

NORTH-EASTERN HILL UNIVERSITY RULES

RU - 3

ADMISSION TO AND MANAGEMENT OF HOSTELS*(Under Ordinance OD-4)*

Admission to the hostels of the University and their management shall be made as per the following Rules:

- 1.1 Admission to hostels maintained by University shall be in accordance with the provisions of the Ordinance on Conditions of Residence of Students of the University.
- 1.2. Admission of postgraduate students to hostels shall be made once a year after the commencement of the 1st/3rd semesters.
- 1.3. Admission of research scholars to hostels shall be a continuous process. The Dean of Students' Welfare shall continuously update the waiting list of research scholar applicants for hostel accommodation.
- 1.4. Admission to hostels shall be on the basis of merit, i.e. performance in the qualifying examination or the class/programmes to which admitted. Graduates of North-Eastern Hill University shall be assigned a weightage of 10% marks. Graduates who are from universities other than NEHU but who are domiciles of Meghalaya shall also be assigned a weightage of 10% marks.
- 1.5. The distribution of hostel seats for postgraduate students and research scholars shall be as follows.
 - i) 17% of the total hostel seats shall be open to all.
 - ii) 40% of the total hostel seats be reserved for SC/ST students of Meghalaya.
 - iii) 40% of the total hostel seats shall be reserved for other SC/ST students.
 - iv) 3% of the total hostel seats shall be reserved for physically challenged students.
 - v) Applicants under (ii) and (iii) are required to submit necessary documents in support of their claims. Physically challenged students will have to submit a certificate to that effect from a Medical Officer of the University.
 - vi) All of the authorised seats under category (ii), (iii) and (iv) above shall stand converted to category (i) if unfilled.
- 1.6 All hostel fees, including University Caution and Mess Caution Money, should be paid in advance for one year and the fee counterfoil submitted to the Warden prior to occupying the hostel room / seat. Anyone found violating this shall forfeit his/her hostel seat.

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- Duration of Residence**
- 1.7 Any hosteller who is subsequently found to be a working man/woman (and not on study leave) shall forfeit his/her hostel seat. A working man/woman should produce an attested copy of his/her leave letter along with the application for hostel accommodation. The original certificate should also be produced at the time of admission for verification.
 - 1.8. The Dean of Students' Welfare shall permit transfer of allotment from one hostel to another only in exceptional cases.
 - 2.1. Seats shall be allotted for one academic year at a time, to be renewed on application in the prescribed form.
 - 2.2. Those desirous of an extension should apply in the prescribed form at least one month prior to the expiry of present allotment, their application being forwarded by the respective Head of the Department and Warden.
 - 2.3. The maximum duration of residence shall ordinarily be as follows:
 - i) Two academic years (4 Semesters) for postgraduate students and M.Phil scholars.
 - ii) Five academic years for Ph.D. scholars + 1(one) Semester.
 - 2.4. Post-Graduate students shall be required to vacate their rooms within seven days of completion of the end semester examinations and M.Phil and Ph.D. scholars within seven days of submission of their dissertation/thesis for evaluation. Those who discontinue their studies/research shall be required to give immediate vacant possession of their rooms.
 - 2.5. Ordinarily no postgraduate student shall be permitted to stay in the hostel during the winter vacation. The Dean of Students' Welfare may, however, at his discretion permit a postgraduate student to stay during the winter vacation for a specific period not exceeding 10 days.
- Conditions of Residence**
- 3.1. All hostellers should be back in their rooms before the "roll call" at 9 p.m.
 - 3.2. During "study hours", common rooms shall be closed and strict silence shall be observed.
 - 3.3 (a) The Warden may grant permission for late stay only on a written request from the authority concerned. Residents granted late stay permission should be issued passes in which the time of return to the hostel shall be indicated.

Note: Late stay for the purpose of these Rules shall solely be for the purpose of research/laboratory work/attending University functions on the recommendation of the Supervisor.
 - (b) The Warden may grant permission for overnight stay on a written request from the parents / local guardians of the hostellers. Such permission shall be granted only once a month. Residents granted overnight stay permission should be issued passes in which the date and time of return to the hostel shall be indicated.

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- 3.4 A research scholar shall be permitted by the Warden to stay out for a specified length of time on a written request duly recommended by the concerned Supervisor.
- 3.5 A research scholar who does not occupy his/her hostel seat for a continuous period of three months or more shall ordinarily forfeit his/her seat.
- 3.6 A hosteller who stays out for any length of time without the written permission of the Warden shall forfeit his/her seat.
- 3.7 Visitors of the opposite sex will be allowed entry only upto the Visitors' room. Wardens shall have the right to deny entry to any visitor into their respective hostels.
- 3.8 A resident of a hostel may accommodate one guest in his/her room with the prior permission of the Warden. All appropriate conditions laid down under these Rules shall also apply to a guest. The charge for such accommodation shall be Rs. 20/- (Rupees twenty) per day in addition to what may be charged for Mess etc.
- 3.9 Guests of hostellers will be provided accommodation only on a written permission from the Warden.
- 3.10 No guest shall reside in a hostel for more than three days in each semester. A hosteller who is found to accommodate a guest for more than three days is likely to forfeit his/her seat.
- 3.11 Residents shall be personally responsible for the care and cleanliness of the rooms allotted to them. They shall also be responsible for the safe upkeep of the fitting in the rooms, furniture and other items supplied to them. More than the prescribed furniture will not be allowed in the hostel rooms.
- 3.12 No resident shall remove any property from the common room or dining room to his or her own room.
- 3.13 Use of unauthorised electrical or electronic appliances in the rooms are not permitted.
- 3.14 While the usual and necessary precautions for security of residents would be taken, the University, however, shall not be responsible for any loss of private property of the residents of the hostels. Residents should take measures for the safe keeping of their property. Residents must provide their own locks for their allotted rooms.
- 3.15 The University reserves the right to withhold the results of any semester/course of a hosteller who does not clear all hostel fees/dues in time. The Dean of Students' Welfare shall bring such cases to the knowledge of the Controller of Examinations for necessary action.
- 3.16 Keeping of pets/animals in the hostels is strictly prohibited.
- 3.17 The University reserves the right to take immediate occupation of any hostel room/seat that has been forfeited.
- 3.18 Telephone connection shall not be permitted in hostel rooms.

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- 3.19. The use of television sets in hostel rooms shall not be permitted.
- 3.20. Personal computers may be installed in the hostel rooms only on a written permission from the Warden.
- 3.21. Consumption of alcoholic beverages and narcotic substances is prohibited. Any resident found violating this rule shall be immediately expelled.
- Hostel mess**
- 4.1 All bonafide students and research scholars of the University who have been allotted seats in the University Hostels are required to join the hostel mess.
- 4.2. As a special case, the Warden may allow associate membership to the hostel Mess to the following:
- (a) Casual students who pursue special courses in the University. These students can join the mess for the duration of their course.
 - (b) Visiting non-resident students and research scholars.
- 4.3. A student/Research Scholar who ceases to be such shall no longer be eligible for membership of the hostel mess.
- 4.4. Each hostel shall have a mess of its own. Students residing in a particular hostel shall be members of the mess located in that hostel only. In the event that a hostel has no mess of its own, the students residing in that hostel may be permitted to join a Mess of another hostel with the consent of the Wardens of both hostels.
- 4.5. (A) Each hostel shall have a Mess Committee to be composed of the following and appointed by the Warden.
- i) One Chairman/Chairperson (Warden-Ex-officio)
 - ii) One Secretary
 - iii) One Treasurer
 - iv) Members
 - (a) Prefect(s) (Ex-officio)
 - (b) Two hostellers, one each from the 1st/2nd and 3rd/4th semesters.
- Note: The Mess Committee may co-opt a maximum of 2 additional members if considered necessary.
- (B) The term of office of all Committee members, except the Ex-officio members, shall be one month, and shall be eligible for reappointment.
- 4.6. The supervision and management of each hostel mess shall vest in the Mess Committee. The Committee shall fix the mess dues to be charged from residents, lay down the food menu and look after the quality of the food. The Committee may arrange special dinners or other function in the mess and fix the financial limit of expenditure to be incurred on every such occasion. However, in the event that food is being catered in the hostel, the function of the Mess Committee shall be limited to overseeing the quality of the food being served.

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- Recreation**
- 5.1. Recreation facilities shall be provided in each hostel. Every hostel shall have the recreational facilities to be decided by a Committee consisting of the Dean, Student Welfare, Warden and the Registrar and to be provided by the University through the office of the Dean of Students' Welfare.
- The Hostels may be provided with a telephone without dialling facilities.
- 5.2. No equipment of a personal nature, like table tennis bats, rackets etc., shall be supplied.
- 5.3. (a) Every hostel shall have a Sports Committee to consist of the following and appointed by the Warden:
- i) One Chairman/Chairperson (Warden-Ex-officio)
 - ii) One Secretary-senior resident
 - iii) Members
 - (iv) Prefect(s) (Ex-officio)
 - (v) Four hostellers, two each from the 1st/2nd and 3rd/4th semester.
- (b) The term of office of all Committee members, except the Ex-officio members, shall be one semester, and shall be eligible for reappointment.
- (c) The Secretary of the Committee shall be responsible for the organisation of all recreational and sport activities in the hostels. He/she shall maintain stock register of all equipment and shall be responsible for their maintenance and safe custody.
- Maintenance of Discipline**
- 6.1. Subject to the provision of the Rules of Discipline framed under Section 32(5) of the Statute, all powers relating to the maintenance of discipline and proper conduct of resident in the hostel shall vest in their respective Warden.
- Miscellaneous**
- 7.1 All Wardens shall maintain a detailed profile with photographs of the residents. A copy of the profile shall be forwarded to the Dean of Students Welfare immediately after admission to the hostel is made.
- 7.2 The Dean of Students' Welfare may allot rooms in the hostels to visiting non-resident students and research scholars during vacation. However, the duration of stay of such person shall not exceed the vacation.
- 7.3. Notwithstanding anything contained in these Rules, the University reserves the right to have any or all of the hostels vacated on a thirty six hour notice to the residents.