

GUIDELINES
GOVERNING HOSTEL ADMINISTRATION - 2015
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PREFACE

Kuvempu University is a premier institute of Post-Graduation and Research. At present, approximately 1500 students reside in University hostels. General rules and regulation governing hostel administration are outlined and discussed in this guideline for uniform and transparent handling of the various issues related to the hostels. In this sense, this guideline will serve as basic framework for administration of the hostels. In case of difficulty in interpretation of any rule or guideline, clarity may be sought from Advisory Council of Hostels, who will resolve such issues in consultation with Vice-Chancellor. Advisory Council of Hostels reserves the right for changes and additions in the rules and regulation as and when required.

1. ADVISORY COUNCIL OF HOSTELS

1.1 An Advisory Council shall be constituted for the purpose of guidance and advice of the overall functioning of all Hostels in the University.

1.2 The Advisory Council constitutes:

- a. **The Chairman**- Registrar of the University.
- b. **The Convener** – to be appointed by the Registrar in consultation with the approval of Vice-Chancellor amongst the Faculty Advisors of the University.
- c. **Members** - All Faculty Advisors of Hostels, Finance officer, Asst. Executive Engineer, Convenors of SC/ST and BCM Cell in the University are defacto members and Director (Student Welfare) is member secretary of the council. Registrar with the advice of Vice-Chancellor shall nominate two Professors amongst the Post Graduate Departments of the University.

1.3. Tenure of the Council – the council shall be renewed once in 2 years.

1.4. RESPONSIBILITIES:

1.4.1. Overall guidance for the policy making and administration of all the Hostels.

- 1.4.2. All issues which have general implication on the hostels of university shall discuss in the council and take appropriate decisions.
- 1.4.3. Maintain the coordination of Faculty Advisors of various hostels and P.G Departments for smooth running of day to day routine work of the hostels.
- 1.4.4. Making the policy for admission of students to the hostels.
- 1.4.5. Suggests for ensuring discipline in the hostels.
- 1.4.6. Assisting Director (SW) in working related to hostels.

2. HOSTEL ADMINISTRATION

- 2.1. Faculty Advisor to be appointed by the Registrar with the approval of the Vice-Chancellor in consultation amongst the Associate Professor/ Assistant professor of Post-Graduate Departments of the University for a period of 2 years.
- 2.2. Each Hostel is supervised by Faculty Advisor and managed by Manager who will be available in the hostel, in the normal working hours and as per time schedule decided by Faculty Advisor. The Manager will be assisted by an office assistant and a helper for day-to-day functioning. Additional honorarium may be given for extra time work as decided by Advisory Council. The provision of additional honorarium is not applicable for routine or regular nature of work.
- 2.3. For day to day working and for policy making in normal conditions the Faculty Advisor of concerned hostel will take decisions. If required they may consult Registrar and/or Vice-Chancellor to take their approval. For policy making under grave conditions the matter has to be reported to Registrar and Vice-Chancellor through Director (SW).
- 2.4. The hostel administration is entitled to utilise 'Hostel Fund' for the overall maintenance (like repair and purchase of consumable electrical items, kitchen utensil items and other equipments, minor sanitation) of hostel, other than running the Mess. However, if any costs of repair or purchase limit crosses above Rs. 25,000 the prior approval from the Registrar and/or Vice-Chancellor is needed.

2.5 There shall be a Mess Committee of Students to run the mess. The minimum number of members in the committee is two and the selection process will be left to the concerned hostel administration. However, proper procedure and transparency has to be maintained while selecting the students for the Mess committee.

2.6 Each Mess is administered by the concerned mess supervisors along with the Manager under the directions from Faculty Advisor.

2.7 The students can approach Director (Student Welfare) for guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

3. DUTIES AND RESPONSIBILITIES

3.1 Faculty Advisor

3.1.1. Allotment of rooms to the students.

3.1.2. Supervising the activities of students in the hostel

3.1.3. Regular visit to hostel interaction with the students

3.1.4. Nominate/elect the students for the central hostel purchase cum mess committee.

3.1.5. To sign the cheques to meet the mess expenses.

3.1.6. To give permission to the Guests for residing in the hostel on the request of the students for an overnight.

3.1.7. Appointment, Supervision and disbursement of payment to Mess and Cleaning staff.

3.1.8. Supervising the working of hostel staff.

3.1.9. Solving the day to day problems of the students regarding hostel issues.

3.1.10. Ensure the quality of food in the mess

3.1.11. Dealing with the acts of indiscipline of the students/staff and take disciplinary actions against such students/staff.

3.1.12. The serious indiscipline/ragging cases will be reported to the Director (SW), Registrar, Vice-Chancellor for further action at the University level.

3.1.13. Checking the various registers and ledgers maintained by the Manager from time to time.

3.1.14. Maintaining overall peaceful ambiance of the hostel premises.

3.1.15. Ensuring proper maintenance of the rooms and hostel premises.

3.2 Manager

- 3.2.1. Assisting the Faculty Advisor in maintaining hostel discipline and Hostel Administration.
- 3.2.2. Supervising and coordinating the staff and students of the hostel
- 3.2.3. Advising and guiding in smooth running of the Mess i.e. display of the menu for the week and maintaining the quality of the food.
- 3.2.4. Monitor occupancy/vacation of rooms by the students (Get the signature of the student on the inventory of the furniture, electrical and other items in the room)
- 3.2.5. Ensuring proper maintenance of the hostel rooms, common room, toilets, Mess and premises i.e. coordination with Electrical maintenance section, building section, sanitary department and the Post Graduate Departments.
- 3.2.6. Maintain the proper record and recovery of hostel dues.
- 3.2.7. Ensuring proper water supply and drinking water arrangement in the hostel.
- 3.2.8. Keeping a watch so that no authorised student/person resides in the hostel without the permission of the Faculty Advisor.
- 3.2.9. Maintaining the record of the Guest/visitors.
- 3.2.10. Maintaining the Hostel stock register and annual stock verification.
- 3.2.11. Maintaining the record of vouchers, stock ledger, mess joining and leaving register and cash book.
- 3.2.12. Daily report to the Faculty Advisor in the prescribed Performa/ledger about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.
- 3.2.13. Supervising the work of helper, gardener, sweeper and security guards.

3.3. MESS COMMITTEE MEMBERS

- 3.3.1 Preparing the monthly requirement of items for running the mess (e.g. food grains, Vegetables etc.), and Purchase under the supervision of Manager with the guidance of Faculty Advisor.
- 3.3.2. Preparation of the menu for the week in consultation with the Manager. And the same procedure has to follow for the selection of the Day for special meals (Monthly Feast) should be fixed and notified to the students.
- 3.3.3. The purchase of quality mess items at competitive cost for mess and submit the certified bills and vouchers to the Manager.
- 3.3.4. Maintenance of the quality of food.

3. ACCOMMODATION

- 3.1 Hostel accommodation is available to a student, who is admitted in the P.G. Departments of University as a regular student based on the availability of the seats. Accommodation will not be provided to any student whose admission is cancelled.
- 3.2 No student will have a right to occupy a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work /project work / Department work, provided the concerned department certify the same.
- 3.3 After allotment to the PG students if the vacancy in the hostel is available, accommodation may be provided to the PhD students (not mandatory) for a maximum length of the duration of course as approved by the University. However, once the thesis is submitted to the university the admission will be automatically cancelled.

4. ALLOTMENT OF ROOMS

- 4.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Application Form**. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.

- 4.2 The Hostel administration will generally provide for each occupant cot, table, chair as per availability. On arrival a student will report to the Manager and will take possession of the room allotted to him/her after signing the inventory of the furniture, electrical and other items in the room.
- 4.3 Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of Faculty Advisor.
- 4.4 The Hostel administration, in case of shortage of rooms, can allot more than the specified occupancy of the room.
- 4.5 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Manager and/or Faculty Advisor immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Hostel Administration, disciplinary action shall be taken against such illegal occupants.
- 4.6 Before vacating the rooms, the electrical installations including the fan should be handed over intact, in addition to the furniture to the Manager. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from Manager.

5. DISCIPLINARY MEASURES

- 5.1 Any student 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 regulation or in the hostel notice board will be liable to the following punishments
- a) Removal from the hostel.
 - b) A record of his / her misconduct will be made in his personal file.
 - c) The cost of damage will be fully recovered from him/her together with penalty.
 - d) He/she will also be fined commensurate with the offence committed.
 - e) Cancellation of admission from the Department/University.
- 5.2 Any student found hosting/harboring an offender will also be liable to the punishments mentioned in rule 5.1. a) to e).

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

5. MISCELLANEOUS

Each Hostel administration is responsible for enacting their own rules in accordance with these guidelines, with the guidance of Advisory Council of Hostels, in the following matters:

- A. CODE OF CONDUCT,
- B. GUESTS AND VISITORS
- C. RESPONSIBILITIES OF RESIDENTS,
- D. MESS BILL AND HOSTEL FEES
- E. MESS FUNCTIONING/MESS RULES,
- F. FACILITIES
- G. HOSTEL AMENITIES
- H. HONORARIUM/SALRIES OF MESS AND CLEANING STAFF.

Sd/-

Registrar

Kuvempu University