

## Introduction

Banaras Hindu University, the largest among the residential universities of India, has the distinction of providing residential accommodation to about 12000 students in as many as 62 hostels. Most of the hostels have been named after dignitaries who have been associated with the university or who have been donors to a particular hostel. A large number of renowned personalities like Prof. C.N.R.Rao, Devender Lal, U.R.Rao, Sri Jagjivan Ram and many others occupying various important positions in the sphere of industry, business, administration, academia, civil services, science and law world over have resided in the hostels of this university. The four Institutes and fifteen Faculties have a definite number of hostels under their control. There is a Triveni complex of five girls hostels (Ganga, Yamuna, Saraswati, Godayari and Kaveri) which accommodates female students of different courses including research scholars of different faculties/institutes. The intake capacity of individual hostel varies from 37 students (Ram Kinkar Hostel of Faculty of Visual Arts) to 651 students (Broacha Hostel of Faculty of Science). Of the total 62 hostels, 38 are for boys and 24 for girls.

Among Institutes/Faculties, Faculty of Science which has 5 boys and 3 girls hostels with intake capacity of as many as 2546 students has largest number of Hostels. Its Broacha hostel, a magnificent heritage building is capable of providing accommodation to over 651 students. The Faculty of Arts and Faculty of Social Sciences, with 5 and 2 hostels respectively, accommodate about 819 and 651 students respectively. The Institutes of Medical Sciences and Agricultural Sciences have provision for residential accommodation for about 1309 and 621 students respectively. Law, SVDV, Commerce and Education are the other Faculties with residential facilities for 447, 215, 227 and 272 students, respectively.

The Institute of Medical Sciences and Faculty of Science have separate hostels for their female students. Other faculties have quota for female post graduate students in Triveni complex. Mahila Mahavidhyalaya commands about half a dozen hostels for post graduate (PG) and under graduate (UG) students. The PG (Jyoti Kunj Girls) hostel has a three-story building and accommodates over 280 students.

The hostels in general are located along the road linking BHU main gate, Mahila Maha Vidhyalaya, Malviya Bhawan, V.C. lodge etc. The addition of hostels took place later on in the rear side of the hostels along the adjoining roads. The trees on both sides of roads and the lawns in front as well as inside the hostels add grandeur to their lay out. Between the main hostel road and the Faculty buildings are situated series of play grounds belonging to different faculties. Perhaps, the founder of this great university, Pandit Madan Mohan Malviyaji's vision behind such a lay out was to provide the opportunity to resident students to play in the evening and in its turn to achieve the goal of promotion of games and sports on one hand and keeping the students physically fit. All the hostels are equipped with common rooms which are used for watching T.V. programmes and organizing cultural activities such as debates, quizzes. News papers, magazines are also kept there for reading. Mess/canteen facility is available in all the hostels. In addition, canteens are also located at a number of places which cater to the needs of the students. Each hostel is equipped with indoor game facilities like table tennis, badminton, volley ball etc. Inter-hostel competitions are organized for various games with the help of Sports Board. Similarly, integrated cultural programmes are arranged at faculty and university level through Dean of Students Office. The university has a large gymnasium named Shivaji Hall located in front of Broacha hostel. In addition to it, there is a sports complex at amphitheatre ground which is a common sport and game facility for all. It also includes an indoor stadium and J.K.Hall for badminton. Hostlers have access to the swimming pool of the university situated behind Raman Hostel. The magnificent Sayajirao Central library is an asset to students. The shopping centre complex branch of State Bank of India and Bank of Baroda branch (IMS, BHU) are particularly established to serve requirement of students.

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The Dean of Students is over-all in charge of welfare activities of the hostels and the Dean of the concerned Faculty is head of the hostels falling under the faculty. He governs the functioning through a Co-ordinator (one for the concerned faculty), one Administrative Warden and suitable number of Wardens (for each hostel). Every hostel of the university is provided with lobby servants, sweepers and gardener. Every hostel has an office with adequate staff. Electric and water supply is looked after by EWS department while repair and minor construction is responsibility of UWD. Students are provided the medical and health facilities through Students' Health Centre. If need arises, on reference of the Health Centre, they may be admitted to Sir Sunder Lal hospital for check-up and treatment.

## CHAPTER - I

### HOSTEL ADMINISTRATION

The administration of hostel is an important part of university functioning. The hostels' administrative structure comprises Dean of Students, Dean of the Faculty, Coordinator, Administrative Warden and Wardens. The Dean of Students is associated with the hostels of entire university especially in matters of general welfare and cultural activities, whereas the Dean of Faculty/Director of Institute is responsible for the hostels of his respective Faculty and Institute. Their over-all Powers and Functions are described in the university calendar (Part-I, Vol.1), as amended from time to time.

#### 1.1 COORDINATOR

There will be one Coordinator for one Institute or Faculty or RGSC provided the Institute/Faculty has at least 4 hostels.

##### 1.1.1 Appointment

The Coordinator shall be appointed by the Vice-Chancellor ordinarily on the recommendation of the Director of Institutes (in case of Institutes)/ Dean of the Faculty/ Principal of the College (in case of MMV)/ Dean of Students (for multi-faculty Hostels) as the case may be, from amongst the members of the teaching staff of the College/Institute/Faculty/RGSC to which the concerned Hostels are attached.

Provided that the Dean of Students shall submit a panel of five names, prepared in consultation with the Deans of the concerned Faculties, for consideration of the Vice-Chancellor.

Provided further the appointment of the Coordinator in multi-faculty hostel, the Dean of Students shall recommend one more member of the teaching staff only after having effective consultation with concerned Deans.

*Explanation: Multi-Faculty hostel means such a Hostel where students/scholars of more than one faculty reside.*

##### 1.1.2 Tenure

The Coordinator will hold the office for a period of three years from the date of appointment. The Coordinator shall be eligible for reappointment.

##### 1.1.3 Honorarium

The Coordinator is entitled for honorarium as per rate fixed by the university from time to time.

##### 1.1.4 Jurisdiction

The Coordinator shall exercise general superintendence in the affairs of a group of hostels under the jurisdiction of an Institute/Faculty/RGSC and advise its Administrative Wardens and Wardens, as the case may be, on matters related to their function.

##### 1.1.5 Powers and Functions

The Coordinator shall:

- a) look into the affairs of a group of hostels falling under the jurisdiction of a College/Faculty/Institute and advise its Administrative Warden, Wardens on matters related to their function.
- b) implement the decision of the University in connection with hostels.
- c) oversee the functioning of the hostels, students' welfare and maintenance of discipline.
- d) take measures to prevent incidence of Ragging.
- e) visit the hostels and keep close contact with its Administrative Warden, Wardens, staff and students.
- f) promote inter-hostel co-operation by encouraging sports, cultural and other activities.
- g) grant permission, where it is expedient to do so, for stay of *bonafide* guest of hostel inmate beyond a period of seven days as per hostel norms.
- h) impose or waive fines, for reasons to be recorded (up to the limit of Rs.500/-) and may take other disciplinary actions including eviction from the hostel.
- i) distribute work amongst Wardens in consultation with the Administrative Warden on commencement of the Academic Session.
- j) perform such other functions as assigned from time to time.

## **1.2 ADMINISTRATIVE WARDEN**

There shall be one Administrative Warden for each hostel assisted by Warden/Wardens. The Administrative Warden will assist the Director, Dean, Principal and Coordinator (if any) of the concerned hostels in matters related to general administration, supervision and control of the concerned hostels including all matters related to student's welfare, maintenance of discipline, mess and security of the hostels. Apart from the specific duties assigned, the Administrative Warden shall keep contact with the residents and take care of students in case of illness in the hostel.

### **1.2.1 Appointment**

The Administrative Warden shall be appointed by the Vice-Chancellor ordinarily on the recommendation of the Director of Institutes (in case of Institutes)/ Dean of the Faculty/ Principal of the College (in case of MMV)/ Dean of Students (for multi-faculty Hostels) as the case may be, from amongst the members of the teaching staff of the College/Institute/Faculty/RGSC to which the concerned Hostels are attached.

### **1.2.2 Tenure**

The Administrative Warden will hold the office for a period of three years from the date of appointment. The Administrative Warden shall be eligible for reappointment.

### **1.2.3 Honorarium**

The Administrative Warden is entitled for honorarium as per rate fixed by the university from time to time.

### **1.2.4 Jurisdiction**

The Administrative Warden shall look after the affairs of the hostel assigned to him/her and advise the Wardens on matters related to their function.

### 1.2.5 Powers and Functions

(i) Subject to the general supervision of the Coordinator and the concerned Dean/Principal/Dean of Students (in case of multi-faculty hostels) the Administrative Warden shall:

- a) allot hostel rooms,
- b) take measure to prevent incidence of Ragging.
- c) maintain discipline and supervise the cultural activities of students residing in the concerned hostels.
- d) grant permission, where it is expedient to do so, for stay of *bonafide* guest of hostel inmate upto seven days as per hostel norms,

***Explanation:*** An expelled student or a student of this university against whom there is some disciplinary charge or police case shall not be considered a *bonafide* guest.

The Administrative Warden shall reserve the right to deny entry of any visitor or student guest who, in his opinion is likely to disturb the peace of the hostel.

- e) attend to the cases of misbehavior and indiscipline of students-residing in the Hostel.
  - f) attend to cases of illness of students-residing in the Hostel.
- (ii) Administrative Warden in consultation with Wardens, shall plan and supervise the extra curricular activities including social service.
- (iii) Administrative Warden shall nominate the Treasurer of the Hostel from amongst Wardens who will operate the funds and will regulate hostel budget and handle temporary advances and its timely settlement. He/She will be responsible for the custody as well as maintenance of imprest account.
- (iv) The Administrative Warden may sanction payment or refund of all kinds of security deposit to Mess contractors /suppliers /students.
- (v) The Administrative Warden will examine the bank reconciliation statement of all accounts pertaining to the concerned hostel.
- (vi) The Administrative Warden shall expeditiously decide the matter of grievance of students and subordinate staff within the limitations of his/her Responsibility. He/She may impose or waive fines (as mentioned in the list of punishments) and transfer a resident from one wing of the hostel to another.
- (vii) The Administrative Warden shall be Chief Executive Officer to implement the decision of the University Hostel Committees either personally or through Committee as the case may be. He/She shall be the overall incharge of all the Establishments of the concerned hostel.
- (viii) The Administrative Warden shall send annual confidential report of hostel staff to the Dean/Director/Principal concerned for onward transmission to the Main Registry.

- (ix) The Administrative Warden will properly pursue the complaint(s) concerning civil and electrical works, repairs/replacement or procurement of furnitures, fittings etc.
- (x) The Administrative Warden shall take an undertaking from each hosteller to abide by the Act, Statutes, Ordinances, Rules and Orders of the University regarding payment of mess dues by the 10<sup>th</sup> of every month, maintenance of hostel discipline and regarding misuse of room, electricity, furniture, fittings, water and treatment with the hostel and mess employees.

### 1.3 WARDEN

There may be one Warden appointed by the University for about 60-80 students. If the number of students exceeds 80, another Warden may be appointed by the University. It will be Warden's responsibility to have proper upkeep and maintenance of properties of the concerned hostel under his/her charge.

#### 1.3.1 Appointment

The appointment of the Warden will be made by the Director of Institutes (in case of Institutes)/ Dean of the Faculty/ Principal of College (in case of MMV)/ Dean of Students (in case of multi-faculty Hostels), from amongst the members of the teaching staff of the College/Institute/Faculty/RGSC to which that Hostel is attached in consultation with the Coordinator (in case the position occupied) and the Administrative Warden.

Provided for multifaculty hostel, the appointment of the Warden will be made by the Dean of Students from amongst the members of the teaching staff only after having the effective consultation with all concerned Deans.

#### 1.3.2 Tenure

The Warden will, ordinarily, hold the office for a period of three years from the date of appointment. The Warden shall be eligible for reappointment.

#### 1.3.3 Honorarium

The Warden is entitled for honorarium as per rate fixed by the university from time to time.

#### 1.3.4 Jurisdiction

The Warden shall look after the affairs of the hostel assigned to him/her.

#### 1.3.5 Powers and Functions

- (i) Subject to the supervision of the Principal of College/Director of Institute/Dean of the Faculty/Dean of Students, Coordinator of the Hostel and Administrative Warden, the Warden shall:
  - a) the Warden will assist the Administrative Warden and Coordinator (if any) of the concerned hostel in matters related to general administration, supervision and control of the concerned hostel including all matters related to student's welfare, their discipline, mess and security of the hostels.
  - b) the Wardens shall make themselves available in the hostel office every day at specified hours (to be notified in the hostel office) to attend the office business and the residents' problems.
  - c) assist the Administrative Warden in allotment of rooms to students assigned

to his Block/hostel;

- d) take measure to prevent incident of Ragging.
  - e) ensure that the record of list of students on Form 12 is maintained.
  - f) Apart from the specific duties assigned, the Warden shall keep contact with the residents and take care of students in case of illness in the hostel.
  - g) enforce the rules relating to residents, management of messes, extra-curricular activities and all other rules and orders connected with the resident students of the hostel;
  - h) report to the Coordinator/Administrative Warden/Principal of College/Director of Institute/ Dean of the Faculty, all cases of misbehaviour, indiscipline and illness of students.
  - i) attend to all matters of health, sickness diet, sanitation and cleanliness of the premises of the concerned hostel;
  - j) perform all other duties and work assigned to him/her by the Administrative Warden, Coordinator and Principal of the College/ Director of Institute/ Dean of the Faculty concerned or as required from them under relevant Ordinances, Regulations, Rules and orders;
- (ii) The Warden shall be responsible for the safe custody and maintenance of properties of the concerned hostel, and for their repairs with the funds allotted for the purpose.
  - (iii) The Warden shall assist the Administrative Warden in all matters of administration and supervision which have been referred to him/her by the Hostel Coordinator/Administrative Warden. He/She shall also perform such duties as are delegated to them by the Administrative Warden.
  - (iv) The Warden of the concerned block/hostel should everyday authenticate the attendance of the employees of his block by putting his initials and date.
  - (v) The Warden will cause to be maintained the common room and its discipline during the organization of sports and cultural activities.
  - (vi) The Warden may permit keeping the common room open beyond the prescribed hours on special occasions and will take care of complaints relating to common room items like television.
  - (vii) The Warden will supervise the functioning of the mess and engagement and working of the mess managers, cooks, helpers under his/her charge with the assistance of the Mess Committee.
  - (viii) The Warden will conduct regular inspection of the dining hall, kitchen room and food preparation so as to monitor cleanliness, discipline and food quality.
  - (ix) The Warden will draw temporary advance for mess related works if necessary and ensure its proper adjustment.
  - (x) The Warden will examine the income and expenditure statement of the mess.
  - (xi) The Warden may stop meals/mess facility to a resident due to default in payment of bills and recommend for the appropriate action to Administrative Warden.

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- (xii) The Warden will examine cases of mess security refund to the students.
- (xiii) The Warden will take appropriate measure for purchase/procurement of newspapers and magazines and also with their sale proceeds.

#### 1.4 Office of the Hostel

There shall be one office in each hostel having a Clerk and at least one Peon. The office shall ordinarily function from 11.00 AM to 7.00 PM on each working day. The working hour may be decided by the Hostel Administration.

##### 1.4.1 Office Clerk

The Office Clerk shall perform following functions:

- a) The office clerk will have Supervisory control over the staff including block servants, chowkidar, safaiwala, etc.
- b) He/she will check the attendance register hostel staff and student resident and keep it under his/her custody.
- c) He/she will keep record of the leave of the staff and put up /forward it for sanction/onward transmission before the Administrative Warden
- d) He/she will keep liaison with all Wardens of the hostel.
- e) He/she will maintain list of hostel residents along with their guardian's permanent address and such other information as necessary for smooth running of the hostel.
- f) He/she will account for the cash balance and its verification at the end of the month and will have in his custody receipts and cheque books.
- g) He/she will check the bills and maintain all the ledgers, registers of deposits, contracts and stock books.
- h) He/she will issue no-dues certificates to students/staff and attend to the observations of internal audit department.
- i) He/she will attend to internal audit objections, initiate write-off proceedings of unusable items and prepare bank reconciliation statements.
- j) He/she will maintain leave account of staff.
- k) He/she will keep in his/her custody, imprest money and vouchers and maintain its account, prepare wage bills of daily wagers, deposit the collected charges of different accounts to hostel account.
- l) He/she will collect cash/cheque and issue receipts and pay bills, if any, after due scrutiny and on the authority of Warden.
- m) He/she will deposit cash to bank and maintain its receipts and keep safe custody of receipt books used.
- n) He/she will maintain temporary advance register, manage adjustment of advances and will retain paid vouchers and counterfoils of cheques.
- o) He/she will write cheques, refund security amount, after necessary adjustment of dues, to the resident students on the authority of Administrative Warden.



- p) He/she will maintain list of defaulters, issue 'no dues' certificate under the signature of Warden/Administrative Warden.
- q) He/she will perform any other work including typing as may be assigned by Warden/Administrative Warden.
- r) He/she will report the matter of ragging etc. to the Warden/Administrative Warden.

#### **1.4.2 Block Servant/Maid**

The block servant/maid has to:

- (i) look after the concerned block, common room's security and proper use of electricity, water and furniture,
- (ii) take care of cleaning related problems of the block,
- (iii) cleaning of students' rooms,
- (iv) do other works for students' welfare as directed by the Warden/Administrative Warden,
- (v) report the incident of ragging and
- (vi) any other duty assigned to him/her by hostel/university administration.

#### **1.4.3 Chowkidar (Watchman)**

The hostel chowkidar will:

- (i) checking the entry of unauthorized persons,
- (ii) safe custody of keys of entry points and office rooms,
- (iii) ensure that no property belonging to the hostel/university is removed by unauthorized persons,
- (iv) brag stray cattle/dogs from the hostel and its surroundings,
- (v) patrolling of building and other installation,
- (vi) report the cases of theft, sabotage or fire, etc., to hostel authorities and security officers at once,
- (vii) overall watch and ward duty,
- (viii) report the incident of ragging and
- (ix) any other duty assigned by the hostel authorities/security officer.

#### **1.4.4 Safaiwala (Sweeper)**

Safaiwala will:

- (i) keep building premise, roads, lavatories etc., neat and clean,
- (ii) make economic use of cleaning materials,
- (iii) bring to the notice of the hostel authorities those places (not allotted to him/her) where insanitary conditions are noticed by him/her,
- (iv) dispose off garbage etc., at the appropriate place,
- (v) co-operate with other safaiwalas wherever required and
- (vi) perform other duties as may be assigned by hostel authorities/incharge, Sanitary & Support Services

### **1.5 Committees of Hostel and their functions:**

There will be three Committees to assist in smooth functioning of the hostel.

#### **1.5.1 Managing Committee**

The **Managing Committee** shall consist of:

- a) Dean of the Faculty/Director of the Institute/Dean of the Faculty/Principal, MMV//Dean of Students (in case of multi-Faculty Hostel)
- b) Coordinator of the hostels
- c) All Administrative Wardens
- d) Two Faculty Members (other than Wardens)
- e) Deputy/Asst. Registrar of the University/Faculty (if in position)
- f) Two student representative

This Committee shall meet atleast twice a year to consider reports on the functioning of each of its hostel from the Administrative Warden. It will also examine and approve annual budget for each of its hostel. The committee will work for creating vibrant academic atmosphere in the Hostel, proper integration of students and maintenance of discipline in the Hostel.

#### **1.5.2 Mess Committee**

Every hostel will have a Mess Committee to assist the Warden. It will consist of:

- a) The Administrative Warden as the ex-officio chairperson
- b) The Warden
- c) The Mess Manager
- d) Five students representatives nominated by the Coordinator/Administrative Warden of Hostels

##### **(i) Functions of Mess Committee**

This committee, in general, will:

- a) supervise the working of the mess;
- b) ensure compliance of the mess rules;
- c) prepare the mess menu to be adopted for each month/week in advance;
- d) supervise/monitor the quality and suggest improvement of food served in the mess;
- e) devise ways and means for achieving maximum economy, avoiding abnormal expenditure on special dinner, etc.;
- f) determine the cost of meal per diet from time to time.
- g) arrange special dinners or other desired functions in the mess and fix the financial limit of expenditure to be incurred on such occasions;

The Mess Committee will ensure proper arrangement for mess facilities i.e., dining table, water containers, crockery etc., and cleanliness.

##### **(ii) Mess Manager**

The Mess Manager shall be nominated by the Administrative Warden from amongst such resident students of the Hostel who volunteer to take up the function of Mess

Manager. The Mess Manager will:

- a) supervise functioning of Mess;
- b) keep watch over the quality and the hygienic preparation of food prepared as per prescribed menu;
- c) Ensure that the accounts of diets and related records are maintained properly (Form No.3);
- d) put up the complaints of the residents, if any, before the mess committee for redressal;
- e) Ensure that monthly income and expenditure statement of mess and mess bills are prepared accurately (Form-7)
- f) carry any other work assigned by Warden

**(iii) Mess Secretary**

The Mess Secretary shall be nominated by the Administrative Warden from amongst one of the five members of the Mess Committee by rotation.

The Mess Secretary shall:

- a) convene meetings of the mess committee in consultation with the Warden (mess) and maintain minutes of such meetings duly signed by all members;
- b) assist mess manager in looking after quality of food and the general services rendered in the mess;
- c) put up the complaints of the residents, if any, before the mess committee for redressal;
- d) assist in purchase of mess related materials;
- e) ensure expenditure of the mess bill within normal limits except that of special dinners etc.;
- f) scrutinize and countersign the monthly mess bill; and
- g) shall prepare the list of the student making default in payment of mess and report the matter to the Chairman, Mess Committee.
- h) discharge all such other duties as assigned to him by the mess committee/mess Warden in connection with the mess matters

**1.6 Duties of Sanitary & Support Services in respect of Hostels**

Sanitary & Support Services staff visiting a girls hostel shall, before, entering into the premises, seek prior permission of the concerned Warden/Administrative Warden.

In-charge of the Sanitary & Support Services will:

- a) look after sanitation of hostel precinct;
- b) supervise the work of sweepers;
- c) keep campus free from dogs for which he will organize periodical raids;
- d) visit various hostel blocks in keeping with an approved time-schedule and submit periodical report about their sanitation and cleanliness;

- e) forward leave application and other statements etc., and maintain casual leave account of the sanitary staff;
- f) supervise the removal of garbage from the hostel precinct; and
- g) perform such other activities/duties as may be assigned to him from time to time

## CHAPTER – II

### ALLOTMENT OF HOSTELS

This chapter includes eligibility and priority for hostel accommodation, hostel admission procedure, inter-hostel and intra-hostel transfer of students, duration of stay in the hostel, procedure for vacation and eviction of hostel rooms etc.

#### 2.1 Eligibility for Hostel Accommodation

A student of the University may be considered for allotment of hostel accommodation provided:

- a) He/she is admitted to a full-time degree/doctoral course.
- b) He/she is not enrolled in a part-time course.
- c) He/she has not been debarred from hostel privilege on earlier occasion.
- d) He/she is not employed or has joined any course outside Banaras Hindu University.
- e) His/her parents are not residing within 8 km from the University Campus.
- f) He/she has not availed of Banaras Hindu University hostel facility for a course of the same level [within the same category e.g. BA (Hons) and LL.B. (Hons) have same level but they fall under different categories: General/Professional] earlier.
- g) He/she has paid prescribed hostel dues.
- f) His/Her parents/guardians are transferred outside Varanasi.

#### 2.2 Number of Vacancies in the Hostels

The total intake capacity of each hostel in the University is given at Table 1 annexed to these rules. The intake capacity of each hostel is distributed amongst various programmes a Faculty runs. This distribution may vary from year to year basis. There are certain Hostels which accommodate students of different College/Faculties/Institutes preferably those which do not have hostel facilities of their own. Their admission is made on quota basis which may be partly adjusted according to varying number of new entrants in different years.

#### 2.3 Hostel Fees

The students allotted hostel accommodation shall be required to pay the Hostel Fees as approved by the Academic Council and the Executive Council from time to time.

#### 2.4 Provision of Paid Allotment

There is provision for "PAID Allotment" (not exceeding 5% of the total number of hostel seats allotted for a course) in various Hostels, the details of which will be available at the time of admission from the concerned Faculty/Department. The desirous candidates are advised to keep constant touch with the Faculty/Department for knowing the detailed position regarding the process of admission under paid allotment. The paid allotment in Hostels carry a Paid Allotment Fee of Rs.900/- per month in addition to regular hostel fee charged by the University. The allotment of hostel on the paid seats shall be strictly made on the basis of UET/PET/RET (Test C) merit and accordingly does not extend any right/priority in allotment to those students who are admitted in the concerned course of study on paid seats.

The earnings would be utilized by the hostels for maintenance upkeep and improvement of facilities.

## **2.5 Reservation**

Students of SC/ST and PC (on horizontal reservation basis) categories shall be given reservation in hostel seats as per quota fixed according to GOI rules. If a Hostel houses students of more than one course, the reservation shall be applicable on the seats allocated to each course separately.

## **2.6 Foreign Nationals**

Non-resident foreign nationals joining various full time courses of the university will be accommodated in International Hostel.

## **2.7 Allotment Rules**

Hostel allotment will be made on the basis of merit list supplied by the Admission Committee and subject to fulfillment of eligibility conditions for hostel allotment as prescribed above. The following admission procedure shall be followed for admission:

- 2.7.1 A student desirous of seeking hostel accommodation at graduate level has to apply on a prescribed form (available in the office of the Principal of the College/Dean of the Faculty/Director of the Institute) to the Principal of the College/Dean of the Faculty/Director of the Institute along with documentary evidence of admission in a course of study of the university and residential proof.
- 2.7.2 For admission to Triveni Complex, Principal of the concerned College/Dean of the concerned Faculty/Director of the concerned Institute shall recommend the names according to quota allotted to that College/Faculty/Institute.
- 2.7.3 Every student who has been allotted Hostel accommodation is required to fill up a hostel card in triplicate to be provided by the concerned Hostel, one copy of which will be kept at the Hostel, second copy with the respective Principal's/Dean's/Director's office and the third copy with the office of the Chief Proctor.
- 2.7.4 For readmission to the hostel, a fresh application (Form No.2) will be necessary. However, when a student rusticated from the hostel becomes eligible for hostel re-admission, he shall not be allotted the same hostel where he lived prior to rustication.

## **2.8 Allotment of Single Seated Rooms in Hostel**

Subject to availability of accommodation, a suitable single seated accommodation may be provided to research scholars with a view to facilitate him/her to carry out his/her research. The single seated rooms will be allotted to research scholars on the basis of their seniority which is determined with reference to the date of joining the hostel concerned on first-cum-first served basis. However, those who are expelled or rusticated or evicted or transferred from one hostel to the other, as a measure of penalty, shall forfeit their earlier respective seniority. The research scholars seeking mutual transfer on their own from one hostel to another for personal or medical reasons will also forego their earlier seniority.

## **2.9 Allotment of rooms to Students of Subjects common to 2-3 Faculties**

Rooms for the students admitted in common subjects shall be allotted with priority to students belonging to the Faculty that runs the course. Thus, the students of M.A. in Geography and Mathematics will get second priority in the allotment of rooms in Faculty of Science hostels and that too only when rooms remain vacant after the exhaustion of

quota of M.Sc., students in these subjects.

#### **2.10 Allotment of rooms in Triveni Complex**

Triveni complex accommodates female students of all College/Faculties/Institutes preferably those which do not have hostel facilities for their female students. Their admission is made on quota basis which may be partly adjusted according to varying number of new female entrants in different years.

#### **2.11 Allotment of rooms to JRF/SRF working in various Projects**

The students in this category may be allotted rooms/seats only if vacancy exists after allotment of seats/rooms to regular students/JRFs. The allotment would be made preferably in the same (research) hostel in a particular lobby on application to the Administrative Warden of the concerned hostel supported by the appointment letter issued by the project's principal investigator and forwarded by the concerned Head of the Department. The JRF/SRF of this category coming from Varanasi would get last preference.

#### **2.12 Allotment of rooms to External Students visiting the University for Academic Programmes**

- a) The Principal/Dean/Director after getting satisfied with the bonafide of the student visitor shall forward his name to the Coordinator/Administrative Warden for allotment of a room in the hostel subject to availability. The host teacher and concerned Head of the Department should forward the name of the above said student visitor.
- b) The allotment period in the hostel at first instance will be for two weeks but can be extended further on the recommendation of the Head of the Department depending on the academic programme and subject to the availability of accommodation.
- c) The student visitor will be charged at the rate of Rs.50/- per day. The student shall bring his/her own bedding.
- d) The incumbent student shall be personally responsible for his/her safety and contingencies arising out of accidents/health problems etc.
- e) Visitor students in the hostel shall not be permitted to have guests staying in their rooms. It will be an obligation on the part of the student to obey all the hostel rules and regulations.

#### **2.13 Miscellaneous**

- a) The basis of hostel admission will be merit secured in the entrance test held by the university in the respective course of study.
- b) Hostel allotment will be done by Principal of the College/ Dean of the Faculty/Director of the Institute/Head of the Department concerned. No student shall be entitled for a particular hostel as a matter of right.
- c) Within a week of allotment, the students have to take possession of their allotted room failing which the allotment may be cancelled. Room allotment will be made by the concerned Administrative Warden only on production of the receipt of the payment of the prescribed charges/dues/fees. In case of students who have already lived in hostel in preceding years, dues and furniture check is required prior to allotment of room (Form No.1).

- d) Subject to provisions at Section 1.1.5 (g) and 1.2.5.1 (i) (d) of these Rules, a *bonafide* student-resident of a hostel may make a request on **Form No. 11** seeking permission for stay of his/her guest(s).
- e) The hostel administration reserves the right to refuse admission to any applicant without assigning any reason thereof.

#### **2.14 Duration of Stay in Hostel**

- a) Hostel accommodation is initially provided for a current academic session and may be subsequently renewed till the completion of the course
- b) The maximum period of Hostel stay of a Ph.D. scholar shall not exceed four years from the date of registration in the Ph.D. programme.

#### **2.15 Vacation of Hostel Rooms**

- a) The university hostels, in general, will remain closed in summer vacation.
- b) All the hostel residents have to vacate their rooms to the concerned Warden/Administrative Warden within 48 hours of the completion of their examinations or as decided by faculties.
- c) The research scholars may be provided accommodation in hostel during summer vacation on the recommendation by the Supervisor/Head/Principal/ Dean/Director of the Department/ College/Faculty/Institute concerned.
- d) Prior to vacating the hostel every student has to handover the complete charge of his/her room with all furnitures and fittings intact to the Administrative Warden (**Form No.5**) and clear all hostel and mess dues.
- e) The resident students at the time of vacating or on being evicted from the hostel rooms will have to pay the cost of article(s) found either missing or damaged, allotted in his/her name taking into account the original price/cost of the article(s) as may be decided by the Warden of the hostel concerned.
- f) The student will be liable to disciplinary action or fine or both and eviction procedure shall be initiated against him/her in case he/she fails to vacate the hostel room by due date.

#### **2.16 Procedure for Eviction**

- a) A resident is liable to eviction for any kind of breach of discipline, violation of norms of hostel or mess rules or for not conforming to academic requirements as stipulated in the academic ordinances of the university or otherwise notified by the university.
- b) The eviction process will be initiated by the Administrative Warden in consultation with Coordinator/Principal of the College/Dean of the Faculty/Director of the Institute.
- c) Prior to eviction, the resident in question will be served a maximum of 24 hours eviction notice in writing and pasting it on the door of the room (**Form No.6**) by the Administrative Warden in order to enable the resident to take care of his/her personal belongings lying in the room and vacate the room on or before the date fixed for eviction.
- d) If the resident does not comply with the eviction notice by the date specified therein, the lock of the room will be broken open in the presence of the Administrative Warden, the Warden of the Block/lobby concerned and the Chief Proctor or his representative. For this purpose, the Administrative Warden has to