

ASSAM AGRICULTURAL UNIVERSITY
HOSTEL RULES, 1975
(Amended as on 30.3.2001)

I. ADMISSION & SEAT ALLOTMENT

1. All the students enrolled in the University, excepting those exempted for special reasons by the Dean concerned, and shall reside in the University Hostel.
 2. Students shall submit their application to the Dean/Assoc. Dean/O.S.D. for admission to hostels in prescribed application form available from the Dean concerned.
 3. Allotment or re-allotment of seat shall be at the discretion of the DSW/ADSW/DDSW/Warden concerned, and students should occupy only the allotted seats in the hostel.
 4. No boarder is allowed to change his/her room without the permission of the Hostel Warden. In fact, no change of room will ordinarily be permitted after general allotment.
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II. WITHDRAWAL AND REMOVAL FROM THE HOSTEL

1. Application for withdrawal from the hostel should be countersigned by the father/guardian and submitted to the Dean through the DSW/ADSW/DDSW/hostel Warden. Such application should be submitted after the hostel dues have been cleared.
 2. In spite of the fact that the boarder has actually vacated his/her room, he/she shall have to pay all the hostel dues and fines outstanding against his/her name, up to the day he/she continues to be on the roll, until his/her name is formally withdrawn.
 3. The boarder will be expelled from the hostel if he/she is in the habit of staying away without permission or is negligent in his/her studies or is found guilty of misconduct or indiscipline.
 4. No boarder shall be allowed to stay in the hostel if his/her hostel fees and mess dues are in arrears for more than a month.
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III. DISCIPLINE AND COMPLAINTS

1. Boarders are expected to maintain perfect discipline and proper atmosphere of studies in the hostel.
2. All kinds of shouting, hooting, violent knocking or any other act or movement or behaviour that is likely to cause disturbance or annoyance are strictly prohibited.

3. Ragging of all kinds in the hostel is prohibited. Anybody detected in the act of ragging will be liable to be punished heavily. Disciplinary action shall be taken as per AAU disciplinary rules.
4. Dealings in general and especially with fellow students should be very courteous and polite. All quarrels and disputes with fellow boarders should be avoided.
5. Malfeasance or abusing the hostel employees, canteen staff and others is strictly prohibited. In case of complaints against them, the report should be made to the hostel Warden.
6. Any form of gambling or participation in games of chance and the playing of music inside the room, causing annoyance to others in the hostel, is strictly prohibited.

Cooking inside the room is never allowed.

8. No boarder shall keep any firearms, lethal weapons, poison, or intoxicants of any kind in the hostel.
 9. Any meeting other than hostel affairs to be held in the hostel premises must have prior approval from the Dean/Assoc. Dean/OSD concerned. The Hostel Warden may give approval to those meetings which are concerned with hostel only.
 10. While visiting the dining hall, the common room, the canteen, and places outside the hostel, the students should be properly dressed.
 11. All the boarders shall vacate the hostel rooms on the 2nd day from the date when their end-term examinations of the 2nd Semester are over. All the hostel articles issued to them should be returned to the Hostel Warden before they leave. The loss or damage, if any, will be made good from the defaulters.
 12. Willful defiance of orders from the Warden will make a boarder liable for such punishment as the Warden deems fit for such acts as per disciplinary rules.
 13. The cases of breach of discipline in the Hostels shall be decided by the disciplinary committee as per clauses of the Regulations on Academic Matters and Disciplinary Rules.
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IV. A. LEAVE RULE

1. General leave sanctioned for absence from the college does not mean leave from the hostel.
2. Leave should be personally secured from the Warden before it is availed of.
3. Leave from the hostel for more than two days must have the approval from the Dean on recommendations of the DSW/ADSW/DDSW/Warden.

4. Boarders absenting themselves from the hostel without getting the leave sanctioned beforehand from the Warden will be punished.

B. NIGHT ROLL CALL

1. Attendance of the students will be taken every day as follows:

- Summer / Winter
Boy's Hostel: 7.00 pm / 6.00 pm
Girl's Hostel: 6.30 pm / 5.30 pm

2. If a student is late or absent at the time of roll call (except in the case of late and night passes), he/she should submit a written explanation to the Warden. Any violation of the rule is punishable.

3. After roll call, no student is allowed to leave the hostel, but if some emergency occurs, he/she must take permission from the Hostel Warden.

4. Absence from the hostel for the whole night without prior permission from the Warden is to be considered as an act of gross negligence and misconduct and would be liable for heavy punishment. Such cases must be brought to the notice of the Dean concerned by the respective Warden.

C. FOR MALE BOARDERS ONLY

1. Every Saturday evening will be a free evening. Students are allowed to go outside the hostels on this evening, and night roll call will be taken at 10 p.m. Boarders are expected to return to the hostel before 10.00 p.m. on the free evening.

D. FOR GIRL BOARDERS ONLY

1. Once the students return from College, they should not leave the hostel premises during the evening without permission of the Warden.
2. Early passes can be issued on Saturday, Sunday, and other holidays. Late passes and weekend passes can be had once in a month and late passes can be given only if the parent or the local guardian comes to take the student out.
3. The boarders in charge of the mess also should get a pass to go out for purchases, and generally two boarders can be permitted in such cases.
4. All the passes can be obtained by the boarders between 8.00 a.m. and 9.00 a.m. on Saturday, Sunday, and holidays from the Warden concerned.
5. When the boarders go out, they should sign in the register entering the date and time when they return.

6. If a boarder fails to return in time or sign in the register or misuses the pass, they have to forgo their pass in the following week or as decided by the Warden.
7. The boarder shall have to show the passes to the watchman when they go out. They must enter in the register when they go and return the pass to the staff on duty when they return and sign in the register.
8. If any boarder fails to comply with the rules or misuses the permission repeatedly, she will be liable for disciplinary action.

V. GUESTS

1. Guests are not permitted to stay in the hostel in exceptional cases; however, if a father or brother (in case of girls, mother or sister) of a boarder comes from far-off places at odd hours, they may be allowed to stay in the guest room with the permission of the Warden. Their names will be entered in the guest register kept in the hostel. The boarder concerned shall be responsible for payment of the guest charges.
2. A boarder keeping guests without permission of the Warden is liable for punishment.
3. All visitors should be received in the "Visitors' room only."

VI. VISITORS (Applicable for girls' Hostel only)

1. Visitors are expected to wait in the visitor room after signing in the register till the watchman communicates the message. No boarder is allowed to see the visitors without prior permission of the Warden. There shall be a visitor's book where the visitor shall have to enter all the particulars and sign for the watchman to take to the Warden. Only those persons whose names are in the visitors' list (or with a separate written authorization from the parents) shall be allowed to meet the students. The students should keep their guests informed of the visiting hours as noted below:
 - **Sunday & holidays:** 9.00 a.m. to 12.00 noon
4.00 p.m. to 6.00 p.m.
 - **Working days (Tuesday and Thursday only):** 4.30 p.m. to 6.00 p.m.

At other times, in emergent cases, permission can be obtained from the Wardens. No student is allowed to take visitors to her room without prior permission of the Warden.

During college hours visitors should obtain permission from the Dean / Assoc. Dean/ OSD.

VII. MESS MANAGEMENT

1. Every boarder shall deposit a sum of Rs. 500.00 as caution money in the Deans Office as fixed deposit, which is refundable when the boarders leave the Hostel after completion of the courses or for good.
2. There shall be only one mess in a Hostel.

VIII. MESS COMMITTEE

1. There shall be a Mess committee consisting of Hostel Warden as Chairman and a Secretary and six members to be elected by the boarders of each Hostel.
2. The Committee shall nominate a Mess Manager from amongst the boarders for a term.
3. The term of office of the Mess committee shall be for one Academic year and that of the Mess Manager generally be not more than one month. Under special circumstances, the warden may use his discretion regarding terms of the Mess Manager.
4. The Mess Manager shall make all the necessary purchases and maintain the store of the mess under the overall supervision of the warden and the mess Secretary. The Warden may, however, make alternative arrangements. The committee (consisting of Secretary and two or three members) shall be in charge of looking after the hostel problems, may also take care of checking the mess accounts etc.
5. The Mess Manager shall be helped by a boarder in purchasing provisions from the market and other affairs of mess.
6. The Mess Manager shall hand over the charge of the mess to his/her successor on the last day of his/her expiry of term. He/she shall have to clear all the accounts of the mess to the warden within 7 days of expiry of his/her term.
7. The Hostel Mess committee and, in special circumstances the warden shall announce the mess charge within 7 days of starting the mess.
8. The mess dues must be paid to the Hostel Warden within 10th day from the date of starting of the mess. A fine @ Rs. 2.00 per day will be charged from the 11th day till end of the mess from the boarders who fail to pay the dues in time. If a boarder fails to clear the mess dues with fine within the mess period he will not be allowed to join the mess and will be fined with the same. The name of such boarders may be reported to the Dean concerned and 1 guardian of the boarder. Fine will be realised till the payment is made.
9. The Mess Manager is expected to prepare one week's menu with prior approval of the warden.
10. 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 the warden in case of illness.
11. Guest of a boarder may be allowed to take meal in the mess by payment of a charge determined from time to time by the hostel Mess Committee. The Mess Manager should be informed the matter at least three hours earlier.
12. Day scholar may also be allowed to join the mess by paying a certain charge to be determined from time to time by the Mess committee.
13. Meals or refreshment will not be available to a mess member at the fixed timing if not intimated to the Mess Manager or the Warden before hand to that effect.
14. In case of illness special diet may be provided as prescribed by the doctor by bearing the extra cost by the boarder concerned.

15. When a boarder remains absent from the mess for not less than 5 consecutive days in a month, an amount of Rs. 5.00 per day may be granted as concession at the discretion of the warden and mess committee. If the absence is 10 days or more in a month, he/she shall be charged only for the days he/she was present at the rates notified.

16. A boarder shall intimate the period of his/her absence from the mess with specific dates to the warden in writing, failing which he/she will not be entitled to any concession.

17. A boarder shall not be permitted to be the guest of another boarder for the purpose of making up the minimum period of absence for claiming the reduction.

18. Boarders are not allowed to take any hostel utensils out of the dining hall except with the permission of the warden.

19. Except the mess committee members, no boarder shall enter the kitchen.

IX. ELECTRICITY

1. Light must be switched off when not in use. The use of electric bulbs up to 60 watts is allowed in the rooms.
 2. The use of electric heaters, electric rods, radios, electric stoves, and other similar electric appliances is prohibited. The articles will be confiscated when found in use (those who are having these sorts of appliances should deposit them with the Warden and take them back when they leave the hostel).
 3. Boarders are warned against tampering with electric installations, and for all electric repairs, the electrician should be called through the Warden.
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X. FURNITURE & EQUIPMENT

1. The hostels are furnished and equipped. The students are expected to bring bedding, mosquito-nets, and other accessories. Furniture should not be removed from the rooms without prior approval of the Warden. Every boarder should see that no damage is done to the hostel property entrusted to him/her. Repair charges for any damage (intentional or through negligence) shall be realized from the boarder's caution money.
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XI. LAWNS AND CLEANLINESS

1. Students are expected to show a sense of responsibility in the maintenance of hedges, lawns, and floral growth. They should avoid crossing the lawns; the passages provided along should be used. Hedges should not be tampered with and the flowers and fruits should not be plucked.

2. Cycling in lawns and verandahs is forbidden.
 3. Spitting inside the building should be avoided, and walls, furniture, doors, etc. should not be defaced with pencil, chalk marks, posters, etc. or by indiscriminate driving of nails, etc.
 4. The wash basin should be kept clean and soap should only be used for washing purposes.
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XII. MEETING

1. The hostel Mess Committee shall meet once in a month or more frequently, if needed.
2. The Mess Secretary shall convene the meeting of the Mess Committee, giving advance notice of at least one day as and when necessary.
3. The Warden shall preside over the Mess Committee meeting.

XIII. BLOCK MONITOR AND HIS/HER DUTIES

1. There shall be a Monitor and a Sick Monitor for each Block/Hostel. Two senior boarders of good academic standing and conduct shall be appointed by the Warden as Monitor and Sick Monitor, who will assist the Warden in the administration of the Hostel affairs.
 - The Monitor ship period shall normally be for one year and the monitors will be exempted from paying the Hostel seat rent.
2. The Monitor shall take the roll call of his/her block as mentioned in these rules and shall report to the Warden about all the absentees at the time of taking the roll as well as absentees for the whole night. Failure of the Monitor to report such cases to the Warden is gross negligence on his/her part, for which he/she shall be liable to be removed from the Monitor ship with immediate effect.
3. The Monitor will ensure that all hostel rules are observed by the students of his/her block.
4. The Monitor must stimulate and maintain a scholastic atmosphere in the hostel.
5. The Monitor should look into the sanitation of his/her hostel.
6. The Sick Monitor will report the sickness of any boarder in the 'SICK RECORD REGISTER' through the hostel warden to the University Medical Officer. The Sick Monitor is to look after the hygiene of the lavatories, dining hall, and hostel premises. He/she will arrange regular vaccination programs in the hostel in consultation with the Warden and the Medical Officer. The Sick Monitor shall also maintain necessary

articles for 'First Aid' to assist the Warden and the Medical Officer in rendering medical aid to the sick boarder.

XIV. WARDEN AND HIS/HER DUTIES

1. The Warden shall be appointed by the Dean Concerned. In the case of girls' hostels, Matrons may be appointed to assist the Warden. In the case of a multi-faculty hostel, the Warden may be selected by either of the Deans.

Selection of Hostel Wardens:

- a. Once the hostel warden position falls vacant, the Dean/Assoc. Dean/O.S.D. of the college/faculties shall invite applications from the teachers with a specific time limit for submission of the same through the proper channel on a prescribed application form enclosed at Annexure A.
- b. Applications shall be called before the expiry of the term of a hostel warden, at least one month prior to the date of expiry.
- c. The Dean shall constitute a committee with the following members for screening and selection of the hostel warden from amongst the applicants:
 - ii. The Dean/Assoc. Dean/O.S.D. - Chairman
 - iii. The DSW/ADSW/DDSW - Member
 - iv. One Senior Professor nominated by the Dean/Assoc. Dean/O.S.D. - Member
- a. The Dean/Assoc. Dean/O.S.D. will appoint the hostel warden as per the recommendation of the Selection Committee.
- b. If, in case, no applications are received after the first advertisement, the Dean/Assoc. Dean/O.S.D. may assign the job to a Senior and suitable teacher in consultation with DSW/ADSW/DDSW for a period not exceeding one year, within which period fresh advertisement shall be made to appoint the hostel warden as per the prescribed procedure mentioned above.

Criteria for Selection of Hostel Wardens:

- i) Any teacher completing three years of continuous service in the University without any adverse record.
 - ii) Involvement in extra-curricular activities relating to students.
2. The term of office of a warden is for a period of three years. On special circumstances, his/her term of office may be extended for another year.
 3. He/She shall be responsible for the general administration and also for maintaining the discipline of the hostel. He/She shall be responsible for the promotion of harmonious and smooth life of the boarders.

4. When the Warden is on leave and/or remains outside the head Warden, the Dean will place some warden of another hostel or some other members of the teaching staff in charge of the hostel for the period.
 5. He/She shall apprise the Dean from time to time on the general activities of the hostel.
 6. He/She shall send a confidential report of the cooks, servers, cleaners, and other staff of the hostel to the Dean for appropriate action.
 7. He/She shall be solely responsible for the management of the hostel funds and for correct maintenance of accounts of the hostel and also the stock book register of the hostel and other properties.
 8. Forward leave application of the hostel staff to the Dean through the DSW/ADSW/DDSW for recommendations.
 9. He/She will recommend to the Dean, the appointment of hostel staff like cooks, servers, etc. when the positions fall vacant.
 10. Shall be responsible to meet out all the audit objections of his/her hostel.
 11. Arrange medical aid and hospitalization of boarders requiring such assistance.
 12. Allot or reallocate seats in the hostel in consultation with the Dean/DSW/ADSW/DDSW concerned.
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XV. GENERAL RULES

1. Every boarder must acquaint himself/herself with all the rules and regulations of the hostel. He/She must observe these rules strictly. Ignorance of the rules will not be considered an excuse.
2. Boarders must look up the hostel notice board regularly as important notices are put up there.
3. For any complaints, no boarder should see the Dean and other Higher Officials without going through the Warden.
4. All cases of illness should be reported to the Sick Monitor and Warden/DSW/ADSW/DDSW concerned, who will refer it to the University Medical Officer.
5. Students are expected to keep their rooms clean and tidy and maintain cleanliness throughout.
6. No rubbish should be thrown into the wash basin, drain, corridors, or outside the rooms or in the surroundings in anticipation of the sweeper cleaning it. The bins and waste paper baskets kept for this purpose must be used.

7. In the case of final year students, the Dean concerned may effect recovery of the outstanding dues from the security deposits, and in case the outstanding amount exceeds such deposits, such matters should be reported by the Dean concerned to the Registrar to withhold the result till the balance of the outstanding dues is paid by the students. Provided a student leaves the University before the final examination, they should also neither be issued a character certificate nor refunded security money nor migration certificate until a clearance certificate from the Warden is received.
8. No pet animals/birds shall be allowed to be maintained or kept in the hostel premises by the boarders.
9. A boarder shall have to produce a **CLEARANCE CERTIFICATE** from his Warden at the time of registration into a new semester and at the time of drawal of scholarship/stipend, etc., to show that he/she has no outstanding dues to the hostel and that his/her progress in the hostel is satisfactory.
10. In granting or issuing a character certificate to a student, the opinion of the Warden shall be given due weightage.
11. The Warden will communicate to the Guardian of each boarder at the end of the year about the conduct of the boarder during the year.
12. Boarders shall not remove Common Room articles, dining hall utensils, and other articles of the hostel from their respective positions without the prior permission of the Hostel Warden.