



# **Bahra University**

(Established under the Bahra University Act)

## **Hostel Handbook**

**Hostel Policy, Rules and Code of Conduct**

**For Hostellers**

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# HOSTEL POLICY, RULES AND CODE OF CONDUCT FOR HOSTELLERS

## INTRODUCTION

Bahra University offers Hostel facility for students with the primary objective of instilling in every hosteller a spirit of bonhomie, self-confidence and self-discipline. Hostel accommodation, separately for men and women, will be provided by the University solely based on availability. The guiding principle towards the formulation of the *Hostel Policy, Rules and Code of Conduct for Hostellers* is to ensure a secure and comfortable environment which is conducive to learning, and, all hostellers are required to strictly abide by the same.

### 1.0 HOSTEL AUTHORITIES

Chief Wardens, Wardens, Assistant Wardens would reside in the hostel premises. They would be responsible for the day-to-day operations and administration of all hostels. Responsibilities, roles and the powers of each of these authorities will be notified to the hostellers, as applicable.

### 2.0 HOSTEL ADMISSION

Students seeking admission to the University hostels must apply for the same at the time of Admission to the University. The student must pay the Hostel Fee as prescribed by the University (charged annually) and refundable Hostel Deposit of Rs. 2,000/- (Rs. Two Thousand) along with University fee. At the time of the hostel room allocation, the students should produce the University Fee, Hostel Fee and Hostel Deposit receipts to the concerned hostel authority. In case the hostel room is not allotted to the concerned student, due to non-availability of hostel room or any other reason, the Hostel Fee and Hostel Deposit shall be refunded by Cheque/Transfer the amount in bank account to the student at the earliest. Students have to pay the fee of the whole semester if he /she withdraw hostel admission after fifteen days from the date of hostel admission. If student withdraw between first 15 days from the date of admission, he/she has to pay the rent and food charges for one month.

The Hostel Deposit will be utilized for any emergency expenses incurred on the hosteller, like medical exigencies and associated expenses, and, any penalties/recovery costs related to damages/breakages caused by the student to the property/facilities of University Hostel, Mess and Transport. When the student ceases to be a hosteller upon termination of the hostel facility (due to voluntary withdrawal from the hostel, completion of the Program of study, or, the University withdrawing the hostel facility for the concerned student), the refundable Hostel Deposit will be refunded to the student, after deducting any amount due on account of any hostel/mess dues and/or penalties/recovery costs as mentioned above in this Clause. The minimum time required for the University to refund the Hostel Deposit after the date of withdrawal of the hosteller from the Hostel, or his/her ceasing to be a hosteller shall be one calendar month. The refundable amount calculated after deducting any dues and/or penalties/recovery costs as mentioned above in this Clause, shall be paid by Cheque and mailed through Registered Post to the address as given by the student at the time of admission to the hostel. At the time of admission to the hostel, a declaration agreeing to abide by the Hostel Policy, Rules and Code of Conduct for Hostellers as may be notified from time to time shall be signed by the student and countersigned by his/her Parent/Legal Guardian/Local Guardian.

On admission, the student will be allotted a room / space which will be invariably shared by three (03) students. These allotments can undergo change at any time, for administrative or other reasons considered appropriate by the University.

Students cannot vacate or cease using the hostel facility during the academic year. If they do so, they will forfeit the Hostel Fees paid by them for the entire academic year and no claim for refund shall be entertained. The refundable Hostel Deposit shall be refunded as per the conditions mentioned in Clause 2.2 above.

### 3.0 FURNITURE & FIXTURES

On allocation of the hostel room, the hostellers will be provided with the essential furniture and fixtures. The students should ensure that such furniture and fixtures are maintained in good condition. Hostellers are required to hand over furniture and other materials in good condition when they change/vacate the hostel room. Failing which the concerned student/s will be charged for the damaged furniture/materials which may be recovered from the Hostel Deposit as specified in Clauses 2.1 and 2.2.

### 4.0 MESS RULES

Hostellers must have food in the hostel mess, and only in the Vegetarian or Non-Vegetarian section opted for by them at the time of joining the Hostel at the beginning of the Academic Year.

Parents/Authorized Local Guardians can avail mess facility with prior permission of the hostel authorities. This permission will be accorded for two to three days in a month only.

Mess timings are as follows:

<b>Meal</b>	<b>Timing</b>
<i>Breakfast</i>	07:30 am to 09:00 am
<i>Lunch</i>	12.00 pm to 02.00 pm (at the University Campus on all Working Days)
<i>Evening Tea and Snacks</i>	04:30 pm to 05:00 pm
<i>Dinner</i>	07:30 pm to 09:00 pm

All hostellers must observe the Mess timings.

### 5.0 HOSTEL TIMINGS

No hosteller will be allowed to stay in the hostel during class timings (09.30 am to 04.30 pm).

The hostellers are to be inside the hostel premises before 06.00 pm.

Silence hour is between 10.30 pm and 06.00 am on all days. Violation of the same will result in disciplinary action against the errant hosteller(s).

### 6.0 HOSTEL ATTENDANCE RULES

All hostellers should report to hostel before 06:00 pm.

Attendance will be taken at 09:30 pm.

## 7.0 PARENTS/VISITORS

Parents/Authorized visitors of the hostellers are permitted to visit their wards with the permission of the prescribed hostel authorities at the designated place between 09.30 pm and 08.30 pm on weekdays and between 03.00 pm to 06.30 pm on holidays.

No Parent / Guardian / Visitor or any person is allowed to stay with the hostellers in their rooms. However, with prior intimation to the concerned hostel authority, Guest Room can be booked on payment basis. This provision is subject to availability of the Guest Room.

No Girls are permitted in the Boys Hostels and no Boys are permitted in the Girls Hostels.

## 8.0 PERMISSION FOR OUTING

### ***Outpass***

A hosteller, who wants to go out of station due to an exigency, will be issued outpass only after the receipt of an SMS requesting permission (specifying duration of outpass and reason) sent from the registered mobile number of the parent/ authorized guardian. Students, who wish to take leave during working days, should get special permission from Faculty In-Charge/HOD/Dean for the issue of outpass from the concerned hostel authorities. Hostellers will be permitted to go out of hostel with parents/guardians on holidays after obtaining due permission from the concerned hostel authority.

### ***Official Tour/Travel***

Hostellers who are leaving the hostel to attend events/programs organized by the University should get prior permission from the concerned HOD/Dean and also their parents. The parents should give their consent in writing for the official tour/travel. Also, hostellers are required to inform the concerned hostel authority about the same.

### ***Vacation***

During notified vacations, students must remove all of their belongings from their allotted rooms in order to allow the hostel authorities to carry out maintenance work. Students, who prefer to stay back in hostel during the end semester vacation for Internship/Professional Practice/Summer Term, etc., should take prior permission from the HOD/Dean of the concerned Department/School and hostel authorities. Accommodation during this period will be on payment basis and such payment shall be in addition to the hostel fees paid/payable.

## 9.0 PERSONAL VEHICLE

Hostellers are not allowed to use any personal vehicles. Parents are requested not to provide any vehicle for their ward. Students are strictly instructed to use the transportation provided by the University. Violation of this rule will result in the withdrawal of the Hostel facility for the errant hosteller.

## 10.0 CELEBRATING FESTIVALS AND BIRTHDAYS

Hostellers may celebrate festivals and birthdays in the hostel premises with prior permission from the concerned hostel authority. However, all the functions/celebrations are to be concluded before 8 pm, and students should confine themselves to their allotted rooms thereafter. There should not be any kind of

discomfort caused to other Hostellers and other occupants in the hostel premises. No outside guest(s) or interference of any kind will be permitted.

#### 11.0 RECREATION

A recreation room and facilities for indoor games are provided within the hostel premises. Hostellers are allowed to use these facilities as per the following timings:

Morning: 05:00 am to 06:00 am (Girls)                      Morning: 06:00 am to 07:00 am (Boys)

Evening: 05:00 pm to 06:00 pm (Girls)                      Evening: 06:00 pm to 07:00 pm (Boys)

Holidays: 05:00 am to 11:00 am and 04:00 pm to 07:00 pm

#### 12.0 MEDICAL EMERGENCY

Any accidents or sudden illness should be reported immediately to the concerned hostel authority for necessary action.

In case of a medical emergency, the hosteller will be given first aid medical care and Parents/Guardians will be informed immediately. Hence, it is very important that the Phone/Contact numbers must to be updated by the hostellers/parents. The University will take all precautions in providing minor first aid medical care within the University Hostel, and if deemed necessary, move the concerned hosteller to a local hospital for medical attention and hospitalization. The University shall not be held responsible for any incident or consequence during the provision of this service. Further, the University shall not be held responsible in cases of any medical exigencies such as accidents, which may occur inside the hostel premises and journeys to and from the University, including University Transport facility. The University shall not be liable in torts or any other Law for any accident injury or damage caused to a hosteller due to any act or omission or commission by the concerned hosteller and /or if such injury or damage arises due to the concerned student failing to adhere to prescribed safety norms or directions or instructions or failure to adhere to the code of conduct prescribed.

If required, the cost/medical expenses of initial medical treatment will be paid by the University and the same shall be recovered from the Hostel Deposit (Refer Clause 2.2) and/or as an additional amount due from the hosteller.

#### 13.0 ROOM INSPECTION

All rooms are subject to periodic and/or unscheduled inspection by the hostel authorities. The authorities shall be entitled to inspect the entire room, including personal bags and belongings.

#### 14.0 HOSTEL COMMITTEES

These committees are constituted and notified by the University Authorities. There are a few essential committees such as Hostel Committee, Mess Committee and Anti-Ragging Committee consisting of students and Wardens to look after the day-to-day functioning of the Hostels.

## 15.0 CODE OF CONDUCT FOR HOSTELLERS: DO'S & DON'TS

<b>General</b>	
<b>DO'S</b>	<b>DON'TS</b>
<ul style="list-style-type: none"> <li>• Maintain discipline inside and outside the Hostel and University Premises.</li> <li>• Keep your University Identity Card always with you.</li> <li>• Show your Identity Card to security personnel or any other authorities of Hostel / University as and when demanded.</li> <li>• Lock your room always, even when going out for short durations for security reasons.</li> <li>• Keep your rooms and apartments tidy, neat and clean at all times.</li> <li>• Dress appropriately when you are in hostel premises.</li> <li>• Lodge a complaint to the respective Warden for any maintenance work.</li> <li>• Share your problem(s) individually with the authorities.</li> <li>• Take special care of your mobiles and give your number to only authorized persons.</li> <li>• Keep your valuables and cash under lock.</li> <li>• Save electricity and water.</li> <li>• Switch off the lights whenever you leave hostel room.</li> </ul>	<ul style="list-style-type: none"> <li>• Take photographs inside the hostel premises.</li> <li>• Meddle with lock and key. Students are advised to get duplicate keys made with the permission of the concerned hostel authority to guard against loss of keys.</li> <li>• Keep or feed pets of any kind in your room or hostel premises.</li> <li>• Play or create disturbance in the corridors.</li> <li>• Involve/get involved in any un-lawful activity, violate any rules and regulations of the Hostel and University leading to un-becoming of a student.</li> <li>• Hang your clothes other than in the designated place.</li> <li>• Hire services of housekeeping staff for personal work even on payment basis. However, in a few exceptional cases like illness, student can avail the same with the permission of the concerned hostel authority.</li> <li>• Bring extra furniture and/or fixture into the room except with the permission of the concerned hostel authority.</li> <li>• Steal, cheat or spread rumors. Never use things without the permission of the owner (fellow hosteller).</li> <li>• Use/bring any personal vehicles to the hostel premises.</li> </ul>

<b>Electrical / Electronic Equipment</b>	
<b>DO'S</b>	<b>DON'TS</b>
<ul style="list-style-type: none"> <li>• Students can keep their own personal Laptops at their own risk by making an entry about Laptop details in the register book available with the concerned hostel authority. However, hostel authorities will not be responsible for any theft or damage of the same.</li> <li>• Use the laptop for academic requirements only, failing which the hostel authority may initiate disciplinary action.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use sound system with speakers, or any other type of electrical and electronic appliances/gadgets in the hostel premises. However, a few items found to be essential can be permitted provided:               <ul style="list-style-type: none"> <li>- permission is obtained from the concerned hostel authority, and</li> <li>- fellow hostellers do not complain/object.</li> </ul> </li> <li>• Do not download / screen / circulate any pirated/restricted/pornographic/unlicensed movies or video clips in your computers inside the hostel rooms, common areas and the University campus. Any violation will be dealt very severely, including expulsion from the hostels.</li> <li>• Do not use individual heaters, coils and iron boxes or any other heating/cooking electrical gadgets in the room.</li> </ul>

<b>Hostel Mess</b>	
<b>DO'S</b>	<b>DON'TS</b>
<ul style="list-style-type: none"> <li>• Inform your absence for a particular meal to the concerned Warden well in advance, to avoid wastage of food.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not waste food.</li> <li>• Do not cook in your rooms.</li> <li>• Do not bring outside food to the hostels. However, food items brought by parents /guardians/authorized visitors are permitted.</li> <li>• Do not enter into the kitchen.</li> </ul>

## 16.0 STRICTLY PROHIBITED ACTIVITIES

***Infringement of the following rules will be severely dealt with, which includes expulsion from the hostels:***

Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to offenders. Students involved in ragging will be expelled from the hostels and rusticated from University.

Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, pornographic materials, lethal weapons or inflammable materials and the related products are strictly banned in the Hostel and University premises. Violation of these rules will be treated as a serious offence resulting in expulsion from the hostels.



All hostellers are advised to extend their fullest co-operation to see that no unauthorized person enters in the hostel premises. If a hosteller finds any such unauthorized person, the matter should be brought to the notice of the concerned higher authorities immediately for further strict action. Playing with dry/wet colors or with plain water, using crackers inside the hostel premises even with excuses of celebrations and festivals are strictly prohibited. Hostellers shall not play games in the hostel premises which may cause any damage to the property and disturbance to others. Hostellers are not allowed to write/scribble/draw/paste anything on walls, windows or doors in the room or deface them in anyway. Hostellers are not expected to remain in the hostel during class hours. However, a hosteller who is unwell may stay back in hostel during working hours, strictly on the advice of doctors and with the prior permission from the concerned hostel authority. No hosteller shall loiter in the hostel corridors, peep through the windows with voyeuristic tendencies or move surreptitiously between rooms causing disturbance to other residents in the hostel.

#### 17.0 GRIEVANCE

If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Book" kept in the hostel office. If the complaint is not attended to within a week, then he/she may take the issue to the concerned hostel authority. If the problem still remains un-resolved, he/she can report the grievance/complaint to the Vice Chancellor.

#### 18.0 EXPULSION FROM THE HOSTELS

The University reserves the right to cancel admission of a Hosteller from the University Hostels without giving any prior notice or reason. Suspension/rustication from the University also implies consequent suspension/rustication from the University Hostel. A hosteller shall be expelled from hostel if the hosteller fails to maintain a minimum of 75% of attendance in every Course in the concerned Academic Term as prescribed by the Academic Regulations of the University.

#### 19.0 REVISION OF RULES AND REGULATIONS

The University reserves the right to revise or amend the *Hostel Policy, Rules and Code of Conduct for Hostellers* from time to time as deemed necessary by the University. Hostellers will be informed of such changes through notices/circulars and they shall abide by the revised/amended *Hostel Policy, Rules and Code of Conduct for Hostellers*.

## ANNEXURE – 1

### CHECKLIST OF HOSTEL ITEMS

#### Items Allotted to Individual Students

S. No.	Item	Allotted item serial no.
1.	Study Table	
2.	Chair	
3.	Mattress	

**Note:** To be submitted back in the usable condition while vacating the hostel or at the end of academic year.

#### Items Shared by roommates

S. No.	Item
1.	Bucket
2.	Mug
3.	Mirrors
4.	Wi-Fi/ Internet Facility
5.	Hangers
6.	Lights
7.	Water Dispensers
8.	Dustbin

#### Recreation and other Facilities

S. No.	Item
1.	TV
2.	Pool (snooker)
3.	Papers and Magazines
4.	Indoor Games
5.	First Aid Box
6.	Plates and Spoons in Mess

#### Vehicle Facilities

S. No.	Item
1.	Ambulance
2.	University Buses

**Recommended Items to be bought from students**

<b>S. No.</b>	<b>Item</b>
1.	Bed Spreads
2.	Blanket
3.	Water Bottles
4.	Pillow and Pillow Covers
5.	Bathroom Slippers
6.	Bathroom Towels
7.	Foot Mats
8.	Mosquito Net or Coils
9.	Night Dress
10.	Shoes and Socks (Formal and Sports)
11.	Bathroom Items (Soap, Soap-box, Toothbrush, Tooth Paste, Personal Cosmetics, etc.)