

Accommodation

**HOSTEL POLICY
RULES & REGULATIONS 2019**



**UNIVERSITY OF KASHMIR, HAZRATBAL,
SRINAGAR-190006**

Accommodation

HOSTEL POLICY

RULES & REGULATIONS, 2019

1) Short title & commencement:

- i) These Rules and Regulations shall be called *University of Kashmir Hostel Policy: Rules and Regulations 2019*.
- ii) They shall come into force from the date of their notification.

2) Definitions:

- i) 'Act' means Kashmir and Jammu Universities Act, 1969.
- ii) 'Accommodation' means hostel accommodation in any boys, girls or scholar's hostel.
- iii) 'Boarder' means a bonafied hostel boarder of the University.
- iv) 'Fee' means fee as prescribed by the University for accommodation/allotment in hostel under these Rules and Regulations or as may be subject to changes from time to time.
- v) 'Hostel' means all the boys, girls and scholar's hostels of the University.
- vi) 'Hostel Allotment Committee' a committee constituted under these Rules and Regulations for hostel accommodation.
- vii) 'Mess charges' are the rates of mess charges which may vary from time to time depending on market conditions.
- viii) 'Misconduct' misconduct by a boarder has same meaning and consequences as prescribed in these Rules and Regulations and other statutes of the University.
- ix) 'Programme' means any full time programme for the purpose of these Rules and Regulations for seeking hostel accommodation.
- x) 'Statutes' means Statutes of the University of Kashmir.
- xi) 'University' means the University of Kashmir and its associated campus.

3). Brief Description of Hostels for Boys, Girls & Scholars

- i) The University of Kashmir has nine (09) hostels, seven at main campus Hazratbal and two at Zakura campuses, Srinagar.

ii) Boys Hostels

S. No	Name of the Hostel
1	Gani Kashmiri (G.K.) Research Scholar INN, Boys (Scholars) Hostel
2	Meboob-ul-Alam (M.A.), Boys (P.G) Hostel
3	Maulana Anwar Shah (M.A.K.), Boys (P.G) Hostel
4	Sheikh ul Aalam(S.A) Zakura, Boys (P.G) Hostel (Block-A)
5	Sheikh ul Aalam (S.A) Zakura, Boys (P.G) Hostel (Block-B)

iii). Girls Hostels

S. No	Name of the Hostel
1	Habba Khatoon (H.K.) ,Girls (P.G) Hostel
2	Rabia Basri (R.B.),Girls (P.G) Hostel
3	Qurat-ul-Ain, (Q.A) Girls Hostel
4	Bibi Amania, (B.A) Girls Hostel

4). Procedure for Hostel Accommodation:-

- i) Applications for hostel accommodation against the available vacancies shall be made through online submission portal by logging into University of Kashmir website (www.kashmiruniversity.net).
- ii) A printout of filled in online form along with prescribed enclosures is to be submitted to the office of the Provost (Boys/Girls) by or before the last dates.

Provided that only such online applications as may be supported by the required documents and submitted before the last date in the office of the Provost shall be considered.

Provided, further, that admission to a programme in the University of Kashmir or its associated Campus shall not guarantee hostel accommodation.

- iv). Hostel Accommodation shall be made as per these rules and regulations and other notifications as may be issued by the University/hostel authorities from time to time. However, the Honourable Vice Chancellor shall be the final authority for authorising accommodations.

5). Eligibility:

- i) Accommodation to the hostels shall be made after the admissions to the various programmes are completed by the University.
- ii) The student/s after completing the admission formalities shall be required to submit online application form alongwith supported documents in the office of the Provost by or before the last date and satisfying the eligibility criteria as laid down under these rules and regulations.
- iii) The applicant must be a full time bonafied UG/PG student of the University.
- iv) Application of the Research scholars shall be considered as per norms, as and when vacancies will be available.
- v) Students enrolled on part-time/distance mode or evening courses shall not be eligible.
- vi) Students cannot be considered for hostel accommodation twice on the basis of a course/degree of the same level. Fulltime courses like M.B.A., M.B.A.F.M., LL.B; B.Ed; and integrated M.A. programmes offered by respective departments shall be treated at par with M.A./M. Sc. programmes.

Notwithstanding anything contained in guidelines or in any other rule for the time being in force in the University, a student if considered for accommodation on the basis of these certificates cannot claim fee concession or waiving off any kind of hostel fee/charges.

The following shall be the parameters for hostel accommodation:-

- a) Distance from permanent place of residence to the University of Kashmir, proportionately to the number of applications received district wise;
- b) Economic status of the candidate with preference to BPL/ARY candidates.
- c) In case of tie of scores between (a) and (b), the applicant's academic merit shall be taken into consideration and the candidates scoring high will make to the final list as per the following breakup:

S. No	Parameters	Points Breakup
a	Distance from the university	60
b	Economic status(BPL/ARY)	40
c	Marks in last qualifying examination (in tie cases for merit scored in (a) & (b)	---
	Total	100

- vii) Differently abled/physical challenged shall be given preference.
- viii) Students from outside State/Kashmir Valley will also be given due consideration.

NOTE:-Students who fall within the radius of 50 kms from University, shall not be eligible for hostel accommodation.

6). Hostel Accommodation Committee:-

- i) The Hostel Committee comprising the following shall be constituted by the Honourable Vice-Chancellor to screen applications for hostel accommodation/renewal of accommodation.
 - a) Provost Boys
 - b) Provost Girls

- c) Wardens of all hostels
- d) One Nominee of the Honourable Vice Chancellor
- iii) The committee reserves the right to deny accommodation to any student, if it is not satisfied with the documents submitted by a candidate or documents are forged or containing misleading information or concealment of material facts about an applicant or not recommended by concerned HOD.
- iv) The committee shall prepare list(s) for all the hostels on the basis of screening as per the parameters and display the approved list/s on website for the information of the concerned students.
- ix) The hostel authorities/committee shall issue a notification regarding hostel accommodation and closure of accommodation for each year.

7) Duration & Renewal of Accommodation:-

- i. Hostel accommodation for UG/PG students will be for a period of two years only. However, accommodation of a boarder for 2nd year shall be subject to the clearance from Chief Proctors Office.
- ii. Students perusing three or five year programmes shall be eligible to apply only in the last two years of the course.
- iii. Research scholars shall be required to submit progress reports of their research work from the concerned supervisor duly forwarded by the Head of the Department at the end of each year for renewal of their accommodation to the **maximum of 3 years**. However, the renewal shall be subject to the satisfactory report his/her stay in the hostel by concerned warden/provost.
- iv. Hostel authorities shall be empowered to order for closure of hostel(s) during vacations or under any exceptional circumstances in the interest of administration.
- v. Suppression of any information or furnishing wrong/ misleading information pertaining to any of the conditions listed in the eligibility criteria shall make the student liable for disciplinary action and immediate cancellation of hostel accommodation without any further notice.

8). Hostel/Mess Charges

- i) The regulations regarding fee/fee structure may be subject to changes from time to time as notified by University authorities.
The following shall be fee structure to be adopted at the time of accommodation in hostel:-

REGULATION-I

S. No	Heads of Fee	Amount	Duration
1	RENT	4000	ONE-YEAR
2	HOTEL MAINTENANCE FUND	1000	ONE-YEAR
3	MESS	20000	ONE-YEAR*
4	CAUTION MONEY(Refundable)	4000	TWO YEARS

- ii). The fee listed above is non-refundable, except the caution money which will be refunded by cheque to the boarder on leaving the hostel, provided he/she has cleared all hostel and mess dues, including the mess deficit, if any.
 - iii) The caution money may be utilized for meeting defaults in respect of the payment of any fine and damage caused to the hostel property.
- 9). Expiry of Duration of Stay**
- i) Hostel boarder shall have to vacate the hostel immediately after completing their studies.
 - ii) A boarder has to pay all the dues and obtain a clearance certificate/NOC from the hostel office before he/she vacates the hostel.
 - iii) He/she must inform the office at least seven days before vacating the room and must handover the room key/s to the office before his/her departure.
 - iv) All financial and administrative transactions shall be made during office hours only.

10). Cancellation of Accommodation

- i) Accommodation held by a candidate in any hostel shall be liable for cancellation under the following circumstances:-
- Non-payment of dues for consecutive 2 months.
 - Keeping guests without permission
 - Mischief/any act causing damage to the hostel property
 - Ceases to be a regular/full time student.
 - Found involved in any kind of misconduct, indiscipline and misbehaviour
 - Found involved in ragging
 - Falling in attendance shortage list in the concerned department
 - For any other reason the hostel authorities may deem fit.

11). Prohibition on Ragging

- Ragging in any form is a cognizable offence and severely punishable under law/University Statutes, UGC Guidelines and as per the Supreme Court directives leading to expulsion from the hostel.
- Any boarder/s found guilty of or involved in ragging shall be expelled from the hostel followed by the disciplinary action which shall include filling of FIR.
- Any student/boarder found involved in ragging shall also be expelled from the Department/University.

12). Declaration of Assets to be kept in the Hostel

- Boarders with vehicle have to submit following information at the time of admission:
 - Copy of ownership and registration certificate of the vehicle.
 - Copy of driving license.
 - In case vehicle is not owned by the resident/boarder, he/she shall submit the details/identity proof and consent of the owner.
- If a boarder wishes to keep laptop/desktop computer in his room, he/she has to submit the following information:
 - Purchase receipt/bill bearing name and number.
 - Make and model.
 - MAC address.

13). Facilities

i) Mess

- The mess of the Hostel will be run by the Mess Contractor/Mess Committee as per the rules/Hostel policy.
- A boarder who has been permitted to be away from the hostel for consecutively seven days or more will be given a 75% rebate per day including the period of absence during autumn and winter breaks, provided he/she has informed the Warden/Hostel Official/ Mess committee in writing in advance.
- Rates of mess charges may vary depending on market conditions.
- Food will not be served outside the Dining Hall to boarders or their guests.

ii). Medical

Boarders shall be entitled to the Medical facilities available at the University Health Centre and any case of illness should be immediately reported to the warden. However, a first aid box will also be available in the hostel.

iii) Sports

The hostel provides sports facilities with indoor and outdoor games like a well-equipped Gym, Table Tennis. Hostel will organize games at the end of the academic session and winners will be given prizes and trophies on the Annual Day Function.

iv). **Hot Water**

All bathrooms of the hostel are equipped with hot water facility.

v). **Water Purifiers:** All the hostels are equipped with water purifiers for drinking purposes with hot and cold facility.

vi). **WI-FI:** WI-FI Facility will be available in all the hostels

vii). **Reading Room:** Reading Room facility will be available in all the hostels.

viii). **Furniture and Fixture:** All rooms in the hostel are provided with a bed, along with requisite furniture.

14). Other Rules & Regulations for Maintaining Good Conduct & Discipline in Hostel

- i. Hostel accommodation is provided with the understanding that the boarders will strictly abide by the Hostel Policy: Rules & Regulations.
- ii. Accommodation in the hostel cannot be claimed as a matter of "right". The Hostel Authorities **may refuse/cancel accommodation** to any student ~~who~~ *is known to have* grossly violated the Hostel Rules; or whose presence is likely to disturb the peace and tranquillity of hostel; or found guilty of instigating boarders.
- iii. Boarders shall abide by all instructions issued by the Hostel authorities, which will be displayed on the Notice Board from time to time or conveyed otherwise.
- iv. Violation of hostel rules will make the student liable to **disciplinary action including permanent expulsion** from the hostel or any other action as warranted under rules/law.
- v. Penalty for violation of hostel rules will be decided by the hostel authorities which shall be based on the severity of the offence/violation of rules / act of indiscipline. Fine/penalty amount may be deducted from the hostel deposit. If cumulative fine exceeds Rs.1500/- in an academic year, he/she will not be considered for the next hostel admission.
- vi. No boarder shall keep any fire-arms, lethal weapons, poisonous things of any kind in the hostel/room.
- vii. Consuming alcoholic drinks, drugs, cigarettes, tobacco products or any other intoxicants inside the hostel or to enter the hostel after consuming the same shall be strictly prohibited. Any student found consuming such thing or in an inebriated state in the hostel will render himself liable for strict disciplinary action, including expulsion/rustication from hostel.
- viii. A boarder under no circumstances shall take law and order into his hands, but must report all disputes to the concerned Warden. Any kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to police immediately.
- ix. Mutual exchange of rooms after final allotment is not allowed. However, Warden/Provost may consider such a request in exceptional case/s allow as a special case on valid and reasonable ground.
- x. The Warden or any authorized member of the Hostel Staff can inspect the room of any student in the hostel at any time. Hostel inmates are supposed to keep I-cards with them and must present the same on demand.
- xi. The boarder/s shall approach the concerned Warden for any kind of grievance, however, he/she may contact the Provost if not satisfied with the Warden.
- xii. The boarder shall have to vacate accommodation as and when asked for by the authorities in the interest of administration/boarders.
- xiii. Boarder/s shall not remain absent from their hostel(s) during night without the prior permission of the Warden.
- xiv. The boarders of the hostel shall not leave the hostel premises on holidays or any working day for the purpose of excursion or picnic. Without prior permission of the Warden In-charge/Warden.
- xv. Room furniture and electric fittings are required to be maintained by the boarders in good condition. At the time of allotment of room and leaving the hostel for the

- summer/winter vacation, every student must take-over and hand-over, the hostel property carefully.
- xvi. In case of damage to any part of the hostel property, buildings, furniture, apparatus or other property, caused by boarders, the loss shall be recovered from the boarders identified as responsible for such damage.
 - xvii. Boarder/s should lock their room properly when they go out for bath, food etc. Each roommate must keep a key of the door lock of his room in case of double / triple/four seated accommodations. Lock breaking will not be allowed without proper permission.
 - xviii. Every student residing in the hostel must join the mess of the concerned hostel. Individual cooking/ self-cooking is strictly prohibited.
 - xix. Guests without permission are not permitted to stay overnight in the hostel. Students are prohibited from giving shelter to any other student/outsider in the rooms. In case of any unauthorized shelter, the student shall be liable to disciplinary action.
 - xx. Resident students are not permitted to invite any outside person to address any meeting in the hostel without written permission of the Provost/ Dean Student Welfare.
 - xxi. Lights must be switched off when not in use. The use of electric heater, electric rod and other similar appliances are prohibited.
 - xxii. Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms and shall remain very careful about safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. However, in the case of theft, the matter should be immediately reported to the concerned Warden and Chief Security Officer (CSO) of the University.
 - xxiii. The boarders shall not move any furniture from its proper allotted place. In case of additional items in a room, the occupant of the room shall hand these them to hostel officials, failing which he/she will be charged a penal rent as may be decided by the Warden/authorities.
 - xxiv. The use of personal TV, VCD / DVD or Surround Sound System; hiring/watching objectionable CDs in hostel and such audio system which may cause inconvenience to other boarders is strictly prohibited.
 - xxv. Vehicles/bi-cycles/motor bi-cycles shall be parked at the identified place in a proper manner.
 - xxvi. Boarders shall come to the Dining Hall, Common Room and Guest Room properly dressed.
 - xxvii. Boarders are expected to actively participate in the Hostel activities including managing of dining hall and the maintenance of garden, etc.
 - xxviii. Ignorance of the rules and regulations contained in the Hostel Policy or as may be notified/modified made from time to time shall not be maintainable/entertained for any kind of concessions.