline

### 18. Disciplinary Penalties

Any one or multiple action shall be taken on the residents who are found to have violated any of Conduct & Discipline rules:

- 18.1. May be issued written/verbal warning.
- 18.2. May be placed on conduct probation.
- 18.3. May be asked to tender verbal/written public apology.
- 18.4. May be asked to do community service.
- 18.5. May be fined.
- 18.6. May be asked to call his/her parents.
- 18.7. May be asked to make good any loss individually or jointly.
- 18.8. May be expelled from hostel temporarily or permanently.

The case may be referred to Disciplinary committee of the University/Police.

### 19. Mode of Violation Punishment

Mode of Violation	Disciplinary Action
Loss of furniture and fittings	The cost of furniture and fittings to be recovered at prevailing rates.
Willfully damaging CUTN property (electrical/ civil / plumbing fittings, furniture).	Twice the cost of the damaged item.
Unauthorized tapping of electrical power	Fine upto Rs.1000/- may be imposed
Misconduct within the hostel premises such as issuing orders to hostel employees, interference with the mess employees, etc.	Suspension for a specific period of time based on the report provided by the Warden/Hostel Committee
Late entry i.e., entry in to the respective hostels after 10:15 PM.	Permitted into the respective hostel with a strict warning for three occasions in a Semester and thereafter penalised for Rs.1,500/- (for the fourth time). He/she has to be accompanied by their parent/ guardian to pay the penalty. If the student is found to enter their hostel, late or delayed for the fifth time in a semester he/she will be expelled from the hostel.
Putting up notices or convening meetings or taking out processions, etc.	Suspension for a specific period of time based on the report provided by the Warden/Hostel Authorities
Causing disturbance to the fellow inmates by shouting, making noise, celebrating late night parties/birthdays, etc.	Suspension for a specific period of time or permanent expulsion from the hostel based on the report provided by the Warden/Hostel Committee
Manhandling, group fighting or intimidation	Permanent Expulsion from the hostel on immediate notice
Consumption and possession of alcoholic/ any intoxicating drink or substance of any kind, narcotic drugs, smoking, chewing & spitting of pan within the hostel and University campus Or possession of empty container / bottle / packet of cigarette, alcohol and other intoxicating/ narcotic item	Permanent Expulsion from the hostel on immediate notice
Denying, objecting or obstructing the entry of any hostel authority in to the resident's room for the purpose of checking.	Permanent Expulsion from the hostel on immediate notice
Residents found cooking or possession of cooking equipment(s) including heater, vessels, stove etc in the hostel premises	A penalty of Rs. 2000 will be imposed on residents found cooking and/or possession of cooking equipment(s) in their room. The cooking equipment will be confiscated by the Hostel authority.
Taking Unauthorised leave from the hostel/ Absence from the hostel without prior permission from the Warden and/ or parents, as the case may be	Issued written/verbal warning and asked to call his/her parents/ guardians.

Causing hindrance to the Hostel authorities to perform their duties.	Suspension for a specific period of time based on the report provided by the Warden/Hostel Authorities.
Instigation of protest/ violence within the hostel or University campus	Permanent Expulsion from the hostel on immediate notice
Wantonly causing damage to the properties of the hostel or the University or doing anything that would lessen the value of any such property	Levying of fine in addition to the normal recovery of proceedings
Ragging the fellow students or juniors	Permanent expulsion from Hostel and University and the information of the occurrence shall also be filed with the police for necessary action
Indulge in any act of theft, immoral acts, misbehaviour with hostel/mess staff, spread of regionalism, casteism etc	Permanent expulsion from Hostel and University and the information of the occurrence shall also be filed with the police for necessary action
Defacing the hostel rooms in any forms such as pasting posters, slogans, scribing/ scribbling, painting and writings etc.	Fine of Rs.1000/- may be imposed or payment INR 350 per square feet of the entire wall/ ceiling/ floor on which the image/drawing/ writing/scratch has been made
Possession of dangerous weapons, intoxicants of any kind, poisonous things, crackers, firearms, contraband items or instruments that may cause serious injury to others	Permanent Expulsion from the hostel on immediate notice
Indulging in illegal and unethical activity within the hostel premises	Permanent Expulsion from the hostel on immediate notice
Engaging a private servant	Permanent Expulsion from the hostel on immediate notice
Keeping pets, feed/ groom stray animals.	Permanent Expulsion from the hostel on immediate notice
Vandalism	Fine upto Rs. 2000/- and Suspension form the hostel for a specific period of time or both depending upon the gravity of the violation.
Staying in the hostel room beyond the stipulated period without prior permission	Fine upto Rs.2000/- may be imposed. Expulsion may be recommended by the Hostel Committee.
Formation of association of students in the name of region, caste or creed	Permanent Expulsion from the hostel on immediate notice
Allowing guests to stay overnight in the hostels without prior information or permission	Fine upto Rs.2000/- may be imposed
Giving unauthorized shelter to the outsiders/ inviting undesirable elements into the hostel premises	Permanent Expulsion from the hostel on immediate notice
Boys entering Girls' hostel and <i>vice versa</i>	Fine upto Rs.1000/- may be imposed
Screening/keeping obscene literature/video films in possession	Permanent Expulsion from the hostel on immediate notice
Mutually exchanging rooms without prior intimation to the Warden	Fine upto Rs.2000/- may be imposed
Taking food or consuming food in the hostel room, common room without prior permission.	Fine of Rs.150/- may be imposed
<p><b>The fine imposed is for every instance.</b></p> <p><b>Residents penalized for any three of the above violation during the span of their stay in the hostel will be expelled from the hostel and will not be provided hostel accommodation for all forth coming semesters/ program of study.</b></p> <p><b>In case of expulsion, the students will forfeit all the deposits and shall not be eligible for any claim.</b></p>	