

SAVITRI



INTERNATIONAL STUDENTS HOSTEL



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# REGULATIONS FOR MANAGEMENT OF HOSTEL



Dr. PANJABRAO DESHMUKH  
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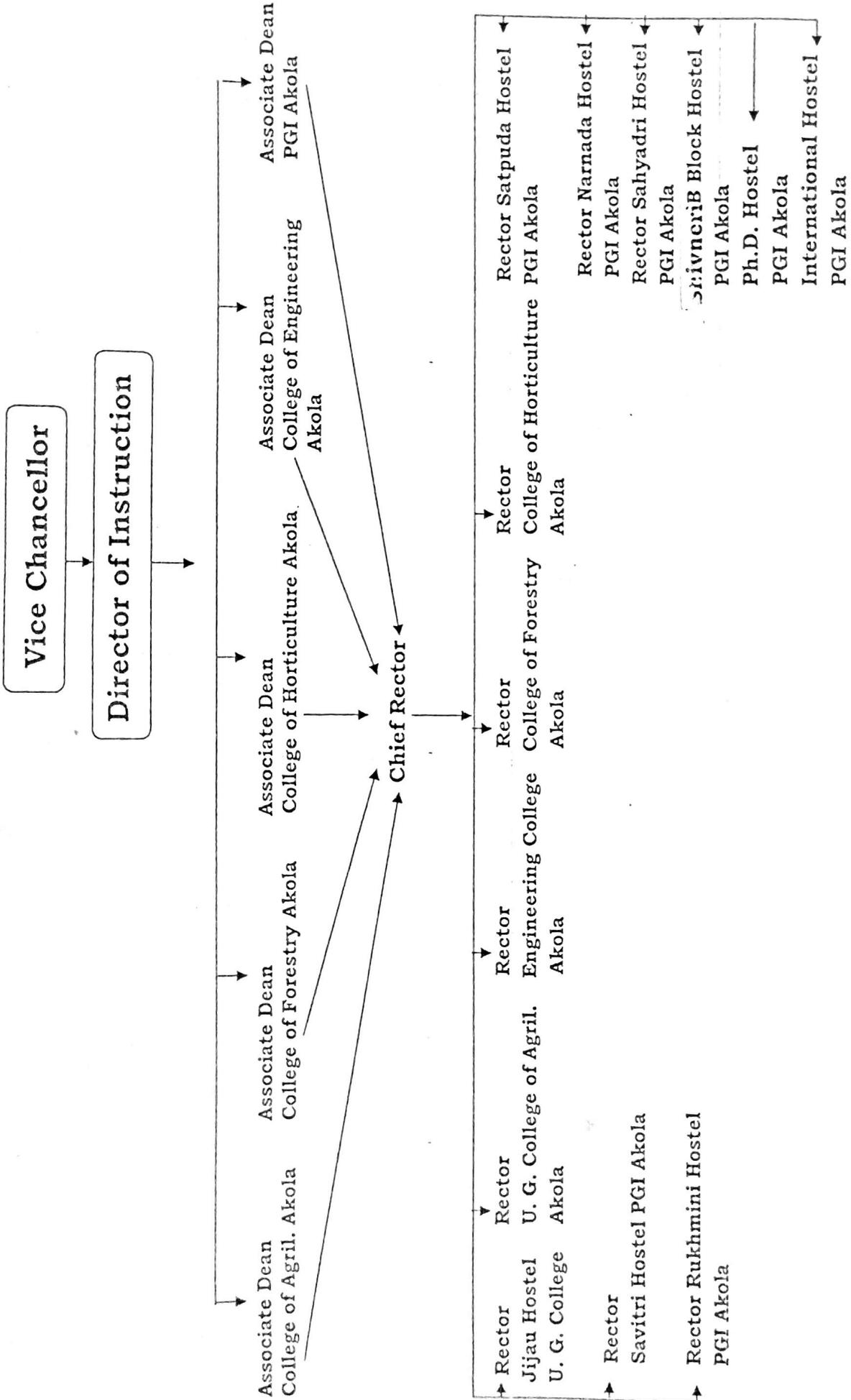
ANNEXTURE (Page 1a, 2a & 1 to 14)

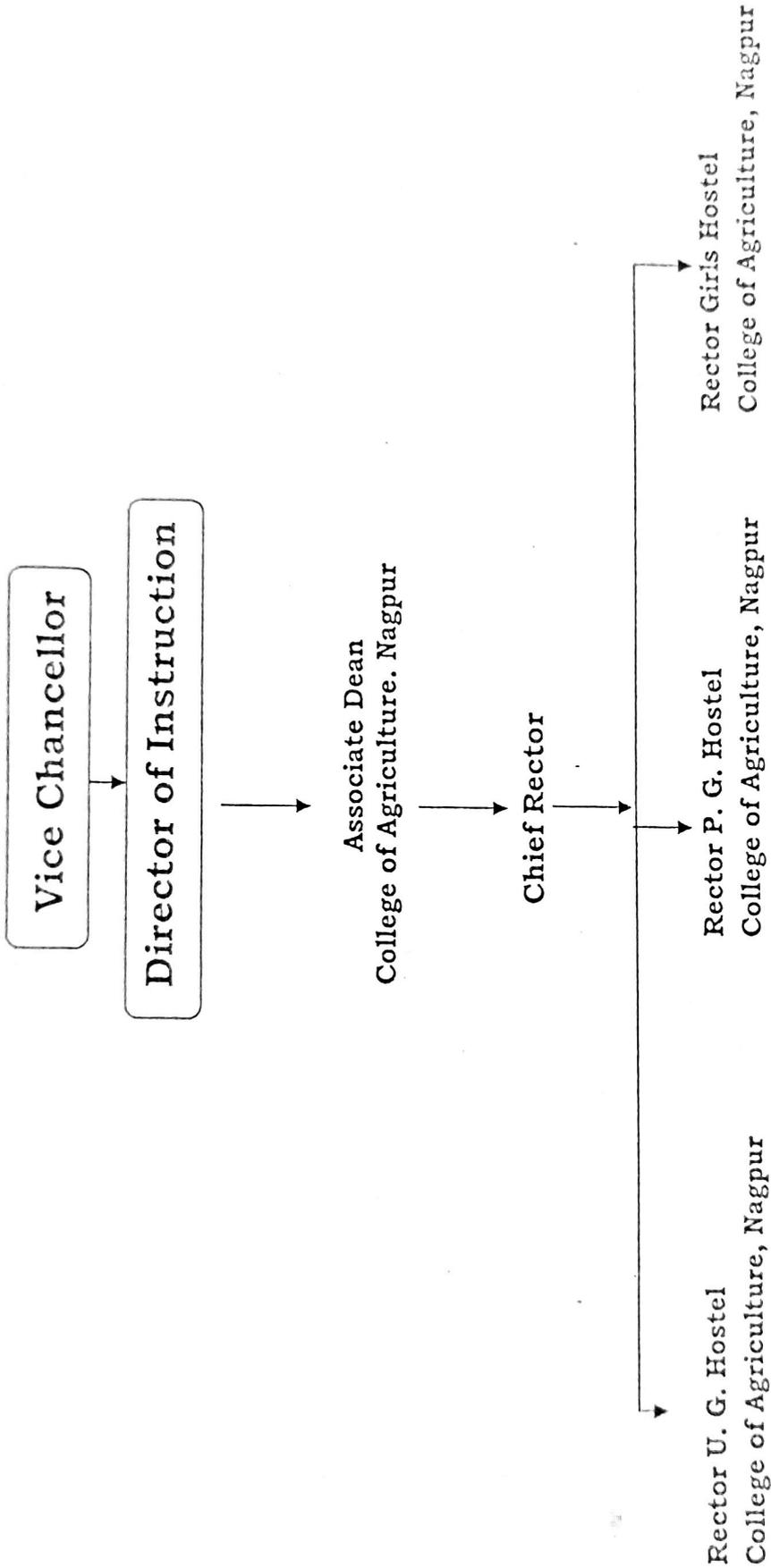
## Regulations for Management of Hostel

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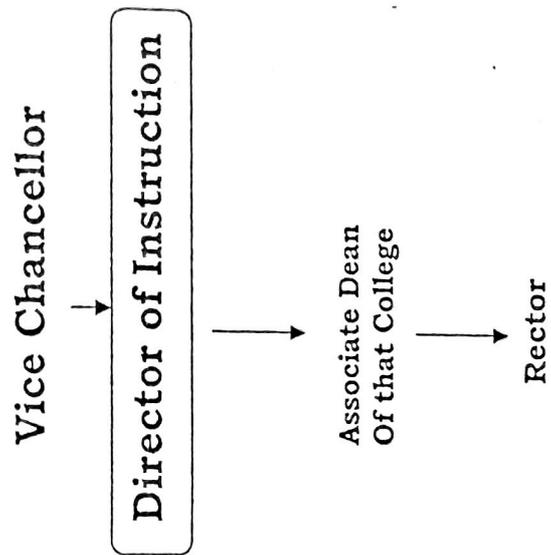
**Dr. PANJABRAO DESHMUKH KRISHN VIDYAPEETH, AKOLA**

Sr. No.	Hierarchy	Change in Hierarchy
1.	Supreme of the Hostel Management Vice Chancellor	No Change
2	Director of Instruction	No Change
3	Respective Associate Deans of the Colleges	No Change
4	<b>Not in MCAER Rules</b>	<b>Chief Rector</b>
5	Rector	No Change





For Gadchiroli and Yavatmal and all other colleges where three or less than three hostels



# Regulations for Management of Hostels

1. Title of the Regulations	These Regulations shall be known as Regulations for Management of Hostel
2. Scope	These Regulations shall be applicable to all the Hostilities of Constituent Colleges and Affiliated Colleges under the jurisdiction of <b>Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola</b> and shall come into force with effect from the academic year <b>2015-16</b>
3. Definitions	<p>In these Regulations unless and otherwise the context requires</p> <ol style="list-style-type: none"> <li>a) "Academic year" means the period of academic programme normally commencing from the month of July and ending in the month of June of the following calendar year and shall consist of two semesters.</li> <li>b) "Act" means the Maharashtra Agricultural Universities (Krishi Vidyapeeth) Act - 1983 (Mah. Act No. XLI of 1983) and amended from time to time.</li> <li>c) "Statute" means the statute made under the Maharashtra Agricultural Universities (Krishi Vidyapeeth) Act, 1983.</li> <li>d) "Counselor" means an academic staff member who will help a batch of students assigned to him in planning to their studies and foster close personal relationship.</li> <li>e) "Chief Counselor" means an academic staff member who will help to orient the Counselor to execute the academic rules and regulations and coordinate the counseling system.</li> <li>f) "Semester" means an academic term of 110 working days consisting of 95 instructional days and 15 examination days.</li> <li>g) "Cumulative grade point average (CGPA)" means the quotient of the total grade point obtained by a student in course during the degree programme, divided by the total number of credits successfully completed.</li> <li>h) "Curriculum" means a series of courses selected and designed to provide training to meet the prescribed requirements for a degree.</li> <li>i) "Head of the Department" means the academic staff member principally responsible for teaching, research and extension education in the Department of the University.</li> <li>j) "Head of the Section" means the academic staff member who is working as in-charge of the section and is responsible caring out the teaching.</li> </ol> <p>Words and expressions used in the Act, Statute and Regulations and not defined in this Regulation shall have the meaning assigned to them in the Act, Statute, Regulations as the case may be.</p>

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## 4. Management

### 1. SUPREME OF ALL : VICE CHANCELLOR OF THE UNIVERSITY

He will be the supreme to give directives and suggestion and approval to financial expenditure exceeding Rs 1 lack recurring and Rs 50,000/- non-recurring

### 2. THE ROLE OF DIRECTOR OF INSTRUCTION / ASSOCIATE DEAN / PRINCIPAL

The Director of Instruction / Associate Dean / Principal of College / Institute shall be over all in charge of the student hostel(s) and to give administrative approval to the purchase upto Rs 99,999/- recurring and Rs 49,999/- non-recurring to the Chief Rector

### 3. THE ROLE OF CHIEF RECTOR

He will be appointed by Director of Instruction, on approval of Hon'ble Vice Chancellor.

He will share the responsibility of proper discipline administration and working of the Hostel with the coordination of Rector.

He, after approval of Director of Instruction will have the power to appoint any University staff of Assistant Professor and above to take surprise visit of the Hostel and can give the directives of verification to verification officer. The appointed verification officer will submit his report if Chief Rector is not satisfied he can report to Director of Instruction directly and ask for re-verification of hostel with group of three person in which he will be one of the member in group of three persons appointed by Director of Instruction.

He will forward the proposal submitted by Rector to Associate Dean for settling the Problems of hostel, financial and legal matters etc.

His place of work will be the Chief Rector Office. Stationary staff and Infrastructure development of Office will be through Office of Director of Instruction.

Chief Rector should have following characters

1. He should never take alcoholic drinks.
2. He Should never Smoke
3. He should never Chive the tobacco or Ghutka etc.
4. He should never play Gambling.

If he is found any time with the above things shall be terminated from the Chief Rector position immediately.

### 5. THE ROLE OF HOSTEL RECTOR

The Hostel Rector of a College / Institute shall be appointed

# Regulations for Management of Hostels

		<p>respective Associate Dean with due approval of Director of Instruction. Appointed Rector will work under the guidance of Chief Rector, He will move all proposals through Chief Rector Office. He will be fully responsible for Discipline in the hostel, administer all the affairs of the hostels and mess attached thereto with the aid and assistance of the Monitors in charge of each hostel / wing. For any irregularities in the hostel he will be held responsible.</p>
5	<p><b>Hostel Management Committee</b></p>	<p>There shall be a Hostel Management Committee at each College / Institute under the jurisdiction of the University. The Chief Rector shall be the Chairman of this committee. Rector of the Hostel shall be the Member Secretary. Monitors/Prefects, the hostelite's representative nominated by the students council of the College / Institute/Rector ; Assistant Registrar of the Respective College, Section Engineer (Civil/Electric) shall be its members. All the members should be present for the meeting which should be in morning hours before start of Office or after the end hours of the office. The meeting of the Hostel Management Committee shall be held in every month without fail.</p> <p>The Committee shall transact the following business</p> <p>To make recommendation about the problems relating to sanitation and hygienic conditions, repairs of the buildings, furniture for the hostel</p> <p>To determine any of the following system for the purchase of provisions and supplies for the hostel messes.</p> <ol style="list-style-type: none"> <li>a) Co-operative system: to arrange supplies for hostel through the Co-operative stores and run mess on a cooperative system.</li> <li>b) Contract system : To purchase required goods, articles and run messes by inviting tenders</li> <li>c) To review from time to time, messes rates and recommend measures for efficient and economical running of the messes.</li> <li>d) To supervise and inspect messes and canteen. Chief Rector and Rector will have to visit the student mess twice a month and verify the sanitation in the mess and keep it upto date with the help of the students. Student should be taught about cleanliness. They also have the right to taste the student's food or Chief Rector can depute any staff member above Assistant Professor Cadre to take surprise food taste and visit of mess and submit the report about the food quality and hygiene of the mess.</li> <li>e) To strive hard to inculcate and promote peace and harmony among the hostilities through peace committee, the values like love, tolerance, integrity, harmony and fraternity for peaceful and cooperate living aimed at progress and prosperity</li> </ol>

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		Any relevant matter with the permission of the Chairman
6	<b>Appointment of the Hostel Rector</b>	<p>The Director of Instruction / Associate Dean / Principal of the institution shall appoint academic staff as Rector of the College / Institute for the hostels on approval of Director of Instruction. Rector shall be responsible for the administration of all affairs of the hostels. The rector shall necessary stay at campus, or available as soon as there is any problem in normal hostel working</p> <p><b>Rector should have following characters</b></p> <ol style="list-style-type: none"> <li>1. He should never take alcoholic drinks.</li> <li>2. He Should never Smoke</li> <li>3. He should never Chive the tobacco or Ghutka etc.</li> <li>4. He should never play Gambling.</li> </ol> <p>If he is found any time with the above things shall be terminated from the Rector position immediately.</p>
7	<b>Power and duties of Hostel Rector</b>	<p>The Hostel Rector shall be available at the hostel office for fixed hours from 8.00 am to 10.00 pm every day or during the time as may be prescribed by Chief Rector. He shall be assisted by the monitors in discharging the following duties.</p> <ol style="list-style-type: none"> <li>i) As the Member Secretary of the Hostel Management Committee, the Rector shall arrange the meetings of the hostel Management Committee punctually.</li> <li>ii) He shall ensure that the hostel premises and messes and canteen attachment to the hostels are kept in a clean and hygienic condition and the buildings duly repaired. He shall arrange to maintain kitchen gardens in front of the hostel buildings with a view to give knowledge about cultivating vegetables and maintain an aesthetic atmosphere congenial for corporate living.</li> <li>iii) The Rector shall guide, supervise and co-ordinate the food services in to the hostel. In this regard, he shall have the executive and regulatory responsibilities on behalf of the College for the efficient management and running of hostel mess and canteen attached to the hostel.</li> <li>iv) Rector shall ensure proper discipline and decorum is maintained in the hostels, messes and canteen premises. In this regard, he shall, with the assistance of Monitors, maintain a register of the hostilities, who will be required to be placed on conduct probation. Having regarded to gravity of the offence of an indecorous behavior of hostilities the Rector may impose a fine up to Rs 1000/- per hostilities at a time. Before imposing fine, the Hostel Rector shall record in brief the reasons thereof.</li> <li>v) Amount collected on account of the imposition of a fine shall be credited to the hostel maintenance fund under gymkhana fund</li> </ol>

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		<p>of concern colleges and shall be exclusively utilized for hostel maintenance purpose.</p> <p>vi) The cases of indiscipline which in the opinion of the Rector are more serious for which a fine of Rs 100/- is considered insufficient shall referred to the Chief Rector / Director of Instruction / Associate Dean / Principal of the Institution concerned for taking appropriate disciplinary action against the hostilitie(s).</p> <p>vii) In order to enable him to meet unforeseen expenditure of urgent nature, he shall draw a monthly permanent advance of Rs 3000/- which should be routed through Chief Rector for drawing the advance and settling the advance.</p> <p>viii) 70 per cent of the hostel fee collected by the College shall be kept at the disposal of the Hostel Rector of the College / Institute for hostel maintenance purpose. Rector should propose the work of the hostel from it through Chief Rector The Rector shall perform any other duties as may be assigned to him by the Chief Rector related to the Hostel work.</p>
8	<p><b>The appointments and duties of the Monitors</b></p>	<p><b>The Monitors / Prefects shall be appointed by the</b> Director of Instruction / Associate Dean / Principal with due discussion with Chief Rector, preferably by forming committee of Chief Rector, One of the Senior staff members of the College, of which Rector will be the member Secretary. Rector will suggest the names of Monitor / Prefect and the committee after short interview will make the selection in consultation with the Rector. Each Monitor / Prefect shall be in charge of a hostel / wing as the case may be, and shall work under the guidance and supervision of the hostel Rector.</p> <p>Monitor / Prefect shall necessarily stay at campus He shall supervise and certify the conduct of a hostilitie(s) placed on conduct probation from time to time and shall keep the parents informed of the behavior of their wards.</p> <p>Each Monitor / Prefect shall be responsible to the Hostel Rector in regard to discipline and advisory system, physical, recreational and other co-curricular activities.</p> <p>They should take daily attendance at 7.30 in the evening in girls hostel and 8.30 in boys hostel by taking the signature of students on attendance register and should close the gates of hostel and no hostelite should be allowed to enter the hostel after 8.30 pm only after the consent from the Rector and Chief Rector.</p>
9	<p><b>Hostel Maintenance Fund</b></p>	<p>Hostel maintenance fund shall consist of the Hostel fees, amount of fines collected from the hostilities, amount received as pot share, donations received from alumnae, grant in-aid from State Government, Indian Council of Agriculture Research,</p>

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		New Delhi and income received from sale proceeds of gardens in front of the hostel buildings.
10	Pot and utility share	Pot and utility share @Rs 500/- per hostilities at the time of admission shall be collected once. The pot and utility share will be non-refundable. The amount collected will be used for buying and upkeep utensils and other necessities of the hostel.
11	Admission and occupation	<p>i) Admission to the hostel shall be restricted to registered students of the College / University. Students of the College seeking accommodation in the Hostel shall apply to Chief Rector, He will make the allotment of the rooms on Seniority basis i.e. first come first serve for which he will maintain a register of name of the student in need of the hostel. On the basis of vacancy the rooms will be allotted to the students.</p> <p>ii) The number of students to be accommodated in the hostel shall be decided by the Director of Instruction / Associate Dean, Principal on the advice of the Chief Rector on the basis of observing constitutional reservation and merit. The rooms shall be allotted according to the discretion of the Chief Rector and his decision shall be final and binding.</p> <p>iii) Hostilities shall pay room rent and electric charges in advance as determined by University / Institution from time to time.</p> <p>iv) The allotment of rooms will take place on the date so notified by the Chief Rector and student shall be allotted accommodation in a room unless he is present on the day so notified. If the student who has been provided with accommodation fail to occupy the same within seven days from date of allotment, his / her hostel seat is liable to be cancelled.</p> <p>Under exceptional cases to be determined by the Chief Rector College and the fees paid by such hostilities shall be refunded.</p> <p>v) Request for change in room once allotted shall not be ordinarily entertained unless the Hostel Rector considers the same as a request on genuine ground.</p> <p>vi) No hostilities shall be allowed to occupy the hostel room or a part of without the prior written permission of the Hostel Rector.</p> <p>All the hostilities shall vacate the hostel at the end of the Academic year</p>
12	Overstay in hostel	Overstay in the hostel's beyond the last date of 8 <sup>th</sup> semester for UG, 4 <sup>th</sup> Semester of PG and 6 <sup>th</sup> Semester of Ph. D. hostilities will be Rs 500/- p.m. as room rent and Rs 200/- p.m. as

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		electricity charges. The overstay will be allowed subject to the availability of the rooms in the Hostel.
13	Unauthorized occupation of room(s)	<ol style="list-style-type: none"> <li>i. Hostellite keeping unauthorized person / guest in their rooms will be charged Rs 500/- with warning to remove such person / guest immediately. His parents will be called and will be informed by the Chief Rector / Rector about his behavior and inform them about expulsion from the hostel.</li> <li>ii. If any unauthorized person / guest is found again in the same room, the host (hostellite) student will be charged Rs 1000/- or Chief Rector can expelled him from the hostel directly.</li> </ol>
14	Property and Furniture	<ol style="list-style-type: none"> <li>i. The necessary minimum furniture as may be approved by the Director of Instruction / Associate Dean / Principal shall be provided to a hostellite.</li> <li>ii. Inmates of the hostel shall jointly or separately be held responsible for the damage of the property placed in their charge. They shall take proper care of the hostel property and help in keeping the premise neat, clean and tidy. Any damage done to the furniture or to the building willfully or through negligence, hostelites shall bear the entire cost of damage article / property in addition to the fine imposed by Director of Instruction / Associate Dean / Principal on the advice of Rector &amp; Chief Rector</li> <li>iii. The hostel caution money taken from each hostellite shall be returned to him / her when he / She hands over the charge of the furniture and the room in good condition to the Rector and obtains a counter signed certificate which will be finalize by Chief Rector and then He/ She should be handed over the caution money. After that he / She will not allowed to stay in the hostel.</li> </ol>
15	Use of Electricity	<ol style="list-style-type: none"> <li>i. Each hostellite shall pay electricity charge to be determined by the University / College and these charges shall be paid at the time of the registration for each semester.</li> <li>ii. The hostellite should purchase the articles of daily requirements viz. electric bulb / tube lights of their own use.</li> <li>iii. Any hostellite found using additional electrical appliances viz. heaters, iron, toaster, TV, radio, sound system etc will be fined Rs 200/- and such appliances will be confiscated. Electric lights shall be used only at night and should not be kept switched on when the rooms are locked or not in use. Hostellite transgressing this rule shall be fined summarily Rs 200/- per occasion by the Hostel Rector and this habit continues then Hostel Rector can deny the admission to the</li> </ol>

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		hostellite to the hostel in next semester.
16.	Telephone facility	<ul style="list-style-type: none"> <li>i. A telephone facility at the hostel office is provided only to receive the message</li> <li>ii. The hostellites are not permitted to use hostel phone to make personal phone calls.</li> <li>iii. The incoming calls will be attended by the hostellites themselves. No hostel worker is provided to attend the calls and communicate message from room to room.</li> </ul>
17	Conduct	<ul style="list-style-type: none"> <li>i. Rooms must always be kept clean and well arranged. The space in front of the room should also be kept clean. The windows of the room should be closed and doors locked when the hostellites leaving their room.</li> <li>ii. Hostellites should keep the surrounding of the hostel sanitary blocks and drinking water place clean. They should not put waste paper and other things in the toilets. Any student after use of toilet does not keep it clean will be fined Rs 100/- per instance by the Rector.</li> <li>iii. Hostellites shall not keep money or valuable things in their rooms. The hostel authorities shall not be held responsible for the items lost by the hostellites.</li> <li>iv. The hostellite living in the hostel are allowed to make use of bicycle. No Vehicle without registration number will be allowed to move in the hostel premises. Students are advice to use bicycle in the campus.</li> <li>v. The hostellite shall study quietly in their rooms without disturbing or interfering with the studies of other hostellites in the neighboring rooms.</li> <li>vi. Hostellites shall not keep personal servants</li> <li>vii. Hostellites are expected to attend national flag salutations. If any hostellite is found in the hostel at the time of such function, he / she shall be liable for a fine of Rs 100/- imposable by the Chief Rector / Hostel Rector and shall be liable to such other punishments like vacating the hostel also, as may be considered appropriate by the Chief Rector.</li> <li>viii. Hostellites are not allowed to have any guest to stay with them. The Monitors / Prefects should help the student to make suitable arrangement in campus with the help of Rector and Chief Rector for stay of guest for which they will have to pay. For which hostellites has to apply to the Rector in writing.</li> <li>ix. No Hostellite is allowed to : leave the hostel before 7.00 in the morning and return to the hostel after 7.00 pm in girls hostel and 8.30 pm in boys hostel, without prior permission of the Rector in writing. The monitors will take the roll call at 7.30 pm in girls hostel and 8.30 in boys hostel every day by taking their signatures. During this time the hostellites must be in</li> </ul>

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	<p>their rooms. If the hostellite is found absent continuously for may time Chief Rector and Rector has every right to take action against such student by calling the parents of the students and informing them about his absence from the hostel and the action of removing from the hostel will be taken if found again absent from the hostel without informing them.</p> <p>x. Hostellites should not leave head quarters without prior permission in writing from Advisor / Guide followed by Associate Dean / Head of the Department, then the Hostel Rector in the prescribed application form and should submit the application of leave to Chief Rector Office. The permission will be granted in extreme case only. There will be no permission given to the student to leave the hostel when the academic term is in progress. Only after the end of final theory and practical examination they will be allowed to leave the hostel. Any student found not following this rule will be expelled from the hostel without giving reason immediately.</p> <p>xi. It shall be incumbent upon all the hostellites to take meal in the hostel mess only and no outside hostellite shall be allowed to dine at the Hostel mess.</p> <p>xii. No student should cook food in the room if found will be asked to leave the hostel immediately by the Rector of the Hostel.</p> <p>xiii. Any Boy or Girl is undergoing medical treatment will not allowed to leave the hostel frequently. He or She Should make the arrangement of stay outside the hostel.</p>
<p><b>18. Conduct rules specially for Girl Hostellites</b></p>	<p>i. Each Girl hostellite shall sign the register kept at the watchman while coming in and going out of the Girl's Hostel. She should specify the time of coming and leaving the hostel</p> <p>ii. Girl hostellite must return to the hostel before 7.00 pm immediately after 7.00 pm the watchman shall close the door of the Girls hostel.</p> <p>iii. No Girl hostellite shall go out of the hostel after 7.00 pm and before 7.00 am every day without a prior permission of the Rector / Monitor/Prefect of the Girls hostel.</p> <p>iv. Relatives / Visitors shall be allowed to meet the Girl hostellites between 5.30 pm to 7.00 pm only with prior permission of Rector / Monitors/ Prefects.</p> <p>v. It shall be incumbent upon all the girls' hostellites to take meal in the girls hostel mess only and no outside girl hostellite shall be allowed to dine at the Girls Hostel mess.</p> <p>vi. After 10.00 pm TV shall be switched off and mess hall shall be closed</p> <p>vii. The girl's hostellites shall give an undertaking indicating the local guardian who can be contacted in emergency and only who will be allowed, in addition to their parents, to meet the girl hostellite in hostel office.</p> <p>viii. The Director of Instruction / Associate Dean / Principal /</p>

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		<p>Chief Rector shall ensure due observance of these rules using his discretion in view of the local condition. In addition to the above the Director of Instruction / Associate Dean / Principal / Chief Rector of a College / Institute shall be competent to make rules governing the management of the hostels, if deemed fit, in view of his local condition and shall notify or display the same permanently at each hostel / wing for the information of the hostellites.</p> <p>ix. Hostellites making a breach of any of the above conduct rules shall be fined Rs 1000/- per incident summarily by the Hostel Rector.</p>
19	<b>Acts of Indiscipline</b>	<p>The following shall constitute the acts of indiscipline and if an Hostellites is found in such activity Director of Instruction / Associate Dean / Principal / Chief Rector/ Hostel Rector can debar hostellite from the hostel for ever :</p> <ol style="list-style-type: none"> <li>i. Keeping or using any fine arms, lethal weapons, in the room or within the premises of the hostel.</li> <li>ii. Keeping or consuming intoxicants in any form, consuming alcoholic drinks, Smoking, chewing of tobacco.</li> <li>iii. Gambling in any form</li> <li>iv. Ragging, bullying or harassing of hostellites</li> <li>v. Use of abusive language.</li> <li>vi. Recourse to violence, assaults, intimidation, rioting</li> <li>vii. Showing or causing to show any disrespect to a teacher or a staff member of the University or a member of the public.</li> <li>viii. Incitement to commit any act of indiscipline.</li> <li>ix. Any breach of law of the country or the State or the Statutes the Regulation and the Rules of the University or order of a competent authority.</li> <li>x. Damaging any College / University property</li> <li>xi. Disorder behavior in any form. Any act specifically forbidden by the Director of Instruction / Associate Dean / Principal / Hostel Rector / authorities of University.</li> <li>xii. Misuse of Internet facility provided in the hostel and campus.</li> <li>xiii. Holding meetings, Holding meeting region wise, Holding meeting cast wise, Hoding functions and gathering without prior permission of Director of Instruction / Associate Dean / Principal / Hostel Rector.</li> </ol> <p>Note : Complaints in regard to the incidents of rioting and violence ragging amongst the hostellites shall be instantly registered with local Police authorities by the Dean / Associate Dean / Principal / Hostel Rector of the college / Institutes for suitable actions.</p>
20	<b>Punishment for</b>	Any hostellite who violets any hostel regulations or indulges in

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	<b>indiscipline in the hostel</b>	any act of indiscipline as per the University rules by the hostellite of the Constituent / affiliated College / Institute shall be punished / fined as per the provision in these regulations
<b>21</b>	<b>Suspension, Eviction, Expulsion from the Hostel</b>	A hostellites can be removed from the hostel summarily for a specific period or permanently by the Director of Instruction / Associate Dean / Principal of the College / Institute, Chief Rector for a serious breach of hostel discipline. In such case, he / She shall vacate the hostel within 24 hours from the receipt of the intimation to that effect from the Director of Instruction / Associate Dean / Principal of the college / Institute, Chief Rector and Hostel Rector. No appeal shall lie before any authority and the decision of the Director of Instruction / Associate Dean / Principal of the College / Institute and chief Rector shall be final and binding on all the concerned.
<b>22</b>	<b>Peace committee</b>	<ol style="list-style-type: none"> <li>i. There shall be a peace Committee of the representatives of the hostellites at each College / Institute suitably constituted by the Chief Rector for every academic year.</li> <li>ii. The peace Committee shall work under the chairmanship of Director of Instruction / Associate Dean / Principal of the College / Institute. The Chief Rector, Hostel Rector and Monitors shall be the advisors.</li> <li>iii. The member of the peace committee shall necessarily be the meritorious residents of the Hostels nominated by the Chief Rector on the advice of the Hostel Rector and the Monitor, having the background of NCC and NSS, judiciously representing all the classes of the degree programme(s).</li> <li>iv. The peace Committee shall strive hard to prevent recurrences of ragging, infighting amongst the hostellites and promote among them values like tolerance, harmony, integrity and fraternity.</li> <li>v. The Committee shall arrange at each College the programmes for promoting harmony and cohesion amongst the hostellites community like welcome function, sports and cultural programmes and shramdan for keeping the hostel surroundings aesthetically beautiful and free from pollution, under the guidance of the Hostel Rector and aid and assistance of the Hostel Monitor.</li> <li>vi. In recognition of the constructive services rendered by the members of the Peace Committee, Certificates of honour shall be issued by the Director of Instruction / Associate Dean / Principal of the College / Institute every year.</li> </ol>
<b>23.</b>	<b>Organization of services in a hostel</b>	<ol style="list-style-type: none"> <li>i. It shall be compulsory for each hostellite in the hostel to join the messes of the hostel. He has to become the member of the hostel mess. If he is not the member then he will have to live</li> </ol>

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		<p>the hostel if there are students willing to join Hostel but not getting entry due to no vacancy in the hostel</p> <p>ii. Hostellites may form their own mess clubs under the guidance of the Hostel Rector but there shall be no discrimination among the hostellites on the grounds of caste, creed, religion and region for the purpose of admission to a mess(es)</p> <p>iii. Hostellites should pay mess deposit to the cashier of the mess at the time of his / her admission to the hostel. The amount of the mess deposit shall be decided by the Hostel Rector in consultation with the Hostel Committee of the student's council</p> <p>iv. No hostellites is allowed to cook meals in the hostel room. If found he / She will be fined Rs 500/- and, utensils, stoves etc will be confiscated.</p>
24	Management of Messes	<p>i. Management of the mess and other matters connected therewith shall be carried on by hostellites themselves under the control and the direction of the Rector and Chief Rector</p> <p>ii. The general management of each mess shall be at the hands of the committee consisting of :</p> <p>a. The secretary to be elected for the month.</p> <p>b. The Assistant Secretary to be elected for the month.</p> <p>c. The cashier to be elected for the month from amongst the members admitted to the mess who shall assist the Hostel Rector in the financial matters of the mess.</p> <p>d. A separate account with the nomenclature of "Hostel Mess Account of the College / Institute _____" will be operated in nearby nationalized / Scheduled / co-operative bank. These accounts will be operated jointly by the Hostel Rector and one of the monitors to be nominated specifically by the Director of Instruction / Associate Dean / Principal of the College / Institution / Chief Rector.</p> <p>e. The internal auditors to be nominated by the Hostel Rector from amongst the hostellites for a specific period. The mess account shall be a private account to be operated by the Mess Committees. The Cashier shall keep the accounts of cash and stores and shall submit the same to the mess and to the Rector in the first week of the subsequent month. The account shall be audited by the two internal auditors every month.</p> <p>iii. The outgoing cashier of every mess should clear off the arrears and also close the account for the month and hand over the charge to the incoming cashier in the presence of Hostel Rector.</p> <p>iv. The Secretary shall see that no member is allowed to take meals after 10<sup>th</sup> of every month unless he / she has cleared off the previous dues</p> <p>v. No goods shall be purchased on credit by any of the secretaries or cashiers on behalf of the mess.</p> <p>vi. No hostellite shall be allowed to have his / her food outside the dining rooms of the mess, without the permission of the Rector.</p>

# Regulations for Management of Hostels

	<p>vii. All the messes should be run by the hostellite members of the mess.</p> <p>viii. Difference if any among the hostellites of the various messes shall be settled by the Rector, whose decision shall be final. The Rector shall have full powers to investigate and deal with the matters arising out of mismanagement of the messes.</p> <p>ix. Chief Rector and the Hostel Rector will have all the rights to bring the changes if any while forming the mess for the students by taking suggestion and voting on the issues to be solved with the approval of Director of Instruction.</p>
<p>25. <b>Cancellation of Membership of messes</b></p>	<p>i. Each member shall pay his monthly mess bill so notified to him by 10<sup>th</sup> of the subsequent month, failing which his / her enrolment as a member of the mess concerned, shall stand cancelled and he / she shall not be allowed to take the meals in the mess unless allowed by the Chief Rector. He put forth the case in front of Director of Instruction / Associate Dean / Principal for the permission of a week on a genuine ground only.</p> <p>ii. Rector is empowered to cancel the membership of mess of any hostellite due to his / her disorderly behavior in the mess. Such hostellite will have to live the hostel, if any hostel student allows his friend to take the food in his absence in the hostel mess. Non hostelites are not allowed to take food in the hostel mess.</p>
<p>26 <b>Running of the canteen</b></p>	<p>i. The college canteen attached to hostel shall be managed by the Hostel Rector with the help of the Canteen Committee of the students Council. The College canteen can be run either on co-operative basis or on contract basis or the way in which the students will to do.</p> <p>ii. If the canteen is to be run on contract basis, the tenders shall be invited. The period of the contract shall be eleven months. The contractor shall have to pay the rent of the canteen building as decided University Engineer, along with water gas and electric charges. He shall have to execute an agreement bond with the Director of Instruction / Associate Dean / Principal of the College / Institution. The canteen contractor shall deposit with the Director of Instruction / Associate Dean / Principal of the College / Institute an amount equal to six months rent of the canteen building as a security deposit. If the services of the contractor are found unsatisfactory, the said contract can be terminated at any time after giving a contractor a thirty-day notice by the Director of Instruction / Associate Dean / Principal of College / Institute. If he fails to vacate the canteen premises as directed, the gas water and electric supply shall be disconnected and loss, thus, incurred</p>

