



GIRIJANANDA CHOWDHURY UNIVERSITY
Hatkhowapara, Azara, Guwahati-17

HOSTEL RULES
(Amended in 2023-24 AY session)

CONTENT

Unit No.	Name	Page No.
1.1	General Definitions and Organization of Hostel Administration	3-5
1.2	Hostel Administration	6-8
1.3	General Rules	8-9
1.4	Admission to Hostel	10
1.5	Withdrawal from Hostel/Termination on Course Completion	10-11
1.6	Vacation of Hostel Room – Procedure	11-12
1.7	Hostel Leave Rules	12
1.8	Guests	12
1.9	Visitors	13
2.0	Night Roll Call	13-14
3.1	Discipline Inside Hostel and on/outside the Campus	14
3.2	Categories of Misconduct and Indiscipline	14-17
3.3	Breach of Discipline in Hostels and Punishment	17-20
3.4	Student Disciplinary Committee	20
3.5	Procedure for Rustication / Expulsion from the Hostel	21
3.6	Other Provisions Relating to Rustication / Expulsion	21
3.7	Special Powers of the Vice-Chancellor	21
4.0	Hostel Mess	22
5.0	Dining Hall	22-23
Annexure - I	Hostel Leave Form	24

GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM HOSTEL RULES 2023

1.1. GENERAL DEFINITIONS

These rules, called GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM HOSTEL RULES 2023, as amended from time to time, shall apply to all the boarders of Girijananda Chowdhury University Hostels for maintenance of discipline and good conduct within and outside the Hostel premises.

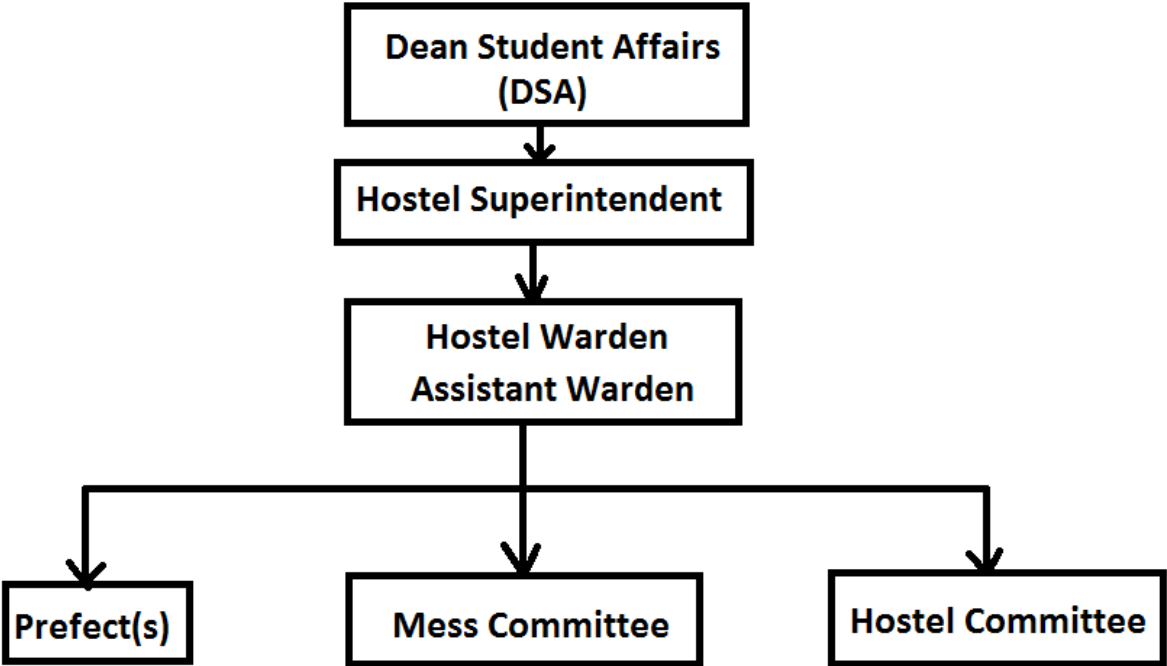
General Definitions of Terms Used in GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM HOSTEL RULES 2023

Term	Definition
University	GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Hostel Rules	GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM HOSTEL RULES 2023
Dean, Student Affairs	The Dean, Student Affairs appointed by the competent authority of the university who looks after the general welfare of the students and their residential life in hostels.
Hostel Superintendent	A duly appointed faculty member of the University who is the principal authority and executive in all matters relating to resident students' welfare and maintenance of student discipline.
Warden	A member of the University who is appointed to assist the Hostel Superintendent in overseeing the day-to-day affairs of the hostels including Mess, sanitation, and recreation of the residents of the Hostel and maintenance of student discipline.
Assistant Warden	An employee of the University who provides assistance to the Warden(s) in day to day running of the Hostel.
Prefect	A boarder of the Hostel who is appointed to assist the Warden(s) in day-to-day administration of the Hostel.
Student	An individual who is enrolled in any regular programme of study in the University.

Boarder	An inmate of the Hostel who is either a regular student in any programme of study in the University or a fellow/associate/ assistant engaged in any project/research work of the University and admitted to the Hostel through proper procedure and subject to availability of seats.
Day Scholar	Girijananda Chowdhury University, Assam student but not a Hostel boarder.
Project Staff	A person who is employed in Project/Research works of academic nature in a capacity of fellows, associate or assistants
Guest	An individual coming to the University for work/business and stays in the Hostel for a short period of time with proper admission.
Hostel Mess	An arrangement for providing food to the Hostel boarders and managed by boarders.
Mess Committee	A Committee of the hostel consists of Warden as ex-officio Chairman and six students of the Hostel to supervise functioning of the mess.
Hostel Committee	An elected committee at the hostel level among the boarders.
Rustication	Rustication is the temporary removal of a student from the rolls of the University as a punishment for indiscipline. The minimum period of rustication shall be one semester in addition to the remaining period of the semester during which the order is passed.
Expulsion	Expulsion is the permanent removal from the University /Hostel. An expelled student shall not be permitted to get fresh admission to the University.

Conduct Probation	<p>A student found guilty of violating the rules and regulations of the University/Hostel or guilty of any act of indiscipline or misbehaviour by the Disciplinary Committee, may be placed under conduct probation by DSA as per recommendation of the Students Disciplinary Committee for a specified period, which shall not be less than one month. During the period of conduct probation, a student may not be allowed to:</p> <ul style="list-style-type: none"> a) represent the University in sports, cultural contests etc. inside or outside the University. b) receive any Scholarship, Fellowship or Stipend given by the University. <ul style="list-style-type: none"> i. When a student is deprived of a scholarship / fellowship / stipend on account of his/her placement on conduct probation, the loss entailed will be permanent and no arrears shall be payable subsequently on expiry of the period of conduct probation. ii. If a student who has been on conduct probation on two previous occasions, is again found guilty of indiscipline he/she shall be dropped from the roll of the University. iii. In case of final year student, his/her results shall not be declared.
-------------------	--

1.1.1 Organization of Hostel Administration:



1.2. HOSTEL ADMINISTRATION

1.2.1. Dean, Student Affairs (DSA):

The DSA looks after the discipline, general welfare of the students and their residential life in hostels. DSA also provides appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University, which contribute to their growth and development as matured and responsible human beings. He/She shall provide general instructions and guidance to the Superintendent and Wardens on matters concerning their functions.

1.2.2. Hostel Superintendent:

Hostel Superintendent is the principal authority and shall ensure proper discipline in the Hostel and shall deal with any violation of discipline in accordance with the provisions of Hostel Rule. There shall be an office for the Wardens in each Hostel with necessary facilities.

1.2.3. Warden:

An employee of the University, the Warden shall assist the Hostel Superintendent for smooth functioning of the Hostel. He/she shall look after the general condition of the hostel, overseeing the day-to-day affairs of the hostels including Mess, sanitation and health and recreation of the residents of the Hostel and maintenance of student discipline.

- i. The Warden shall maintain an Admission Register for all the students admitted / readmitted to his/her hostel in the beginning of each semester and perform other related duty not specified in the Hostel Rules and as assigned by the authority from time to time.
- ii. The Warden shall maintain an account of expenditure of the *imprest* fund.
- iii. The Warden shall give a hostel clearance certificate to the boarders after the Final End Semester Examination or whenever it is required.

1.2.4. Assistant Warden:

The Assistant Warden shall assist the warden for smooth functioning of the hostel.

1.2.5. Prefect(s):

The Prefect(s), one nominated from each wing **for one year** shall assist the Warden in administration of the Hostel affairs. The Prefects shall help the Warden/Assistant Warden to take the roll call of his/her Hostel. Failure of the Prefect to report such cases to the warden shall be considered as gross negligence of duty on his/her part and in that case, Warden may remove him/her as Prefect with immediate effect. If Prefect proceeds on leave, one boarder

should be nominated as prefect in-charge and shall be responsible for the roll call and reporting. The Prefect shall monitor that all Hostel rules are observed by the students and an atmosphere conducive to academic pursuit is maintained in the Hostel. Any discrepancy shall be reported to the Warden immediately. The Prefect will report sickness of any boarder to the Warden and the University Medical Officer. In case of severe illness, matter may be reported to Hostel Superintendent and DSA also. The Prefect shall report any case of emergency, misconduct and breach of any discipline on the part of the boarders to the Warden. The Prefect shall monitor proper cleanliness and sanitation in the Hostel and report any anomaly to the Warden for improvement. The Prefect shall be required to perform any other related duty not specified above which may be assigned by the Warden/Assistant Warden, or any competent authority.

1.2.6. Hostel Committee:

At the hostel level, there will be a Hostel Committee consisting of Hostel Superintendent as President, Warden as Member Secretary, and all prefects as members. In absence of Warden, the Assistant warden shall be the Member Secretary. The DSA shall be the ex-officio member of the Hostel committee. The Committee will normally meet at least once in a month to discuss and mutually settle hostel affairs. The President shall put on the Notice Board the minutes of the meetings.

1.2.6.1. Members of the Hostel Committee will normally hold office for one year.

1.2.6.2. The Hostel Committee members shall be subjected to all rules / norms as boarders of the hostel and shall be liable to face disciplinary action for any violation of hostel rules, etc.

1.2.6.3. If any complaints are received against any prefect / Hostel committee members, the DSA in consultation with the Hostel Superintendent and Warden may remove the prefect and select another boarder in his/her place.

1.2.7. Mess Committee:

Each hostel will have a Mess Committee consisting of Assistant Warden as ex-officio Chairman and six boarders of the hostel to be nominated by Warden considering the representation of different food habits of the boarders. The members will hold office for one year.

In general, the Committee will:

1.2.7.1. supervise the working of the mess;

1.2.7.2. supervise the food menu and check the quality of food served;

1.2.7.3. supervise individually and jointly the supplies of food for consumption in the mess to ensure that supplies are as per approved quality and quantities;

1.2.7.4. suggest improvement in the quality of food served in the mess;

1.3. GENERAL RULES

- 1.3.1. The University shall provide residential accommodation in its hostels at Guwahati and Tezpur to the students admitted to regular full time programme, including Research Project Staff/Assistant/Associate of the University subject to availability of hostel seats.
- 1.3.2. Every boarder must acquaint himself/herself with the rules and regulations of the hostel. He/she must obey these rules strictly. Ignorance of rules will not be accepted as an excuse.
- 1.3.3. All hostels shall remain closed during the period of semester break / vacation or at any time as notified by the University authority. During such break / vacation, boarders are to vacate the rooms of the hostel. Items will be locked in trunks/ suitcases and keys handed over to the Warden.
- 1.3.4. However, Ph.D. students and students having special requirement of course assignment or project work may be allowed to stay during vacation on recommendations of the concerned Head of the Department with due permission of the Warden.
- 1.3.5. All boarders of a room or hostel shall jointly and/or as a whole be responsible for any loss/damage of the property of the hostel.
- 1.3.6. **For any complaint, no boarder shall directly approach the Dean, Student Affairs or any other higher official without approaching the Warden.**
- 1.3.7. Students will be allowed to occupy the hostel room after the Hostel security deposit has been paid. The remainder dues will have to be paid within one week to continue staying in the hostel. In the case of any outstanding dues payable by any boarder at the end of each semester, the Warden may report it to the Controller of Examinations, through the Dean, Student Affairs for withholding of his/her result until the outstanding dues are paid by the student. If a student leaves the University without clearing all the hostel dues, the Warden may recover the outstanding dues from his/her hostel security and university security deposit. If any amount still remains un-recovered, notices to his/her guardian shall be sent who will finally be responsible to clear all outstanding dues.
- 1.3.8. All cases of illness shall be reported to the Prefect who in turn shall inform the Warden / Assistant Warden and / or the University Medical Officer/Doctor. In case of emergency, Warden will organise his/her medical treatment at the nearest hospital.
- 1.3.9. One Warden and one Assistant Warden per hostel will be appointed by the Management to run the hostel. In addition, one senior faculty member will be nominated by the management as Hostel Superintendent for overall supervision in running the hostels.
- 1.3.10. The Warden with the approval of the Dean, Students' Welfare shall appoint one Prefect per wing for each hostel from amongst the boarders of the respective hostels for a period of one year.

- 1.3.11. The Warden shall maintain permanent record (Stock Book) of all non-consumable articles of the hostel(s) supplied by the University.
- 1.3.12. The Warden shall be granted an *imprest* fund of Rs. 1000/- (Rupees One thousand) only to meet the emergency and contingency expenditures required for maintenance of the hostel.
- 1.3.13. The Warden shall administer and manage the hostel and the Assistant Warden and the Prefect(s).
- 1.3.14. The mess of the hostel shall be maintained by the Mess Committee. The Assistant Warden shall be the Chairman of the Mess Committee. The dining hall shall remain open as per the timetable determined by the Mess Committee. Members of the Mess Committee shall be nominated by the Warden from amongst the boarders of the hostel.
- 1.3.15. Electric bulbs / fluorescent tubes for all boarders shall be supplied by the University only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
- 1.3.16. Boarders shall not use any electrical appliances such as electric heaters, electric stoves etc., in their rooms. However, boarders may use computers and music systems in their rooms.
- 1.3.17. Boarders are strictly prohibited to have in their possession at any time under any circumstances, dangerous materials, explosives, arms and weapons or any other items prohibited by law.
- 1.3.18. Boarders are expected to keep their rooms clean, tidy and maintain cleanliness. No rubbish should be thrown into the wash basin, drain, corridors, outside the rooms or in the surroundings. The bins kept for this purpose should be used.
- 1.3.19. Every boarder shall leave the hostel room clean at the time of vacating his/her hostel seat failing which the Warden shall not issue clearance certificate to the boarder(s).
- 1.3.20. Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of the hostel from their normal place without the prior written permission of the hostel Warden.
- 1.3.21. Boarders on leaving their rooms shall always switch off the lights and fans.
- 1.3.22. Boarders shall not leave water flowing from taps.
- 1.3.23. No boarder is allowed to shift from his/her allotted room to any other room without written permission from the Warden. The boarders are also not allowed to shift / exchange furniture and other assets from one room to another.
- 1.3.24. In addition to these rules, boarders are also governed by the rules, orders, instructions etc. framed / issued by the competent authority from time to time.

1.4. ADMISSION TO HOSTELS

- 1.4.1. Application for admission to hostels shall be submitted to the Dean, Student Affairs in the prescribed application form, duly filled in and signed by the student and countersigned by his / her local guardian and parent / guardian.
A student if admitted to a hostel must furnish a written declaration in the prescribed form duly signed by the student and his / her guardian to the effect that the student shall abide by the University rules, hostel rules and code of conduct.
- 1.4.2. Students shall be admitted to the hostels at the beginning of the semester subject to the conditions that
 - a. the student applies for the same in prescribed form on time.
 - b. the student continues to be a regular student of the University.
- 1.4.3. A boarder after each semester shall apply for readmission to the hostel and the Warden shall recommend for readmission if the boarder maintained good conduct and discipline during his / her stay in the hostel and the boarder clears all outstanding dues, if any, to the University.
- 1.4.4. The boarder shall pay all the dues regularly, failing which the Warden may initiate disciplinary action as per rules.
- 1.4.5. A student shall occupy the seat in the hostel after depositing the prescribed fees within 7 days from the date of allotment or within the date mentioned in the admission prospectus failing which the allotment shall stand cancelled.
- 1.4.6. Students taking new admission are required to pay the hostel fees at the time of admission along with other fees.
- 1.4.7. Prescribed fees for hostel admission (per semester)*: As Notified

Note:

- Security Deposit/admission fees is non-refundable within 1 year of withdrawal from the date of admission.
- Hostel dues may be revised by the University from time to time.
- All payments to be made in advance.
- **Fine at the rate Rs 20.00 per day will be charged for late payment.**

1.5. WITHDRAWAL FROM HOSTEL/TERMINATION ON COURSE COMPLETION

- 1.5.1. Withdrawal from hostel within one year shall not be permitted.
- 1.5.2. In case, students still insist on vacating their room before one year, application for withdrawal from the hostel shall be countersigned by the father / mother / guardian and submitted to the Dean, Student Affairs through the hostel Warden. Such application shall be submitted after all hostel dues have been cleared. On approval from the concerned authority, he/she may be allowed to vacate her room but the security deposit of Rs 10,000.00 will not be refunded.

- 1.5.3. In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues including fines, upto the day he/she continues to be on the roll i.e. until his/her name is formally withdrawn.
- 1.5.4. Merely vacating the room will not be considered as withdrawal from hostel. In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to physically leave the hostel and shall have to pay all the hostel dues including fines, till he/she continues to be on the roll i.e. until his/her name is formally withdrawn as per procedure.

1.6. VACATION OF HOSTEL ROOM – PROCEDURE

- 1.6.1. All Hostels except the Hostels for research scholars shall remain closed during the period of semester break / vacation or as and when declared/notified by the University authority. During such break / vacation, boarders shall vacate the rooms of the Hostels. The room key shall be returned to the Warden/Assistant Warden. Before leaving, if rooms are not cleaned by the boarders, the Warden may impose fine to the student.
- 1.6.2. During semester break, those boarders who wish to stay in the Hostel, shall take prior permission in prescribed format from the DSA and shall pay additional fee(s) for the facilities utilized during their stay. The additional amount for staying will be decided by the authorities of the University and approved by competent authority. They shall deposit such fee to the University cash counter and receipts must be submitted to the Warden of the concerned Hostel before occupying the room.
- 1.6.3. All terminal year/semester students must surrender their rooms to the concerned Warden at the end of their programme of study i.e. by the date on which they complete the normal period of stay in the hostel. Provided, however, the Dean of Student Affairs may grant extension to such student(s) in very exceptional cases, in consultation with the hostel Superintendent and Warden of the hostel.
- 1.6.4. Those student(s) who discontinue their studies in the middle of a semester should submit an application for vacating the hostel to the Warden concerned at least seven days in advance of the date of leaving the hostel along with withdrawal form. Permission for vacating the hostel will be accorded by the Warden concerned after submission of the clearance of hostel dues by the student concerned.
- 1.6.5. Before vacating the hostel, each student must hand over to the Warden/ Assistant Warden the complete charge of his or her room with all furniture and fixtures intact and clear all hostel and mess dues. While leaving the room, the boarder must ensure that the room is clean, and no garbage is kept anywhere in the room. It is the responsibility of the Warden/Assistant Warden to take charge of a clean room upon vacated by the boarder.
- 1.6.6. The boarder while vacating or on being evicted from the hostel room will have to pay total cost of article(s) found either missing or damaged, allotted in his/her

name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned.

- 1.6.7. Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- 1.6.8. The University reserves the right to close any or all hostels *suo motto*, if situation demands so.

1.7. HOSTEL LEAVE RULES

- 1.7.1. For seeking leave from the hostel, the boarder must apply in the prescribed form. A boarder must obtain prior written permission (at least one day before) from the competent authority before proceeding on leave. Girl students are required to obtain the signature of the local guardian/parents/ Mentor on the leave form and submit the same to the warden.
- 1.7.2. Leave from the Hostel upto two (2) consecutive days shall be granted by the Warden or Assistant Warden (in absence of Warden).
- 1.7.3. Leave from the hostel for more than two (2) consecutive days shall be granted only on the recommendation of the Mentor/Head of the Department of the concerned department of the Boarder /Hostel Superintendent/ DSA.
- 1.7.4. Absence from the hostel without prior permission from the Warden/Assistant Warden/ Superintendent/ DSA is to be considered as an act of gross negligence and misconduct and would be liable for disciplinary action as per rules.

1.8. GUEST

- 1.8.1. No boarder shall keep any guest(s) in the hostel. Sharing of room with guest is strictly prohibited.
- 1.8.2 Any resident hosting an unauthorized person shall be liable to be fined and such other disciplinary action as may be decided by the Warden or higher authorities. The relevant provision is reproduced below:

"The hostel resident(s) on account of harbouring unauthorized person(s) in his/her room would be fined in the first instance with Rs. 1000/-. If found guilty for second time, the fine will be Rs. 2000/- and if found guilty for the 3rd time, he/she will be evicted from the hostel."

1.9. VISITORS

As a rule, female visitor(s) shall not be allowed to visit men's hostel room and vice-versa.

1.9.1 Visitor(s) should be received in the Visitors' room (Common room in the absence of a visitor's room) only. Under special circumstances, written permission from the Warden/ Assistant Warden must be obtained to take visitor(s) to room.

Visiting Hours:

Working days : 10.00 AM to 7.00 PM

Weekends/Holidays : 10.00 AM to 6.00 PM

1.9.2. There shall be a Visitors' Register in every Hostel accessible to visitors. Visitors' Register will be maintained by the Assistant Warden of the Hostel and monitoring of visitor record is the duty of Prefect(s) and Warden.

1.9.3. Any visitor entering the hostel gate should register his / her name and other particulars in the Visitor's Register kept for the purpose at the Hostel entrance. Host (s) may literate their guest on this.

1.9.4. The hostel administration reserves the right to deny entry into the hostel to any visitor if, in its opinion, the visit including any student, is likely to disturb peace and order in the hostel.

1.9.5. Visitors are not allowed during The Annual Cultural fest "Euphuism" or any such technical and cultural events.

2.0. NIGHT ROLL CALL

2.1. All boarders of girls' hostel have to return to her hostel latest by 6.30 P.M, while the boys have to return by 7.30 P.M.

2. 2. Attendance will be taken at 7.00 P.M. and 8.00 P.M. respectively by the warden. It is compulsory for a boarder to be present personally at the time of attendance.

2. 3. Boarders are not allowed to leave the hostel after attendance.

2. 4. Any boarder desiring to work late in the laboratory, library, computer centre etc. must obtain a recommendation from the concerned Head of the Department. The Warden, if satisfied, gives permission for at-most three days in a month. For more than three days in a month, permission shall be granted by the Dean, Student Affairs on the recommendation of the Head of the Department and the Warden.

2.5. A boarder taking permission for late-entry (after 7:00 P.M. and 8:00 P.M. respectively) to the hostel, should sign in the late-entry register kept with the security staff. The security personnel will not allow the boarder to enter the hostel gate if he/she cannot produce late entry permission pass and shall immediately inform the Warden.

2.6. All boarders leaving the hostel will be in possession of out-pass form duly signed by the warden with timings clearly indicated. This will be shown at the gate and entry made in the register maintained by the security staff. On return the boarder will again sign the register indicating the time of return.

3.1. Discipline Inside Hostel And On/Outside The Campus

3.1.1. Any breach of discipline and conduct committed by a student inside or outside the hostel shall fall under the purview of disciplinary Rules.

3.2.2. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by DSA or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself/herself.

3.2.3. In case the Vice-Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, Vice-Chancellor may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending an inquiry by a duly constituted committee.

3.2.4. The Vice-Chancellor may, keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

3.2.5. Any issue as to the interpretation of these rules, the matter shall be referred to the DSA whose decision shall be final and binding. DSA may take advise of Vice-Chancellor, if it is required.

3.2. CATEGORIES OF MISCONDUCT AND INDISCIPLINE

Boarders are expected to maintain discipline and proper atmosphere of study in the Hostels. Disciplinary action shall be taken against a boarder if he/she is found to violate the rules and regulations of the University.

The following acts of indiscipline are strictly prohibited:

3.2.1. Ragging in any form in hostels or in the University campus.

3.2.2. Drinking alcoholic beverages or using any other narcotic drugs and intoxicant of any kind inside as well as outside the University campus.

- 3.2.3. Committing insubordination or showing disrespect to the authority.
- 3.2.4. Absence from hostel and classes without permission from the Warden and Head of the Department
- 3.2.5. Playing of audio and visual systems and other musical instruments / systems inside the room or in the hostel premises causing disturbance to other boarders and neighbours.
- 3.2.6. Picking up quarrel or altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behaviour or smoking, getting inebriated while traveling in the University buses.
- 3.2.7. Participating in or promoting any disruptive activity in the campus.
- 3.2.8. Making false official statement to any university official, faculty or staff and altering University records.
- 3.2.9. Misuse of and/or damage caused to library books, journals and computer facilities.
- 3.2.10. Tampering with existing electrical fittings/systems.
- 3.2.11. Unauthorized possession of any property belonging to the University, hostel or any other individual.
- 3.2.12. Fraudulent use of Student Identity Card.
- 3.2.13. Organising any meeting, function etc. in the hostel without prior permission from the Warden.
- 3.2.14. Any other acts which in the opinion of the Prefect/Warden are detrimental to the interest of other boarders as well as to the University.
- 3.2.15. All kinds of shouting, hooting, violent knocking or any other act, movement or behaviours which are likely to cause disturbance or annoyance to others.
- 3.2.16. Leaving their room with the lights and fans on while being absent from the room.
- 3.2.17. Entry of female visitors into the rooms of the boarders in Boys' Hostel and male visitors into the rooms of Girls' Hostel without written permission.
- 3.2.18. Maltreating or abusing the hostel employees, canteen staff and others including outsiders, students, teachers and other university employees.
- 3.2.19. Cooking inside the room.
- 3.2.20. Use of electric heaters, electric rod, electric stove and other similar electrical appliances in the room.

- 3.2.21. Any form of gambling inside or outside the campus.
- 3.2.22. Keeping fire arms, weapons etc. in the hostel.
- 3.2.23. Damaging, misusing and stealing of any hostel properties or stealing others' belongings.
- 3.2.24. Boarders staying outside overnight without prior permission from the Warden.
- 3.2.25. Staying in the Hostels during a semester break without permission from Warden.
- 3.2.26. Entry and hosting of outsiders in the Hostel without permission of the Warden.
- 3.2.27. Absence of boarders from the hostel after the stipulated time as fixed by the authority.
- 3.2.28. Sexual harassment of any kind which shall also include unwelcome sexual propositions/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent or unwelcome sexual jokes and/ or comments.
- 3.2.29. Arousing communal, caste or regional feelings or creating/causing disharmony among students.
- 3.2.30. Any form of Public Display of Affection (PDA) inside or outside the Hostel.
- 3.2.31. Unauthorized collection of money/donation inside the campus.
- 3.2.32. Indulging in any unruly or indecent behaviour such as smoking, spitting on hostel wall and inside hostel premises.
- 3.2.33. Inappropriate and irrational use of mass media, social media maligning the image of the University or any member of the University.
- 3.2.34. Eve-teasing or disrespectful behaviour or any misbehaviour with a girl student, women staff member/visitor and vice versa.
- 3.2.35. Use of abusive, defamatory, derogatory or intimidatory language against any member of the University Community.
- 3.2.36. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
- 3.2.37. Blockade or forceful prevention of any normal movement of traffic in the hostel premises or outside the hostel.
- 3.2.38. Use of common room of the hostel other than the purpose meant for it.

3.2.39. Keeping pet animals in the room and/or feeding stray dogs/cats inside the hostel premises including dining hall.

3.2.40. Any other act which is an act of violation of discipline and conduct.

3.3. BREACH OF DISCIPLINE IN HOSTELS AND PUNISHMENT

Boarders must follow the discipline as prescribed in clause No. 3.2. Violations of the same by any boarder will attract the following punishments:

Sl. No.	Acts	Punishment
i	All kinds of shouting, hooting, violent knocking or any other act of movement or behavior that is likely to cause disturbance or annoyance to others.	Warning by the Warden at first instance. On repeating the same, a fine of not less than Rs. 500/- to be imposed.
ii	Switching on lights and fans when boarders are not inside the room.	Warning by the Warden. After 3 warnings a fine not less than Rs. 500/- may be imposed.
iii	Entry of female visitors into the rooms of the boarders in Boys' hostel and male visitors into the rooms of Girls' hostel.	Stern warning by the Warden with an intimation to the DSA and HoD concerned. On repeating the same offence, the boarders may be subjected to rustication from the hostel for one semester by the DSA.
iv	Maltreating or physical assault, abusing the hostel employees, canteen staff and others including outsiders, students and other University employees, teachers etc.	Stern warning by the DSA with a fine not less than Rs. 1000/-. The case may be further processed in the purview of conduct probation / rustication.
v	Any meeting not relating to hostel affairs held in hostel premises without prior permission.	Stern warning with a fine of not less than Rs. 200/- by the Warden and intimation to the DSA.
vi	Cooking inside the room.	Stern warning with a fine of not less than Rs. 500/- by the Warden.
vii	The use of electric heaters, electric stove and other similar electrical appliances in the room.	Stern warning and seizure of electrical appliances by the Warden with a fine of not less than Rs. 500/- by the Warden.

Sl. No.	Acts	Punishment
viii	Any form of gambling inside or outside the hostel premises and campus.	Stem warning with conduct probation for one semester, rustication from the hostel by DSA and a fine of Rs. 1000/-
ix	Playing of audio and visual systems inside the room or in the hostel premises causing annoyance to other boarders and neighbors near the hostel.	Stern warning by the Warden at the first instance and on repeating the same the Warden may impose a fine of not less than Rs. 200/-. At the same time audio visual system will be seized.
x	Possessing or keeping fire arms, weapons etc., in the Hostel.	Conduct probation and rustication from Hostel for at least two semesters by DSA.
xi	Drinking alcohol, poisons, drugs and intoxicants of any kind inside as well as outside the University Campus.	Conduct probation and Rustication from Hostel and University by DSA and a fine amounting upto 10,000/-.
xii	Boarders staying outside overnight or absence from hostel without permission from the Warden.	Stem Warning with a fine of not less than Rs. 500/- may be imposed by the Warden. The matter must be communicated to the DSA for their record.
xiii	Damaging, misusing and stealing of any hostel properties or stealing others belonging,	Fine of an amount equivalent to damaged or stolen items. Rustication from hostel for one semester by DSA.
xiv	Staying in the Hostel by boarders during a semester break without permission from proper authority.	Stern warning by Warden; Fine of Rs. 50/- per day.
xv	Entry and hosting of outsiders in the hostel without permission of Warden	Rustication from hostel for one Semester and Stern warning with a fine not less than Rs.1000/- by the Warden/DSA.
xvi	Ragging in any form inside and outside the hostel.	Expulsion or rustication from Hostel and University for at least two semesters or any other punishment as decided by DSA/ Anti-ragging committee.

Sl. No.	Acts	Punishment
xvii	Absence of students from the hostel after the stipulated time as fixed by the authority.	Rustication from hostel for not less than one month by the DSA.
xviii	Unauthorised occupation of hostel room and locking by ex-students etc.	Warden will verify the matter and report to DSA. Forceful vacation of room immediately by the Warden with security staff, if necessary.
xix	Keeping guest inside the room without the permission of Warden.	Stern warning with a fine of not less than Rs. 1000/- by the Warden.
xx	Any form of Public Display of Affection (PDA) inside or outside the University campus.	Stern warning by the Warden with an intimation to the DSA and HoD concerned. On repeating the same offence, the boarders may be subjected to rustication for one semester by the DSA.

For the act of indiscipline falling under the category of 3.2.28 to 3.2.35, the following actions may be taken

Admonition/Reprimand: For the first-time offender, student is to be counselled by DSA/ Wardens of the hostel for his/her fault and misconduct. In repeating the offences for second time, he /she will be imposed any one or more of the following punishments:

- i. The offender shall receive stern warning letter with copy marked to parents/ guardian from the Warden / DSA.
- ii. Fine upto Rs. 10000.00 (Rupees ten thousand) only.
- iii. Rustication from Hostel for entire study period.
- iv. Expulsion from the University.
- v. Non-issuance of certificate of conduct.
- vi. Withdrawal of Degree/Diploma/Certificate.

For act of indiscipline falling under the category of 3.2.36 to 3.2.39, the following actions may be taken:

Admonition/Reprimand: For the first-time offender, student is to be counselled by DSA/ Wardens of the hostel for his/her fault and misconduct. In repeating the offences for second time, he /she will be imposed any one or more of the following punishments

- i. The offender shall receive stern warning letter with copy marked to parents/ guardian/ DSA from the Warden.
- ii. Rustication from Hostel for one semester.

3.4. HOSTEL DISCIPLINARY COMMITTEE

There shall be a Students' Disciplinary Committee to be constituted by the Vice-Chancellor that will enforce the "Regulations on Discipline and Proper Conduct of Students of Girijananda Chowdhury University, Assam" and "Hostel Rules".

Composition:

- Dean Student Affairs - Chairperson
- Two Hostel Superintendent - Members
(One member call be the member secretary depending on the hostel where the incident has occurred)
- Hostel Wardens - Members
(One member must be a lady teacher)
- Two Student Representatives - Members
(To be nominated by DSA)
- Assistant Controller of Examinations - Invited Member

Term: Two Years, or till further notification whichever is earlier

To take a decision, at least two thirds of the members must be present in the Committee Meeting.

Dean of the concerned School, Head of the concerned Department, shall be special invitees. The committee will accept disciplinary related matters of students or any other referral of **students' disciplinary case of the boarders of hostel**. The decision of the Committee will be minuted and signed by all members attending the meeting and signed minute will be put for approval from the Vice-Chancellor by DSA. The Vice-chancellor may approve the minutes or may send to the committee for reconsideration with specific suggestions. After approval, DSA will issue office order accordingly with intimation to all concerned including the Controller of Examinations, respective Deans of Schools, Heads of the Departments, Registrar, VC's office, concerned students and their parents/guardians. In case, no decisions are being taken by the committee, the committee may forward the case to the Disciplinary committee of the University.

3.5. PROCEDURE FOR RUSTICATION/EXPULSION FROM THE HOSTEL

Before a student is rusticated / expelled the following procedure shall be observed: On receipt of the complaint against the conduct of student inside the hostel, the DSA, along with the concerned Hostel Superintendent and Warden shall enquire into the matter within 7 (seven) days of receipt of the complaint and place it before the Students' Disciplinary Committee not later than 15 (fifteen) days from the date of receipt of the complaint. If Students' Disciplinary Committee is satisfied that there is a prima-facie case for rustication/expulsion of the student from the Hostel, the student shall be allowed to explain in writing about the allegations against him/her or appear before the Student Disciplinary Committee to show-cause why he/she should not be rusticated / expelled.

- i. The concerned student shall have to submit his/her explanation within 7 (seven) days from the date of issue of the intimation by the DSA.
- ii. After receiving the explanation(s) or hearing in person, the Students' Disciplinary Committee shall examine the case.
- iii. If at this stage the Students' Disciplinary Committee is convinced that it is a fit case for rustication/expulsion from Hostel, the DSA shall forward the recommendation of the Disciplinary Committee for consideration and approval of the Vice-chancellor.
- iv. **In case of any indiscipline created by a boarder outside the hostel or in the University campus, the case will be directly referred to the Disciplinary committee of the University within three days of receipt of the complaint.**

3.6. OTHER PROVISIONS RELATING TO RUSTICATION / EXPULSION

- i. Every case of rustication or expulsion shall be reported by the DSA to the Controller of Examinations and all concerned immediately after the order is passed by him.
- ii. The date of rustication/expulsion: It shall be the date on which the order is issued by the Disciplinary Committee.
- iii. Any disciplinary action taken against a student shall be intimated to the parent or guardian of the student. The record of disciplinary action shall be mentioned in the files of the concerned student.

3.7. SPECIAL POWERS OF THE VICE-CHANCELLOR

Notwithstanding anything contained in these Rules, the Vice-Chancellor shall have the authority to institute an enquiry against any student(s) regarding his / her misconduct and shall execute appropriate disciplinary actions.

4.0 THE HOSTEL MESS

- 4.1. All boarders of the hostel shall automatically be members of the respective hostel mess.
- 4.2. Joining the mess is mandatory for all boarders.
- 4.3. No student other than the boarders of the respective hostel will be allowed to take food as guest. In case of emergency, written permission has to be obtained from the Warden.
- 4.4. There shall be a Mess Committee consisting of Assistant Warden as Chairman, six members to be nominated by the Warden.
- 4.5. Meals and refreshments shall be served in the dining hall of the hostel during the scheduled hours as notified from time to time. No meal or refreshments shall be served to boarders outside the dining hall except with the permission of Warden in case of illness.
- 4.6. Boarders shall not take any hostel utensil out of the dining hall except with the permission of the Warden.
- 4.7. In addition to these rules, the respective hostel Mess Committee shall frame their own rules and regulations for proper management of the mess from time to time.

5.0 DINING HALL

- 5.1. Each resident student and his or her guest, if any, will have to take the meal in the dining hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Warden/ Assistant Warden, if the student is not able to eat in the dining hall. In no other case, students will be allowed to take the mess food outside the dining hall; doing so would invite disciplinary action by the Warden/ Assistant Warden.
- 5.2. All residents and guests should come to the dining hall properly dressed.
- 5.3. Self-service system will be followed in the mess. Students collect their share of food from the counter in the dining hall.
- 5.4. Only one resident may eat from one plate or thali. More than one person eating from one plate or thali is prohibited.
- 5.5. Boarders are expected to behave with the mess staff with proper decorum and must not enter into any altercation with them. If they have any grievance, they may record the matters in the suggestions book, and the Warden/Assistant will bring it to the notice of the higher authorities.

- 5.6. Smoking or taking alcoholic drinks in the dining hall is strictly prohibited. If such case is detected, he/she will be liable to be punished under disciplinary rules.
- 5.7. Feeding stray dogs/pet animals inside the dining hall is strictly prohibited.
- 5.8. Students must not take mess utensils out of the dining hall.
- 5.9. Students should not waste food.
- 5.10. Students should observe cleanliness in the dining hall.
- 5.11. Students must not ask mess employees to prepare special dishes for them.
- 5.12. To use the dining hall of Boys/Girls hostel for purposes not related to the mess without prior permission of the Senior Warden at least 24 hours before the proposed event.
- 5.13. Any breach of the above rules will render the student liable to be fined and/or disciplinary action including expulsion from the hostel, removal from the University, etc.

APPENDIX-I

GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM

Hostel Leave Form

- **Boarder of:** Boys Hostel Girls Hostel
- Name of Boarder: _____
- Room No: _____
- Department: _____
- Programme: _____
- Semester: _____
- Period of Leave - From: _____ to _____
- Reason for Leave: _____

- Address while on Leave: _____

- Mobile No: _____

=====

In case of leave for more than 02 days or Leave taken by Girls Hostel Boarder:

Comment: _____

Signature of Mentor / HoD (with Dept. Seal) / Superintendent / DSA

=====

Leave Approved / Not Approved

Comment: _____

Signature of Warden / Assistant Warden