

## INTRODUCTION

Banaras Hindu University, the largest among the residential universities of India, has the distinction of providing residential accommodation to about 16080 students in as many as 79 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 five Institutes and eighteen Faculties have a definite number of hostels under their control. There is a Triveni complex of six girls hostels (Ganga, Yamuna, Saraswati, Godawari, Gomti and Kaveri) which accommodates female students of different courses including research scholars of different faculties/institutes. The intake capacity of individual hostel varies from 36 students (Siddharth Vihar International Boys Hostel) to 628 students (New PG Girls Hostel of Multi Faculty) out of the total 79 hostels, 39 are for girls.

Among Institutes/Faculties, Faculty of Science which has 5 boys and 5 girls hostels with intake capacity of as many as 2746 students has largest number of Hostels. Its Broacha hostel, a magnificent heritage building is capable of providing accommodation to over 520 students. The Faculty of Arts and Faculty of Social Science, with 5 and 5 hostels respectively, accommodate about 1321 and 1001 students. The Institute of Medical Sciences and Agricultural Sciences have provision for residential accommodation for about 2041 and 842 students, respectively. Law, SVDV, Commerce and Education are the other Faculties with residential facilities for 504, 245, 245 and 278 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 in 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 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. Newspapers, 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. Hostellers have access to the swimming pool of the university situated behind C.V. 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.

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/She 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/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. Also, the Coordinator can be relieved by the Vice Chancellor at any time.

##### 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, student 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. 5000/-) 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) to keep records of the Hostel staff
- k) perform such other functions as assigned from time to time.
- l) coordinate leave of all staff borne in the books of the group of hostels.
- m) attend monthly and quarterly meetings convened by the Dean of Students
- n) promote student engagement through hostel sports and games activities including other initiatives being promoted by the University.

## **1.2 ADMINISTRATIVE WARDEN**

There shall be one Administrative Warden for each hostel assisted by Warden(s). 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 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 **he/she takes charge in the hostel office**. The Administrative Warden shall be, eligible for reappointment. Also, the Admin Warden can be relieved by the Vice Chancellor at any time.

### 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 and guest room(s) (wherever applicable)
- 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.
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- (ii) Administrative Warden in consultation with Wardens, shall plan and supervise the extra-curricular activities including social service.
  - (iii) Administrative Warden 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 through the

hostel coordinator.

- (ix) The Administrative Warden will properly pursue the complaint(s) concerning civil and electrical works, repairs/replacement or procurement of furniture, 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 in general and particularly the rules 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.
- (xi) To manage the bank account for the hostel in the name of the Admin Warden
- (xii) The Administrative warden is empowered to take any disciplinary action for any act of indiscipline/misconduct committed within the hostel premises as mentioned in the Category II & III.
- (xiii) The Administrative warden is empowered to impose the fine upto 5000/- (Five Thousand only)
- (xiv) To ensure student's engagement through hostel sports and games activities including other initiatives being promoted by the University.

### **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 Vice Chancellor on the recommendation of the Director of Institutes (in case of Institutes)/ Dean of the Faculties/ 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 is occupied) and the Administrative Warden.

Provided for multi-faculty 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 **he/she takes charge in the hostel office**. The Warden shall be eligible for reappointment. Also, the Warden can be relieved by the Vice Chancellor at any time.

#### **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) 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) make themselves available in the hostel office every day for 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, extracurricular 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 misbehavior, 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/her block by putting his/her 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.
- (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.

- (xiv) The warden is empowered to impose the fine upto 3000/- (Three Thousand only)
- (xv) The warden is to coordinate student engagement through hostel sports and games activities including other initiatives being promoted by the University

#### **1.4 Office of the Hostel**

There shall be one office in each hostel with adequate staff. The working hour may be decided by the Hostel Administration. However, one visit by the Admin Warden and/ or Warden each day is required for effective functioning of the hostel.

##### **1.4.1 Office Clerk / MTS (where there is no office clerk)**

The Office Clerk shall perform following functions:

The office clerk will have Supervisory control over the staff including block servants, chowkidar, safaiwala, etc.

- a) He/she will check the attendance register hostel staff and student resident and keep it under his/her custody.
- b) He/she will keep record of the leave of the staff and put up /forward it for sanction/onward transmission before the Administrative Warden
- c) He/she will keep liaison with all Wardens of the hostel.
- d) 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.
- e) 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.
- f) He/she will check the bills and maintain all the ledgers, registers of deposits, contracts and stock books.
- g) He/she will prepare the no-dues certificates to students/staff and attend to the observations of internal audit department.
- h) He/she will attend to internal audit objections, initiate write-off proceedings of unusable items and prepare bank reconciliation statements.
- i) He/she will maintain leave account of staff.
- j) 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.
- k) He/she will collect cash/cheque and issue receipts and pay bills, if any, after due scrutiny and on the authority of Warden.
- l) He/she will deposit cash to bank and maintain its receipts and keep safe custody of receipt books used.
- m) He/she will maintain temporary advance register, manage adjustment of advances and will retain paid vouchers and counterfoils of cheques.
- n) He/she will write cheques, refund security amount, after necessary adjustment of dues, to the resident students on the authority of Administrative Warden.
- o) He/she will maintain list of defaulters, issue 'no dues' certificate under the signature of Warden/Administrative Warden.
- p) He/she will perform any other work including typing as may be assigned by Warden/Administrative Warden.
- q) He/she will report the matter of ragging, indiscipline, sabotage 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 at least 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 vetted by nutritionist available in BHU
- 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;
- h) monitor the mess feedback register and attend to matters related to food quality and hygiene including redressal

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

#### **(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 and Support Services in respect of Hostels**

Sanitary and 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.
- h) His/Her parents/guardians are transferred outside Varanasi.
- i) Submit an undertaking (Form No. 13) signed by both the student and the parents/guardian

#### 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 carries a Paid Allotment Fee of Rs.1500/- 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 Divyang (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 as per the university guidelines framed from time to time (International House Complex, BHU Information and Rules 2023-2024).

## 2.7 Allotment Rules

During 1<sup>st</sup> year Hostel allotment will be made on the basis of Composite Merit by giving 80% weightage for the marks of entrance test and 20% weightage for the distance of place of residence of the students to the University. The hostel allotment for second year onwards shall be done based on the performance of the students in their previous year University Examination and in order to maintain the national character of the Banaras Hindu University, distance factor will also be counted as is being done in respect of hostel allotment in the first year. In case, the end semester/final semester result(s), i.e. II/IV/VI are not declared, the hostel allotment would be done on the merits of the odd semester results, i.e. I/III/ V/VII. The track record of the conduct of the desirous student in previously allotted hostel should also be taken into account.

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 fillup 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

All the hostel seats to be allotted on double occupancy basis. However, some rooms depending on room size may be declared single-occupancy, triple-occupancy, etc.

## **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. 300/- per day for Non-Ac room and Rs. 500/- per day for AC room.**
- 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 (date of fee submission) 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 furniture 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 inform the student (Form No.6) and concerned officer(s) in

- the prescribed form (**Form No.7**) in advance.
- e) In case of roommate being affected by eviction of the defaulting student, the roommate may be accommodated by the Administrative Warden in the other room if possible and necessary.
  - f) After the lock is broken open, the personal belonging of the defaulting student, if found in room, shall be enlisted and signed by all present at the time of eviction (Form No.8) and moved to safe custody of the Hostel administration.
  - g) In case any furniture/fixture issued/allotted to the student is found missing or damaged, the cost of the article or damages to articles, as may be fixed/worked out by the Warden, will be recovered from the student taking into account the original price of the article.

## CHAPTER-III

### RULES FOR THE HOSTELLERS

#### 3.1 General Rules

- 3.1.1. Hostel seat/room allotment shall not confer on the allottee (student) any right to tenancy or subletting and the university shall have every right to get the room vacated/ allottee evicted in event of breach of rule by the allottee.
- 3.1.2 The students should be back in their respective hostels as per the timings notified by the University from time to time including rules for attending Central Library/ other Institutional/departmental Library/ Laboratories after teaching hours. Students who are found outside their respective hostel premise after the stipulated time and involving in any violence or otherwise disturbing the peace on campus and privacy of B.H.U. community will be evicted from hostel forthwith apart from any other disciplinary action as deemed fit by the university.
- 3.1.3. In case a student wishes to stay out late or to remain absent overnight he/she has to inform the warden concerned in the prescribed form (**Form No.10**) and obtain his prior written permission.
- 3.1.4. Any student who has been found to stay out at night either within or outside hostel without written permission of the Warden will be subject to strict disciplinary action which may amount to expulsion from the hostel.
- 3.1.5. No visitor shall be permitted to stay in the hostel after 9.00 p.m.
- 3.1.6. Males can' stay as guests only in boys hostels and females can stay as guests only in girls hostels.
- 3.1.7 Further, no boarder shall accommodate a guest in his/her room without the written permission of the Warden. Stay of a visitor in a hostel room in the absence of the resident is strictly prohibited. In that event, such visitors shall be treated as trespassers and the boarder be liable to immediate eviction or fine of Rs.3000/- or both.
- 3.1.8. Permission to stay will ordinarily be given maximum upto 7 days to bonafide guests only (but not to a student of this university; an expelled student of this university; or a student of this university against whom there are charges of misconduct or police case).
- 3.1.9. The hostel resident should not be found inebriated in hostel premises
- 3.1.10 A resident lodging an unauthorized person shall be subjected to fine and such other disciplinary action as may be decided by the Administrative Warden or higher authorities. The amount of fine will be Rs. 3000/- (per unauthorized person) in the first instance and shall be evicted from the hostel if found guilty second time. The Administrative Warden will be competent to levy fines/ take penal action on the student for any breach of hostel norms/discipline.
- 3.1.11 The hostel administration reserves right to deny entry into the hostel to any visitor if in its opinion the visitor, including any student's guest, is likely to disturb peace and order in the hostel.
- 3.1.12. There will be provision of furniture in the resident's room according to prescribed norms. No demand for additional furniture will be entertained.
- 3.1.13 The inmate of a room is responsible for the care of all furniture and fittings in and near his room. Before leaving the hostel at the end of the session, he/she must hand over the room with all the furniture and things to his Warden and obtain a receipt thereof. Any damage other than wear and tear will be chargeable. In fact, the care of hostel property under use of a resident is his responsibility. The residents found responsible for any damage or loss of the hostel property will be charged therefore individually or collectively, as the case may be, and they may also be liable to disciplinary action. The decision of the Administrative Warden/Coordinator will be final in this regard.
- 3.1.14 The residents shall switch off lights, fans and other electrical gadgets of their rooms while going out of the room.

- 3.1.15 No property from the dining hall, common room, visitor's room or any other room of the hostel can be removed by the hostel inmates/residents.
- 3.1.16. The students must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical gadget like TV, room/water heater, desert cooler etc. Students are authorized to use only one personal computer, mobile phone charger, laptop charger and a table lamp as electrical/ electronic gadget in his/her room. Any violation will amount to breach of hostel rules.
- 3.1.17. Room cooking is strictly prohibited.
- 3.1.18. The university shall not be responsible for any loss or damage of the personal belonging of the residents. They have to use their own locks in their rooms and take care of their personal belongings.
- 3.1.19. An indulgence in any act of intimidation or violence or riotous behaviour will be viewed seriously and firmly dealt with.
- 3.1.20. Use of narcotics, tobacco, consumption of alcoholic beverages and gambling in the hostel are strictly prohibited.
- 3.1.21. The residents shall not organize any religious or political function (other than those related to students activities) within the premises of the hostel except with the prior permission of the Vice-Chancellor.
- 3.1.22. The Warden/Administrative Warden/Coordinator/Principal of the College/Dean of the Faculty/Director of the Institute/ Members of the Proctorial Board reserves right to inspect hostel room at any time.
- 3.1.23. Students can't hold any meeting or organize any activity within the hostel premises without the prior permission of the hostel administration concerned and such permission should be normally sought at least 48 hours in advance.
- 3.1.24. The residents have to make payment of all hostel dues as per prescribed intervals.
- 3.1.25. The hostel administration reserves right to take disciplinary action, including eviction from the hostel for violation of any of the rules.
- 3.1.26. The university reserves the right to close any or all hostels *suo moto*.

### 3.2 Attendance

- 3.2.1 Every hosteller is required to be present in the hostel daily (including holidays) as per the timings notified by the University from time to time and should correctly sign the attendance register kept by the Warden concerned under his own constant supervision at a specified place. The Warden concerned will countersign the register after checking all entries.
- 3.2.2 No boarder shall be absent from the hostel after signing the register without leave previously obtained in writing. Reason(s) for such leave shall be recorded on the register
- 3.2.3 Student who desires to be absent at the time of attendance must apply in writing in advance.
- 3.2.4 Absence without leave shall render a student liable to a fine of **Rs. 500/-** for the first time and a repeated breach of this rule by any student shall render him liable to further disciplinary action.
- 3.2.5 The hostel gate should remain locked from 10.00 p.m. to 5.00 a.m. A register shall be kept at the gate of the hostel in the custody of night chowkidar for late comers returning to hostels after 10.00 p.m. The register for late comer should indicate the name, class and room number of the students. The register shall be handed over to the Administrative Warden every morning for scrutiny and records.

### 3.3 Leave

No boarder shall leave Varanasi, during the teaching and examination schedules (except holidays/breaks). In case of emergency boarder may leave with the written permission of the Administrative Warden/ Warden.

### 3.4 Disciplinary Action

#### 3.4.1 Case of unauthorized guests

A hostel resident found guilty of harbouring unauthorized person(s) in his/her room would be **fined in the first instance Rs. 3000/- (Rupees Three Thousand). If found guilty second time, he/she will be evicted from the hostel (Form No.9)**

#### 3.4.2 Acts of Indiscipline

This includes any breach of hostel regulations, lack of decorum, indiscipline, improper conduct or wilful damage of hostel property or of the belongings of a fellow student which shall entail disciplinary action including expulsion from the university. Illustrative list of acts of indiscipline are as follows:

- a) Leaving hostel overnight without prior permission in writing.
- b) Irregularity in attendance in hostel and/or classes.
- c) Accommodation of unauthorized persons/ guest without prior written permission in the hostel.
- d) Holding of meeting or organizing any activity without Warden's permission in the hostel.
- e) Use of loud speaker in the hostel without prior written permission
- f) Use of prohibited items/ appliances like heater, water heater, coolers etc in the hostel
- g) Keeping motor cycle/scooter or any other motor vehicle without prior permission in writing.
- h) Inviting persons from outside the university to inaugurate functions without prior written permission
- i) Interchanging the allotted rooms without prior written permission of the Administrative Warden/Warden.
- j) Giving wrong information / personal details to the office of the hostel.

### 3.4.3 Acts of Misconduct

- a) Non-vacation of hostel after the prescribed period of stay.
- b) Non-payment of mess/hostel dues beyond due date.
- c) Man-handling/physical assault on any one in the hostel premises.
- d) Misbehaviour with the staff of hostel/proctorial board and other persons charged with the duty to check Identity Card and entry etc.
- e) Removing/damaging furniture or other hostel property.
- f) Abuse of drugs/indulgence in intoxicants/tobacco/ Alcohol and use of prohibited items.
- g) Keeping fire-arms/knives, contraband material etc.
- h) Moral turpitude
- i) Ragging in any form inside or outside the hostel.

### 3.4.4 Punishments

Punishments may comprise of one or more of the following:

#### Category I

- a) An order rustivating a student for a stated period, under intimation to other Universities in India;
- b) An order expelling a student from the University whether for all time to come for a stated period, under intimation to other Universities in India;
- c) An order directing banishment of a student from a Faculty or a Hostel whether for all time to come for a stated period, under intimation to other Universities in India,
- d) An order suspending a student for a period exceeding 03 months from all activities of the University, Faculty or Hostel or only from specified activities.

#### Category II

- a) an order directing a student to pay fine upto, but not exceeding Rs.3000/-(The fine amount to be deposited in the hostel account).
- b) an order suspending a student for a period not exceeding 90 days from the privileges of the Hostel or only from specified activities of the Hostel. Duration of the suspension should be specified. Suspension may not amount to eviction.
- c) an order causing eviction of a student from the Hostel

#### Category III

- a) an order directing a student to pay fine upto, but not exceeding **Rs.3000/-(The fine amount to be deposited in the hostel account)**
- b) an order directing entry of adverse remarks in the character roll of a student;
- c) an order directing a student to vacate the Hostel and prohibiting him from re-entering the Hostel for a period not exceeding 10 days;
- d) an order directing a student to cease and desist from indulging in any act or acts of indiscipline;
- e) an order warning a student.

### 3.4.5 Correspondence of Indiscipline/misconduct with the Punishment

Depending on the gravity of misconduct/ indiscipline, any punishment mentioned above or a combination thereof may be imposed on erring student. However, a suggestive correspondence is given below:

**a) In case of unauthorized guests and any of the acts of indiscipline:**

In case a student is found harboring an unauthorized guest in his room or indulging in any act of indiscipline mentioned above, a fine of Rs. 3000/- shall be imposed in the first instance. If found indulged for the second time he/she will be evicted from the hostel (Form No.9)

**b) For misconduct:**

- i) Misconduct mentioned at clause 3.4.3 (a) and (b) above shall attract Category II punishment;
- ii) Misconduct mentioned at clause 3.4.3 (c), (d), (e), (f) and (g) above shall attract Category I punishment
- iii) Complaint and punishment for ragging shall be governed by the UGC Regulation on Curbing Menace of Ragging in Higher Education Institutions, 2009.

*Note: Any of the punishments falling under Category I may not be imposed without serving a show cause notice on the erring student and without giving him a hearing in person. However, this will not impinge upon the powers of the Administrative Wardens in imposing any of the Category II punishments pending completion of the Inquiry.*

**3.4.6 Powers to impose punishment**

a) The **Dean of the Faculty/ Director of Institute/ Principal, MMV/** are empowered to take any disciplinary action (Category 1-III) mentioned in clause 3.4.4 above against any resident student of their respective hostels for any act or acts of indiscipline/misconduct committed within or outside the hostel premises.

b) **The Administrative Wardens are empowered to take any disciplinary action under the intimation to the Coordinator (if in position) at all times**, other than those of category-I mentioned in clause 3.4.4 above against any resident student of their respective hostels for any act or acts of indiscipline/misconduct committed within the hostel premises. If the Administrative Warden is of the opinion that the relevant act or acts of indiscipline deserve any of the punishments mentioned in Category I of the said clause, he/she shall refer the matter to the Coordinator/Dean of the Faculty/ Director of Institute/ Principal, MMV/ for necessary action and, subject to the limitations of his power, may take such interim disciplinary action as he deems fit and proper.

c) The Wardens are empowered to take any disciplinary action, other than those of Category I and Category II mentioned in clause 3.4.4 above, against any resident student of their respective hostels for any act or acts of indiscipline/misconduct committed within the hostel premises. If the Warden is of the opinion that the relevant act or acts of discipline deserve any of the punishments mentioned in Category I or Category II of the said clause, he/she shall refer the matter to the Administrative Warden (for Category II cases only)/ Coordinator/Dean of the Faculty/ Director of Institute/ Principal, MMV (for Category I cases only)/ for necessary action and, subject to the limitations of his power, may take such interim disciplinary action as he deems fit and proper.

**3.5 Hostel Ombudsman for Complaints/Grievances**

- a) In the first instance any grievance/complaint from a resident student or students should be referred to the Warden/Administrative Warden of the hostel who will, depending upon the nature of the complaint, ensure that it is processed by him/ her as speedily as possible.
- b) When the resident student or students are not satisfied with the action taken by the Warden/Administrative Warden, the student can bring the grievance in writing to the

Coordinator of the Faculty Hostels as soon as the decision of the Warden/Administrative Warden has been notified and in no case later than three weeks from the said decision.

- c) There will be a Grievance Redressal Committee of the Faculty constituted by the Vice-Chancellor. It will comprise: (i) Principal of the College/Dean of the Faculty/Director of the Institute, (ii) two teachers nominated the Vice-Chancellor, preferably from amongst persons having adequate experience in hostel administration. The term of the Committee will be of three years and it will formulate its own procedure. The students may appeal against decision of the Co-ordinator in writing to this Committee.
- d) The Grievance Redressal Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than two weeks from the date of lodging of the complaint in writing
- e) The decision of the Grievance Committee shall be final. However, it will not interfere with the routine administration and governance of the hostel.
- f) The Vice-Chancellor may appoint teaching faculty of the University as Hostel of Ombudsman, who shall investigate into mis/maladministration of hostel either suo moto or as the basis of complaint made to him and submit his report to the Vice-Chancellor.

## CHAPTER - IV

### **ORGANIZATION AND MANAGEMENT OF HOSTEL FACILITIES MESS, COMMON ROOMS, CASUAL GUEST ROOM, INTERNET AND TELEPHONE**

Every hostel has facility of mess or messes joining of which for residents is compulsory. Common room for organization of various activities, provision for stay of casual guests, telephone, Internet etc among other facilities are available in the hostel.

#### **4.1 Hostel Mess**

- a) Every hostel will have a mess or messes which are run by private contractors under the supervision of the hostel administration.
- b) All the messes have to use LPG as fuel for cooking. Maintenance, operation, refilling and security of LPG gas connections will be the responsibility of the contractor running the mess. When piped gas line is made available in the messes, the shift from LPG to piped gas line should be a smooth transition.
- c) The mess arrangement of the Hostel is compulsory for all the inmates without, any exception that is no student is allowed to stay in the hostel without being a member of the mess. Minimum diets may also be specified for ensuring proper functioning of the mess.
- d) Prior to the enrolment in the mess, a student will have to deposit MESS CAUTION MONEY equivalent to one month mess charge, at prevailing rate and to be decided time to time by the hostel administration. The mess charges must be deposited within seven days from the date of declaration of mess bill
- e) Any student of the University who is not the resident of the Hostel concerned shall not be allowed to join the mess of that Hostel. Only authorised Guests (authorized by the Warden in writing) may take food by paying additional charge (as decided by the hostel administration) over and above the regular diet charges.
- f) An affidavit should be taken in the given format by the mess maharaj for regulation of mess
- g) A security money of Rs. 10,000/- (refundable) by the mess Maharaj
- h) Mess Maharaj have to give the details of the staff who are working in the mess) and provide their bonafide identity document to the hostel office

#### **4.2 Diet Register**

- a) There will be maintained date wise account of the diet taken by each member of the mess in a register (**Form No.4**). The responsibility of maintaining diet register shall be of the Contractor running the mess.
- b) Prior to taking a meal, every student has to make entry in the diet register kept in the dining hall. Failure to sign this register will not absolve the student of the liability to pay meal charges.
- c) The Contractor under the supervision of mess manager will work .out the total meals, special dinner, etc taken by student and calculate the mess charges accordingly at the end of each month.
- d) The dates/duration of food stoppages should be entered in the diet register with red ink by the mess manager and countersigned by Warden-incharge mess.. The restoration of food facility to defaulters be also recorded through a similar procedure.

#### **4.3 Dining Hall**

- a) All the resident students and their guests, if any, will have to take meals in the dining hall. Sick students may be allowed to have sick diet in their rooms with the permission of the Warden.

In no case students will be allowed to take the mess food outside dining hall.

- b) Food will be served on the dining table by the helpers in their hostel specific mess dress.
- c) Impersonation i.e. eating or signing the diet register for bonafide student is prohibited and defaulters will be dealt with as per disciplinary rules. .Only one student shall eat from one plate or Thali and no other is allowed to share the same plate/Thali.
- e) Any altercation with the mess manager and the mess staff is not allowed. If there is any grievance, it may be 'recorded in the 'suggestion book which will be brought to the notice of the Mess Committee.
- f) Taking alcoholic drink or smoking in the dining hall is strictly prohibited and is punishable offence.
- g) Taking of mess utensils outside dining hall is not permitted.
- h) Resident students must not waste food and observe cleanliness in the dining hall.
- i) Students should not ask mess employees to prepare special dishes for them.
- j) Students and those not on duty should not enter into kitchen.
- k) Duration of dining hours will be decided by the Warden in consultation with Mess Committee.
- l) The mess timing have to be adhered by the students and their guests if any
- m) A breach of the above rules will render the students liable to fine and/or disciplinary action, including expulsion from the hostel, removal from the University, etc.

#### 4.4 Mess Menu

- a) The food menu of the mess will be decided by the hostel Mess Committee. Care has to be taken to prescribe a balanced diet at a reasonable rate **vetted by a nutritionist at BHU**
- b) The menu once decided should be displayed in the dining hall and one copy given to the Mess Manager who will ensure its strict observance.
- c) A sick student may be supplied special diet subject to permission of the Warden and availability of required food stuff.

#### 4.5 Payment of Mess Bill

- a) Mess bill will be paid by 5<sup>th</sup> of the next month.
- b) In case of failure to pay by that day, a fine of Rs. 20/- each day of default shall be payable upto last day of the month. The fine shall continue to be levied on the defaulting residents till the date he is evicted from the hostel or his dues are regularized by the hostel authorities
- c) If the mess bill is not cleared till the last day of the month, the meals of resident be stopped, room be double locked and eviction process be initiated.
- d) The residents declared defaulter on account of non-payment of mess bill till month end may be re-admitted on payment of Rs. 2000/- as readmission fee plus all pending dues including late payment fine.
- e) The Mess Bills amount, along with fine and re-admission charges, if any, will be deposited by the student with the office clerk.
- f) The Mess Dues will be collected by the private contractor under acknowledgement of receipt.

#### 4.6 Defaulters list

- a) At the end of each month, the Mess Committee will finalise the account and order for preparation of bills. The Mess Account will be placed on the notice board.
- b) The defaulters list prepared by the private contractor will be checked by the dealing clerk and sent to the Warden and Administrative Warden for stopping meals of the defaulter and

also for initiating disciplinary action as deemed fit. The private contractor will maintain record of the meal in the diet register.

- c) After the last day of the month, the defaulter is liable to be evicted from the hostel without further notice.

#### **4.7 Sports Facilities**

- a) Sports facilities in the hostel will be made available for Volleyball, Badminton, Table-Tennis and Indoor Games.
- b) Students are expected to use the sports facilities in a disciplined manner and are liable to pay fine or other type of punishment in case of any damage. For meeting the expenses incurred on durable and consumable sports equipment and for hostel level sports/tournament some money can be spent from hostel development fund. The amount for that will be decided by Hostel Committee. The Administrative Warden has to ensure that the expenditures are prudent and more or less evenly spread through out the academic year. Also, it is properly recorded and maintained apart from scrutiny by audit department preferably within 3 months and in any case within the same financial year.
- c) Officially declared annual sports activities will be given preference in allocation of play fields and funds.
- d) The conveners/captains of the teams or the applicants will be responsible for preventing outsiders and unauthorized people from participating in the events. If found otherwise, the in-charge of the event will be answerable. The students who get the fields booked would be responsible to maintain discipline in all respects.
- e) Game equipments will be issued only to student convenors. While booking the field/hall, the application is required to be forwarded by the Head of the Department/Administrative Warden/Dean of Faculty concerned, as the case may be, and the applicant would be required to deposit his/her I-card till the completion of booking time and the item's equipment issued is returned to stores of sports office.

#### **4.8 Internet and Telephone Facilities**

The students may avail the Internet facilities. The Administrative Warden has to ensure that the facility is not misused. The hostel development fund may be used for maintaining the Internet facility

#### **4.9 Recreational Facilities/Common Room Facility**

- a) In every hostel there will be a common room. The common room will be closed by 10.00 p.m. unless the time is extended by the Warden / Administrative Warden in writing on special occasion.
- b) Each hostel may purchase magazine newspaper for an amount specified and the magazines or newspapers to be purchased has to be decided by the Hostel Committee in consultation with the Warden.

#### **4.10 Rules for use of TV/TT Halls/Common Rooms**

- a) The Common Rooms/TV/TT Halls may be used for cultural activities, seminar, group discussion, fresher's welcome and farewell party to senior students on permission by Administrative Warden/Coordinator at his discretion.
- b) The organiser(s) of the functions have to give undertaking that he/they will abide by all the

rules of the Hall. Violation of any of the rules will render the organiser liable to disciplinary action including denial of the facility for future occasion apart from any other action as university may deem fit.

- c) The timings for use of the halls will be 10.00 A.M. to 11.00 P.M.
- d) The Student Organisers will be required to ensure strict observance of the norms/conditions like: (a) adequate security arrangement, especially when VIPs are to grace the occasion, (b) no mishappening/incident, (c) necessary arrangement (on own risk and expense) for public address system/mike/stage lighting, (d) prohibition of smoking and drinking in hall, (e) careful hanging of banners without damage to the walls and/or removal of structure/fittings immediately after the function failing which he will be levied labour charge, (f) charge against any kind of damage to the hall from the organiser(s) of the programme concerned, (g) proper cleaning of the floors in hall after programme is over.

## CHAPTER V

### SANITATION/CLEANLINESS AND MAINTENANCE WORK

#### 5.1 Sanitation/Cleanliness

Sanitation and cleanliness are of utmost importance and residents are advised not to throw any kind of (used or unused) material out of the rooms. Keeping of dustbins in the rooms may be very helpful in this respect.

- a). The Warden (Sanitation) will keep a proper watch over the sanitation and cleanliness of the hostel. Each block servant will be allotted a certain number of rooms and the *varandah* in front there of to be cleaned daily. Similarly, every safaiwala will also be allocated specific areas to be cleaned every day. These employees will obtain the residents' signature everyday for having cleaned the allotted rooms/areas.
- b). The Warden will also keep a watch over the proper use of sanitation material supplied to the hostel from time to time on an indent signed by him
- c) The office in-charge is responsible for maintaining the stock of sanitation materials and will be responsible for any pilferage.
- d) The Warden will distribute the work among block servants and safaiwalas, and the incharge sanitation nominated by him will super use it.

#### 5.2 Maintenance Work

- a) The incharge (sanitation) has to locate leakages in water pipe, blockage of drainage etc. at 8.00 a.m. on regular basis thrice a week.
- b) The register wherein the above information will be recorded has to be checked regularly by Warden/Administrative Warden with his initials and date.
- c) For upgradation of the existing facility and/or provision of new facility there will be required sanction from the competent authority, through proper channel.
- d) A stock of electrical bulbs and tubes will be maintained for replacing fused ones whenever necessary (only in public areas not in residents room) by the office incharge. He will keep record of receipts and consumption in his stock register through entries in form. The fused stock needs to be surrendered to Electrical Department/Estates at regular interval so as to avoid dumping and unhygienic conditions in the hostel.
- e) The Administrative Warden would check the register periodically and indent fresh supplies of bulbs and tubes with Engineering Branch

## CHAPTER VI

### MISCELLANEOUS

#### **6. 1 Breach of General Rules of the University**

The students of the University shall abide by the general rules of traffic, health, sanitation, messing, extra-curricular activities and security of property. Any breach on their part will render them liable to such disciplinary action as may be taken by the University.

#### **6.2 Violation of the General Laws of the Land**

All cases of indiscipline amounting to violation of the law of the land, shall be reported to the Chief Proctor, who may after holding preliminary investigation, hand over the person concerned to the Police for initiating proceeding according to law.

#### **6.3 Removal of Difficulty**

- a) Any question of allotment and discipline not covered by these Ordinances and Regulations and other rules framed by the Academic Council, shall be dealt with by the Vice-Chancellor.
- b) Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final.
- c) Notwithstanding anything contained in these rules, the Vice-Chancellor may, on the recommendations of the Head/Dean/Director/Principal and where it is expedient to do so, take appropriate decision on the hostel related issues not covered by these rules.

TABLE 1

## Hostel Accommodation at a Glance

## (A) Hostel Accommodation for Male Students

Sl. No.	Name	Instt./Faculty	No. of Rooms	Intake Capacity	Common Room	Store
1	Dhanwantari Hostel	IMS	211	211	1	2
2	Ruiya Medical Hostel	IMS	82	234	2	7
3	Ruiya Annexe Hostel	IMS	107	214	1	5
4	Punarvasu Atreya hostel	IMS	75	150	1	2
5	Sushratha Hostel	IMS	404	404	2	6
6	Dr.S Radhakrishnan Hostel	I.Ag.Sc	120	240	1	2
7	Bal Gangadhar Tilak Hostel	I.Ag.Sc	198	396	1	6
8	Ramakrishana Hostel	Science	115	254	1	2
9	Dr. C.P.R. Aiyer Hostel	Science	130	260	1	-
10	Dalmia Hostel	Science	223	446	2	11
11	Bhabha Hostel	Science	198	396	1	9
12	Broacha Hostel	Science	319	644	6	5
13	Acharya Narendra Deo Hostel	Soc. Sc	98	196	1	3
14	Raja Ram Mohan Ray Hostel	Soc. Sc	223	446	3	2
15	Smt. Moona Devi Hostel	Soc. Sc	112	224	2	5
16	Pt Brajnath Hostel	Soc. Sc	113	189	1	1
17	Birla "A" Hostel	Arts	120	240	1	5
18	Birla "B" Hostel	Arts	122	136	1	6
19	Birla "C" Hostel	Arts	125	250	3	2
20	Lal Bahadur Shastri Hostel	Arts	306	612	1	5
21	Dr. A.B. Hostel (Kamachha)	Education	78	172	1	12
22	Dr. R.P. Hostel (Kamachha)	Education	52	92	1	5
23	Dr. Bhagwan Das Hostel	Law	119	246	1	4
24	DR. B.R. Ambedkar Hostel	Law	70	70	1	1
25	Chanakya Hostel	Law	95	190	-	4
26	Dr. I.N. Gurtu Hostel	Commerce	119	245	1	2
27	Ram Kinkar Hostel	FOVA	16	37	1	1
28	Rewa Kothi Hostel, Assi	Performing Arts	47	54	-	6
29	Ruiya Hostel (Sanskrit Block)	SVDV	71	245	1	5
30	Sardar Vallab Bhai Patel Hostel	Multi Faculty (For Ph.D.)	76	152	2	1
31	Management Hostel	Management	64	124	1	1
32	Shivalik Boys Hostel	RGSC	150	450	1	4
33	Vindhychal Boys Hostel	RGSC	150	450	1	5

34	Aravali Hostel	RGSC	205	410	1	2
35	Himgiri Hostel	RGSC	27	54	-	2
36	Warden Flats (Boys)*	RGSC	30	90	-	-
37	New Boys Hostel 1**	RGSC	-	-	-	-

\* Temporary Arrangement

\*\* Under construction

### (B) Hostel Accommodation for Girls Students

Sl. No.	Name	Instit./Faculty	No. of Rooms	Intake Capacity	Common Room	Store
1	Lady Doctor's Hostel	I.M.S.	65	67	1	1
2	Kastruba Girls Hostel	I.M.S.	109	218	2	4
3	Sukanya Girls Hostel (Ay.)	I.M.S.	35	65	2	1
4	Mother Teresa Hostel	I.M.S	40	80	1	1
5	Nagarjun Girls Hostel	I.M.S	92	96	1	4
6	New Doctors Girls Hostel	I.M.S	94	188	2	5
7	Medical Girls Hostel	I.M.S	17	68	1	3
8	Florence Nightingale Hostel	I.M.S	58	49	2	2
9	Rani Lakshmi Bai Girls Hostel	I.Ag.Sc.	103	206	2	3
10	Dr.J.C.Bose Girls Hostel	Science	92	195	1	1
11	Gargi Girls Hostel	Science	53	106	1	9
12	S.N.P.G. Girls Hostel	Science	70	140	2	2
13	Maitreyi Girls Hostel	Science	70	140	1	1
14	Kundan Devi Centenary Hostel	Science	144	288	3	12
15	Jyoti Kunj Girls Hostel	MMV	144	288	2	2
16	Swasti Kunj Girls Hostel	MMV	50	200	2	1
17	Kriti Kunj Girls Hostel	MMV	65	250	1	1
18	Kundan Devi Girls Hostel	MMV	74	148	1	1
19	Pougi House Girls Hostel	MMV	06	22	1	1
20	Prayga Kunj Girls Hostel	MMV	86	178	1	1
21	Ganga Girls Hostel	Triveni	87	182	1	1
22	Yamuna Girls Hostel	Triveni	66	168	1	2
23	Saraswati Girls Hostel	Triveni	95	198	1	2
24	Godavari Girls Hostel	Triveni	150	154	1	2
25	Gomti Hostel	Triveni	225	450	1	15
26	Kaveri Girls Hostel	Triveni	77	154	1	1
27	Naveen Girls Hostel	Triveni	18	108	1	3
28	Vindyasvasini Girls Hostel	RGSC	115	230	1	5
29	Nilgiri Girls Hostel	RGSC	115	295	1	4
30	New Girls Hostel 1	RGSC	-	-	-	-
31	Scientist Hostel	RGSC	35	105	1	1
32	Warden Flats (Girls)*	RGSC	18	72	-	-
33	Old B-1 Girls Hostel	Soc. Sc	10	22	1	2
34	Working Women Hostel	Multi-Faculty	73	151	7	2

35	New PG Girls Hostel	Multi-Faculty	321	642	1	2
36	New Ph.D Girls Hostel	Multi-Faculty	200	400	-	3
37	Bhartendu Harishchandra Hostel	Arts	45	84	1	2

\* Temporary arrangement

**(C) Hostel Accommodation for Foreign Students**

Sl. No.	Name	Instit./Faculty	No. of Rooms	Intake Capacity	Common Room	Store
1	Siddharth Vihar	Foreigner	18	45	1	1
2	New International Boys Hostel	Foreigner	167	293	1	-
3	International Girls Hostel	Foreigner	34	72	1	1
4	International Girls House New*	Foreigner	-	-	-	-
5	Old International Boys Hostel**	Foreigner	90	180	1	9

\* Under construction

\*\* Temporary - being occupied by International Girls students

[See Rule 2.13 (c)]  
BANARAS HINDU UNIVERSITY  
FORM No.1

Faculty of \_\_\_\_\_  
\_\_\_\_\_ Hostel

Room No. ....

File No. ....

DUES & FURNITURE

Part — I : Dues Paid Check (Administrative Warden Office)

Admission Year.....

Name of student (in block letters) .....

Previous Hostel ..... Room No. ....

Dues

Previous mess dues : Rs. ....

Current charges : Rs. ....

Total Rs. ....

All dues paid (Rs. .... ) Receipt No. .... Date .....

Registration No .....

Application form checked by .....and found correct

Hostel allotted on.....Room No. allotted .....

Whether single seated (SS)/double seated (DS) .....

Date .....Signature of Admin. Warden

---

Part II : Furniture Check

I have taken possession of Room No .....with the following furniture:

(1) Bed \_\_\_\_\_ (2) Table \_\_\_\_\_

(3) Chair \_\_\_\_\_ (4) Easy chair \_\_\_\_\_

(5) Fan Ceiling \_\_\_\_\_ (6) Any Other \_\_\_\_\_

I undertake to keep the furniture/fixtures in my safe custody and shall not cause any deliberate damage. I have noted that I will have to pay the charges for damages caused by me either deliberately or due to negligence on my part.

Signature of student

Date\_\_\_\_\_

Counter signature of office clerk

FORM No.2  
 [See Rule 2.7.4]  
 BANARAS HINDU UNIVERSITY  
 APPLICATION FOR RE-ADMISSION TO HOSTEL

- Name of Hostel .....
1. Name of the Student .....  
 (in capital letters) (Surname) (Name) (Middle Name)
  2. Sex .....
  3. Date of Birth.....
  4. Nationality .....
  5. Permanent Address .....
  6. (a) Father's Name & Address .....
  - .....  
 Guardian's Name & Address .....
  - (if father is not alive)
  - (b) Father's/Guardian's/Employer's Address with Telephone No.....
  7. Name & Address of the local guardian .....
  - .....  
 Telephone No. (if any) .....
  8. Registered in/for (a) Department .....
  - (b) Faculty/Institute .....
  - (c) Programme of Study .....
  - (d) Semester (specify) .....
  - (e) If Ph. D. student please indicate :
  - (i) Date of confirmation to Ph. D  
 programme/Extension of period by DRC .....
  - (ii) Name of the Supervisor .....
  9. Whether belongs to: Schedule Caste/Schedule Tribe/OBC/F/.N .....
  10. Whether physically handicapped .....

Affix latest  
 passport size  
 photograph duly  
 attested

I declare that the information given above is true to the best of my knowledge and belief and nothing has been concealed. In case it is found that any information has been given incorrectly or some material facts have been concealed, I am liable for eviction from the hostel besides such other action which the University may deem fit to take against me.

Date .....

Signature & Name of the  
 Student

-----  
For Hostel Office Use

Information Verified & found correct. Hostel facility may be granted/renewed till

.....  
 Date ..... Signature of Admin. Warden.....



FORM No.4  
 [See Rule 4.2. (a)1  
 BANARAS HINDU UNIVERSITY  
 Faculty of .....  
 .....Hostel  
**Hostel Mess**  
**(To be prepared in triplicate)**

Mess bill for the month of ..... Diet charge @Rs. ....

S.No.	Name of the students	Room No.	No. of Diets	Amount	Extra Missing	Special Dinner	Other Charges	Grand total	Supplement Bill	Date of Payment Receipt No. & Date	Dated Initials of Warden (mess)	Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Certified that above have been checked and found correct.

Dated Initials of :                      Warden (mess )                      Mess Secretary                      Mess                      Manager

FORM No.5  
[See Rule 2.15 (d)]  
BANARAS HINDU UNIVERSITY

**Faculty of .....**  
**.....Hostel**

Sl. No. ....

Date.....

APPLICATION FOR VACATING THE HOSTEL  
(To be filled in triplicate)

Part — I

The Admin. Warden  
..... Hostel  
Banaras Hindu University

Sir/Madam,

Kindly permit me to, leave the hostel with , my personal belongings on ..... and refund my security deposit after adjusting dues, if any. My future address is given below.

I have completed .....in the Department of ..... / Faculty of ..... and am leaving the university.

Yours faithfully,

Signature of Resident.....  
Name of the Resident.....  
Date:  
Dept./Faculty.....  
Room No

Address for future correspondence:  
.....

Pin. ....  
Tel. No .....

-----  
Part - II

His/her room has been checked and all furniture and 'fixures allotted to him/her have been found in tact. Damages, if any, have been recovered from him/her vide Receipt No. dt. The possession/key of the room has been taken and nothing is due from him/her.

Office Clerk's Signature Date \_\_\_\_\_

No dues are outstanding from him/her.

He/she has been billed for the whole period up to ..... and the bill has been paid.

Warden (Mess) ..... Mess Manager

-----  
Part -III

Shri/Smt./Km ..... allottee of Room No ..... of Hostel is permitted to leave the hostel along with his/her personal belongings.

Security amount Rs refunded by Cheque No. .... -Dt. .... / in cash.

Admin. Warden

Note : 1. Office clerk (to keep copy in the student's file)

FORM No.6  
[See Rule 2.16 (c) & (d)]  
BANARAS HINDU UNIVERSITY

**Faculty of .....**  
**.....Hostel**

EVICTION NOTICE

Mr./Ms. \_\_\_\_\_ a resident of Room No. \_\_\_\_\_ will be evicted on-----at -----as he / she is already declared as defaulter of Mess Dues etc. vide our notification dated..... \_\_\_\_\_. Therefore, he/she and his/her roommate is requested to be present at the above mentioned date and time in their room to facilitate the action of the Hostel/University.

Admin. Warden

C.:  
Office Clerk  
.....Hostel  
Student File / Office File

FORM No.7  
[See Rule 2.16(d) & 5.2.2. (e)]  
BANARAS HINDU UNIVERSITY

**Faculty of .....**  
**.....Hostel**

File No ..... Date: .....

INTIMATION OF EVICTION

The Chief Proctor  
Banaras Hindu University  
Varanasi

Dear Sir/Madam,

**Sub: Eviction of resident students**

One/some student(s) of ..... Hostel will be evicted  
on ..... at ..... hours. You are requested to be present or depute  
your representative at the time of the eviction.

Yours faithfully,

Admin. Warden

Copy to:

1. The Warden (Maintenance)—to ensure that the carpenter remains present for breaking the lock.
2. Office Clerk—to be present at the said date and time.
3. Office File / Resident File

FORM No.8  
 [See Rule 2.16 (f)]  
 BANARAS HINDU UNIVERSITY

Faculty of .....  
 .....Hostel

(Inventory to be got filled up and  
 Signed at the time of Eviction)

Date.....

With reference to office order No.....dated----- as desired by the warden, the resident of Room No. .... Mr/ Ms..... been evicted and his/her lock was broken open on-----in presence of Chief Proctor/his nominee, Admin. Warden, Warden (Maintenance). The following articles were found as his/her personal belongings in the room/nothing has been found in his/her rom as his/her belongings.

S. No.	Name of the Articles	Qty.	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Signature of the Members of the Eviction Committee

1. ....
2. ....
3. ....

FORM No. 9  
[See Rule 3.4.1 & 3.4.5 (a)]  
BANARAS HINDU UNIVERSITY

Faculty of .....  
.....Hostel

File No.....

Date.....

MEMORANDUM

Shri/Smt./Ms. ....

Room No. ....

..... Hostel

Banaras Hindu University

You have been found keeping unauthorised guest(s) in your room on ..... in violation of the Hostel rules.

You are fined Rs .....and are directed to deposit the amount with the hostel clerk and report to the undersigned with receipt by ..... positively, failing which your room will be double-locked you shall be liable to eviction.

You are further warned not to violate the hostel rules in future, otherwise it may call for more severe disciplinary action.

Warden / Admin. Warden

Copy to

- i) The Coordinator
- ii) The O.C. Hostel for keeping notes in the personal file of the resident.
- iii) Mess Manager

FORM No. 10  
[See Rule 3.1.3]  
BANARAS HINDU UNIVERSITY

Faculty of .....  
.....Hostel

Date.....

APPLICATION FOR STAYING OUT OF HOSTEL

Admin. Warden  
..... Hostel  
Banaras Hindu University

Sir/Madam,  
.....the resident ..... of room No.  
..... of ... Hostel request your permission for permission) say out of the  
hostel from ..... to ..... (date .....  
and time .....) for ..... (reason), During this period I shall be at  
..... (address with phone number)

Yours faithfully,

Signature of the resident student

Permission granted/Not granted

Signature of the Admin. Warden .....

Date .....

Note: In case a student is going for field work/experiment outside, he has to get the application forwarded by the Supervisor/Head of the Department concerned.

FORM No. 11  
[See Rule 2.13 (d)]  
BANARAS HINDU UNIVERSITY

Faculty of .....  
.....Hostel

RESIDENT STUDENTS REGISTER

Room No..... whether single or double seated.....

File No. ....

Sl. No.	Name of the student (In capital letter)	Permanent Address with Tel. No.	Faculty/ Department/ Course (use code)	Date of Joining the Hostel	Date of leaving the Hostel	Office clerl	Admin. Warden

FORM No. 12  
[See Rule 3.5.1 (e)]  
BANARAS HINDU UNIVERSITY

Faculty of .....  
.....Hostel

(To be submitted in Duplicate)

Admin. Warden  
..... Hostel  
Banaras Hindu University

Madam/Sir ,  
.....the resident ..... of room No.  
..... of..... Hostel request your permission for keeping a  
guest/extending the stay of my guest Shri/Smt. .... Age .....  
Address ..... for.....days..... from.....  
..... to .....

I will be fully responsible for the stay of my guest and I undertake to pay the guest charges as per rules and other charges that may be imposed for default.

Yours faithfully,

Signature of the resident student

Permission granted/Not granted

Signature of the Admin. Warden.....

Received Rs. ....

Receipt No. ....

Date.....

**Proposed (New)**

FORM No. 13  
[See Rule 2.1 (i)]  
BANARAS HINDU UNIVERSITY

Faculty of .....  
.....Hostel

(To be submitted in Duplicate)  
UNDERTAKING BY THE STUDENT

I undertake that I shall abide by the following Code of Conduct:

1. I understand that I have been given admission in the hostel provisionally.
2. I shall not allow any unauthorized person/guest in my room.
3. I shall abide by the hostel Bye-laws/ rules, including rules regarding hostel timing as per Hostel Manual as amended from time to time.
4. I shall abide by the hostel rules to take meals in the hostel mess or as per instructions issued.
5. I shall follow all the norms and practices adopted by the hostel authorities from time to time for the efficient utilization of resources.
6. I shall accept the present condition of hostel and room allotted to me.
7. I shall not indulge in any act of indiscipline during my stay in the hostel.
8. I shall regularly participate in all the Hostel meetings, committees and other cultural/sports activities.
9. I shall not degrade the hostel environment.
10. I shall not cause any discomfort to my fellow residents.
11. I shall also not indulge in any indiscipline or misconduct within the University campus during my stay in the hostel.
12. The non-compliance of any of the above clauses of the Hostel code of conduct shall lead to cancellation of my hostel admission with immediate effect.
13. I also undertake to submit myself to the disciplinary jurisdiction of the Vice-Chancellor, Provost and other authorities of BHU, who may be vested with the authority to exercise discipline under the Act, the statutes, the Ordinances and the Rules that have been framed there under by the University and Hostel.

Date.....Name.....Mobile No.....

Signature of Student .....

ACKNOWLEDGEMENT

I, \_\_\_\_\_, father/mother/guardian of Mr./Ms. \_\_\_\_\_, have gone through carefully the content of the above undertaking and understand that following these guidelines are for the student's own benefit and wellbeing. I also understand that if he/she fails to comply with these terms, he/she will be liable to suitable action as per University rules and law. I undertake that he/she will strictly follow the above terms and conditions.

Date: \_\_\_\_\_ Parent's/Guardian's Signature \_\_\_\_\_

Name of the Parent/Guardian \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

Contact No. \_\_\_\_\_

Email ID \_\_\_\_\_