

UNIVERSITY OF HYDERABAD



RULES AND REGULATIONS OF HOSTELS

GUIDELINES FOR HOSTEL RESIDENTS

Rules and Regulations in this Handbook, and any subsequent amendments available at <http://www.uohyd.ernet.in> are binding on *all* students in UoH hostels.

July 2015

AT A GLANCE

Any matter related to basic amenities can be reported to hostel office/Warden. Important contact information is given at the end of this handbook.

Stay in the hostel is limited to the duration of the programme for which it has been allotted subject to semester registration. Duration of stay in the hostels will be allowed as per the academic calendar.

Continuation in hostel cannot be claimed on the basis of applying for another programme within the same university repeaters in any course/programme are not eligible for hostel accommodation.

Students found indulging in ragging or similar / any other form of indiscipline will to be expelled / rusticated from the hostel / University.

Smoking/Consuming alcohol & other prohibited substances like drugs inside the hostels will attract disciplinary action.

Do not keep valuables in the hostel room. The University is not responsible for damage or loss of your property.

Damage to hostel furniture, electrical fixtures & other facilities will attract heavy penalties including expulsion from hostel.

Taking away crockery, utensils etc. From the mess / kitchen will attract heavy penalties.

Do not paste anything on the walls. For posters use only the notice boards provided.

Men are not permitted to visit a resident in the rooms of ladies hostels and vice-versa. Legal proceeding will be initiated against those violating this rule.

Entertaining unauthorized guests shall be considered as an offence and could attract legal proceeding against both the boarder and the quest.

Do not use any electrical gadgets other than mobiles, & laptop in the hostel rooms. The University is not responsible for any damages caused to personal property as a consequence of using them. Gadgets other than mobiles & laptops will be confiscated.

Do not park vehicles in the doorway as it will be treated as violation of basic rights of differently abled persons. The matter will be viewed seriously and heavy penalty shall be levied including confiscation of vehicle.

Pay your mess bills, students who do not clear their mess bills within the deadline will have to pay a fine i.e. (20% of mess basic per day).

Do not forget to sign the vacation register before vacating the hostel.

Boarders are encouraged to participate in the clean and green programme of hostels as part of Swach Bharat/Swach Hyderabad.

Warden/DCW/CW/Flying Squads constituted by the University will make surprise checks to all the hostels at any time. During the surprise checks the boarders should produce their ID and semester registration card failing which can attract heavy penalty / expulsion from the hostel.

Integrated / PG students are not allowed to stay in the hostels during the winter and summer vacation.

WELCOME TO THE UNIVERSITY OF HYDERABAD!

A warm welcome to the University of Hyderabad (UoH)! Right from its inception, the UoH has pioneered in teaching and research. The faculty working in frontier areas across disciplines have been successfully providing academic leadership to our nation. Today, we have thriving integrated masters programs, post-graduate studies and research programs best in the country.

University of Hyderabad is an equal opportunity institution with a firm belief in principles of equity and social justice. It is committed to constitutional provisions pertaining to students from the marginalised communities, particularly SC/ST students. The University also recognises the importance of having students from historically discriminated backgrounds.

The University offers excellent facilities and a dynamic learning environment. We expect you to utilise the resources on the campus optimally and responsibly while delivering social and intellectual responsibilities on the campus.

Wishing you the best.

Professor R.P. Sharma
Vice Chancellor

Welcome to the hostels of the University of Hyderabad! I take this opportunity to assure you that the offices of the Chief Warden and all the Wardens will try to ensure a comfortable stay to further your academic pursuits. While we endeavour to improve the hostel facilities for a more comfortable stay, we also expect you to bring the problems you face to our attention, and bear with us as we work to resolve them. Please make the hostel your home away from home!

Dr. G. Nagaraju
Chief Warden

I. GENERAL

1. **Preamble:** The residence of the students in the University of Hyderabad hostels shall be regulated by the “Guidelines for Residence of Students” in this hostel Handbook.
2. **Hostel Accommodation:** Hostel accommodation is provided only to bonafide students of the University, **subject to availability**, from the date of admission/joining the course in university. Students who take an extension or re-registration will have to re-apply for hostel accommodation. Their applications may be considered as additional members subject to availability on payment of necessary fees.

Reservation of Seats: Reservation of seats in the hostels is as per the University norms as amended from time to time in accordance with prescribed directives.

3. **Hostel Fee and Room Rent:** The boarders in all hostels have to pay fees and room rent regularly during their stay in the hostels. The details of the fee challans to be used for payment of fees, deposit and room rent, etc. are given in **Appendix - B**. The accommodation fee is subject to revision by the University. The norms of room rent/HRA for hostel boarders eligible to draw HRA through different fellowships are given under **Appendix - C**.

4. **Medical Facilities:** Students selected for admission into the hostels have to register with the University Health Centre within a week’s time. Hostel residents **must** become part of the Medical Insurance scheme, for referral facility, by remitting the required insurance premium. **Those not covered by Medical Insurance will not be eligible for referral facility.** Details of the scheme are available with the **office of the Dean, Student’s Welfare (DSW)**. They should collect their Medical Insurance cards from the office of the Dean of Students’ Welfare. They should report about any chronic ailment to the Medical Officer.

- **Boarders not covered by Medical Insurance facility are not eligible for referral facility.**
- **Collect Medical Insurance cards from DSW’s office.**

The Health Centre provides medical facility to hostel residents. Outpatient services are available at the Health Center. Services of specialists in various fields are also available in the Health Center on specific days. Ambulance facility is available, round-the-clock for emergency purposes. **The ambulance facility will be available to shift the patient to the first referral hospital only. The referral hospital will be at the discretion of the Medical Officer on duty.**

Students should not indulge in any activity that disturbs the normal activities of the University Health Centre. Any such disturbance caused by students will be treated as indiscipline and dealt with sternly.

5. **Chief Warden’s Office (CWO):** Administration and supervision of all the hostels of the University is entrusted to the Chief Warden (CW), Deputy Chief Wardens (DCWs) and the Wardens of the hostels, or to such other persons who are nominated by the Vice Chancellor. Deputy Chief Warden, staff at Chief Warden’s Office (CWO), hostel Wardens and their staff and the Hostel Committees in each of the hostels shall assist the Chief Warden in the running of the hostels and implementation of policies framed from time to time.

6. **Hostel Warden:** Hostels and the messes are under the control of a Warden(s) and s/he is assisted by a Junior Office Assistant and a Mess Supervisor, as well as the Hostel Committee, in managing the day-to-day matters of the hostel.
7. **Hostel Committee:** Each hostel will have a Hostel Committee to look after general matters related to hostel affair. The Hostel Committee will co-ordinate with the Warden's office to ensure smooth functioning of the mess and related issues. . The Constitution and Election Procedures of the Hostel Committee are given in **Appendix - A**, in two parts.
8. **Inter-Hostel Coordination Committee (IHCC):** An Inter-Hostel Coordination Committee (IHCC), consisting of elected representatives from all the hostels (Chairpersons and General Secretaries), elected representatives of the Student's Union (President and General Secretary), Dean, Student's Welfare (DSW), Wardens of all hostels, Deputy Chief Warden (DCW) and Chief Warden as Chairperson, meets once/twice a year. The mandate of the IHCC is to review matters concerning conditions of stay in all hostels. Only elected representatives from the hostels are eligible to take part in IHCC meetings.
9. **Revision of Guidelines in the Hostel Handbook:** The Chief Warden or the Wardens of the hostels may revise or formulate certain rules from time to time regarding the day-to-day running of the hostels to maintain the general discipline and decorum in the hostels. These rules will be binding on all the boarders. **The revised or newly formulated rules will be displayed in the hostels, and, periodically, updated in the Hostel Handbook and displayed on the University website under the relevant head.**
10. **Updated Hostel Handbook and University Telephone Directory:** The updated Hostel Handbook including revised guidelines, as well as the University of Hyderabad Telephone Directory, with official (intercom) as well as residential phone numbers of the University of Hyderabad staff can be downloaded from the University of Hyderabad website.

- **Boarders violating hostel norms are liable to be expelled from the hostel / university.**
- **Boarders Consuming alcohol & other prohibited substances will be expelled from the hostel.**
- **Do not keep valuables in the hostel room. University is not responsible for loss of your property.**
- **Damage to hostel furniture & other fittings will attract heavy penalties.**
- **Do not paste anything on the walls.**

All matters pertaining to grievances, complaints, etc. if any, will be dealt with in accordance with established procedures through committees constituted by the University and the Proctorial board.

The Supreme Court of India defined ragging in a 2001 judgement as: Any disorderly conduct whether by words spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

- **Ragging is as severe a criminal act as rape**
- **FIR will be filed without any delay**
- **Such cases will be accorded priority trial**
- **Those found guilty may be fined up to Rs. 2,50,000/-**
- **Those found guilty may be expelled up to four semesters**
- **Those found guilty may be denied admission elsewhere**
- **Authorities are also accountable for any failure or delay**
- **Defaulter institutions are likely to lose grants**

**UoH Anti-Ragging helplines : 2313-1999, 2313-2999
HRD Ministry and UGC's Anti-Ragging helpline - 1800-180-5522 (Toll Free)**

12. Hostel Norms:

- a) Violation of norms of living in the hostels by the boarders will attract disciplinary action. This may range from fine to suspension and expulsion from the hostel / University.
- b) Every boarder is issued with a multipurpose ID card in addition to the semester registration cards. **Boarders are required to produce them when asked for by any hostel staff. The University security staff are authorised to check ID cards and prevent any behaviour that may cause disorder on the campus. Students (even those who are not boarders) shall not resist / prevent security staff from performing their duties.**
- c) Allotment of rooms/hostels to students is at the sole discretion of the Chief Warden/ Warden of the respective hostel. Hostel rooms when allotted to more than one student should be shared without causing inconvenience to other roommates like switching on lights in rooms in late hours, playing loud music etc. . Keeping the room clean is the responsibility of the student. Residents shall not throw garbage or litter in the corridors or hostel surroundings. Pasting of posters and any other material on the hostel walls, in the rooms and corridors except on the notice boards, will be treated as an offence. **Individuals/organizations who wish to paste notices should take permission from the Warden.** Pasting notices at places other than notice boards will attract heavy fines as per rules. Wardens and Chief Warden can reallocate the rooms and hostels if necessary.

Students should bring to the notice of the hostel office all routine maintenance works (Civil and Electrical) to be forwarded to the engineering sections. If there are any additional furniture other than those provided in a room, the occupant of the room shall hand them over to the Warden, failing which he / she will be charged a penalty as decided by the Warden.

- d) **Disorderly behavior in the hostels will attract severe disciplinary action including expulsion from the hostels and suspension from the academic programme. Ragging, teasing, misbehavior and physical assault are strictly prohibited.**
- e) **Every boarder is required to sign in the hostel joining register at the time of admission and a hostel vacating register at the end of their programme. This applies even when a student leaves the hostel during vacation. (See appendix-G)**
- f) **Cooking by the residents in the hostel rooms is strictly prohibited. Cooking equipment found in hostel rooms will be confiscated and disciplinary action will be taken against those involved.**
- g) **Students are strictly prohibited from smoking, keeping or consuming alcoholic drinks and abusive drugs in the hostel premises.**
- h) **The Cultural Secretary of the Hostel Committee of each hostel will be the resident caretaker of the reading room and the TV room. In case of damage caused to the TV set/ Setup box/remote/wiring/cables etc., the cost shall be recovered from the students. Repeated incidents of such kind will result in the**

withdrawal of the facility. i) Screening of films, conducting meeting without prior permission of the Warden of the concerned hostel is strictly prohibited.

- i) Music systems and computers are allowed to be used in the rooms, only if they are registered with the hostel office and an undertaking given for proper use.
- j) Hostel residents are required to vacate their rooms on the advice of the Warden / Chief Warden during short holidays if the University requires the accommodation for holding seminars/symposia, etc. Alternative storage facilities for luggage will be provided in such situations.
- k) Hostel authorities reserve the right to deny entry into or stay in the hostel(s) to any visitor(s). Temporary accommodation will be provided for parents/guardians of residents in the hostels as “non student” guests on payment of required guest charges. Any student found entertaining unauthorized guests will be liable to disciplinary action, including fines and expulsion from the hostels, as decided by the CWO. Procedure concerning stay of guests in the hostels is given in **Appendix - F**.
- l) Students are advised not to keep money and other valuable articles (jewelry, etc.) in the room. The University will not be responsible for any loss of private property of the boarder. Boarders are advised to lock their rooms when leaving the same. Students may use facilities, like those provided by the State Bank of India (Hyderabad University Campus Branch), and the Campus Post Office, to keep their money and valuables in safe custody.
- m) Residents are personally responsible for furniture and other fittings of the rooms allotted to them. In case of any loss or damage to the furniture, either by negligence or by willful breakage, the resident shall be liable to pay the cost of the items as may be decided by the University authorities.
- n) Complaints about furniture or other items provided in the rooms or about bathrooms, dining hall, etc. or equipment therein, and other general complaints about maintenance, must be entered in the Complaint Book kept in the hostel office.
- o) Residents are not allowed to shift any property from the common room / kitchen / dining hall to their own rooms. Such actions will attract heavy fines and expulsion from the hostel.
- p) Residents are advised to observe strict economy in the use of electricity and water. They are required to turn off the lights, fans, music systems and computers as and when they leave their rooms, common room and dining hall. Boarders found wasting electricity or water will be fined heavily.
- q) Using of electric heater, immersion heaters, refrigerators and other such gadgets in the hostel rooms is strictly prohibited. Residents guilty of misuse of electricity will be charged heavy fines. **Do not use any electrical gadgets other than mobiles, & laptops in the hostel rooms. The University is not responsible for any damages caused to personal property as a consequence of using them. Gadgets other than mobiles & laptops will be confiscated.**

- r) The University reserves the right to lock or open the lock of any room, if needed. In such cases, the personal belongings of the student will be kept under the custody of the University Security Officer for a maximum of 15 days only.
- s) Bonafide students who have academic-programme-related work during vacation should get a proper certification from the respective Supervisor, Head of the Department and the Dean of the School. Such cases shall be considered *on payment basis, only if accommodation is available*. Students shall pay room rents for stay during vacation as decided by University. The Warden / CWO has the right to deny hostel accommodation to any student without assigning any reason.
- t) Students must produce ID cards and cooperate with the security staff.
- u) **Stay in the hostel is limited to the duration of the programme for which it has been allotted. Continuation in the hostels cannot be claimed on the basis of applying for another programme within the University. Academic extension does not automatically entitle a student for hostel accommodation & is co-terminus with the prescribed duration of the programme (See Box).**

- ❖ M.Phil. & Ph.D. scholars should attach a certified copy of the last Doctoral / Supervisory Committee meeting minutes along with their academic extension request forms to obtain No Dues Certificate from the Chief Warden's office.
- ❖ Repeaters in any course / programme are not eligible for hostel accommodation. Students who fail or have not completed a course / programme are required to vacate the hostel immediately. Such of those students found overstaying will be fined and evicted from the hostels.

<u>Duration of programmes:</u>	
➤ I.M.A/I.M.Sc	5 years
➤ P.G.	2 years
➤ M.C.A.	3 years
➤ M.Tech.	2 years
➤ M.Phil.	1½ years
➤ Ph.D.	5 years.
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➤ Foreign students are advised to plan for their visas well in advance.	
➤ Overstay will result in withholding of degree and / or freeze on next semester registration.	

- v) Every hostel has TV sets, and telephones to receive calls from outside and make calls within the University. If damages to these and other hostel facilities (including sports items, etc.) are caused by any student(s) by negligence, charges, including penalty, will be added to the students' mess bill.
- w) University authorities, especially the Dean of Students' Welfare, Chief Warden, Deputy Chief Warden, Warden and Security Officer reserve the right to make surprise checks in the hostels at any time either individually or as a team.
- x) Boarders can obtain a Residence Certificate and vacating certificate from their respective hostel offices for purposes of applying for a mobile connection,

driver's license & passport on **payment of a prescribed nominal fee into the hostel account**. However, it must be noted that the Residence Certificate will mention the eligibility. Residence Certificates beyond the programme duration will not be issued. *This applies to both Indian and foreign students.*

- y). **No hostel accommodation for the students who wish to pursue 2nd PG. Those who have taken hostel admission by furnishing false information shall liable to cancellation of hostel accommodation along with penalty of fine i.e. Rs. 100/- per day for the whole period of stay.**

### **13. Vacating the Hostel:**

- a) **Boarders shall vacate the hostel immediately on completion of their programme duration (five years for IM Students, two years for PG, one and a half years for M.Phil. and five years for Ph.D. Students). Students shall not be entitled to hostel accommodation even if they fail to complete their academic programme within the prescribed period. Ph.D. students can, however, stay in the hostel until their viva-voce or completion of five years. All boarders are required to vacate the hostel and hand over the room to the hostel office during the summer and winter vacation. They must also sign a vacating register. Those who fail to do so in time will be charged for overstay (see Appendix - G). M.Phil. and Ph.D. students in particular are required to plan their academic programme well in advance in consultation with their supervisor. The same holds for foreign students.**
- b) **A No Dues Certificate (NDC) from the Chief Warden's office will be given only on production of vacating report from the hostel (of stay and mess) on a prescribed form. No requests for continuation of hostel accommodation, once the NDC is issued, will be entertained under any circumstances. This applies even to foreign students. Foreign students are advised to plan for their visas, etc. well in advance.**
- c) **If a boarder continues to overstay after hostel allotment is cancelled, s/he has to pay overstay fines as decided by the Chief Warden and may forfeit University admission for the succeeding semester.**

### **14. Cancellation of Hostel Admission:** The Warden/Chief Warden/Deputy Chief Warden may cancel the hostel allotment at short notice if a student:

- a) **Ceases to be a bonafide student of the University.**
- b) **Furnishes wrong information for the purpose of securing admission into hostels.**
- c) **Keeps / consumes alcohol or narcotic drugs in the hostel room or enters into the hostel after consuming alcohol and exhibits disorderly behavior or otherwise.**
- d) **Involves in ragging, teasing, or sexual harassment**
- e) **Intimidates, harasses, abuses or physically assaults another student or employee.**
- f) **Takes up an employment.**
- g) **Converts his/her registration into part-time.**

- h) Violates hostel rules.
- i) Any other act that in the opinion of the University is considered harmful or offensive to the University community/fraternity.

## II. HOSTEL MESS

### 15. Basic Rules

- a) **All bonafide residents of the University hostels are required to join the hostel mess.**
- b) **No requests for shifting of mess cards to other hostel messes shall be entertained under any circumstances.**
- c) Each Mess will have a Mess Secretary for every month, who will supervise the day-to-day running of the mess with the help of the Mess Supervisor and kitchen staff. If no resident comes forward to take responsibility of mess secretary, the mess shall be closed.
- d) Mess cards will be issued only to bonafide boarders. These mess cards are not transferable, and will be in the custody of the hostel office personnel who will ensure that each meal is marked on the card.
- e) Guests can avail of tokens issued during each meal, or during timings notified by the hostel Warden, *only if accompanied by a bonafide boarder.*
- f) A hostel resident has to apply to the Warden, with endorsement from the Supervisor / Head of the Department / Dean of the School, accompanied by a Medical Certificate, in order to opt out of the mess for any duration.
- g) If any student stops availing the mess facility, for whatever reasons, without permission from the hostel Warden, s/he will have to pay all the mess bills since s/he is considered a regular resident.
- h) Students will pay a mess deposit as applicable in the hostel allotted to them. The students should clear outstanding mess dues before registration of every semester. At the time of vacating the hostel, students will be required to get a "No Dues Certificate" from the hostel of stay and the hostel office where mess facility has been provided.
- i) Taking food / utensils / crockery items / provisions outside the dining hall will be treated as an offence. Boarders found committing such offences will be levied **fine** as decided by the hostel Warden/chief warden from time to time. If boarders are found to continue to commit such offences, they are liable to be expelled.
- j) Mess timings in the Hostels are as follows:

BREAKFAST	07 : 30 am	to	09 : 00 am
LUNCH	12 : 30 noon	to	02 : 00 pm
DINNER	07 : 30 pm	to	09 : 00 pm

**It is the responsibility of all boarders to ensure that their outstandings are not beyond deductions from their respective scholarships. Mess facility will be denied otherwise.**

- k) Unbecoming behavior, particularly harassment of hostel / mess staff by residents in any form shall result in disciplinary action including eviction from hostel.
- l) Only one mess each for the men's and the ladies' hostels, for IM, PG & M.Phil. students, may be run during vacation. Students who are allowed to stay in the hostels during vacation will be required to pay an advance as decided by the CWO to avail mess facility.
- m) Monthly mess bills are displayed on hostel notice boards and the last date of payment is specified.
- n) Mess dues are to be remitted to the respective hostel accounts at the State Bank of India, Hyderabad University Campus Branch, through a challan available in the hostel offices.
- o) Mess dues must be cleared on or before the last date specified in the mess bill.
- p) Mess cards will be stopped if the dues are not cleared by the last date.
- q) Non-payment of mess dues before the deadline will attract penalties as given in **Appendix - D**.
- r) **Every boarder will be charged for a certain minimum days as decided by the competent authority even if s/he does not consume food in the mess. Irrespective of the number of days s/he does not take food, mess charges will be levied for minimum of 10 days. Further details are available in Appendix - E. The boarders have to pay user charges as prescribed by the University from time to time.**
- s) It is the responsibility of all students, including Social Welfare or BC scholarship, NBHM or ICMR / ICAR / DBT fellowship or RGNF / MANF/UGC-CSIR JRF / SRF or any other scholarship/fellowship holders, to ensure that there are no outstanding charges beyond the deduction from their scholarships. *The boarders are required to pay the differential amount and clear all their dues to avail the mess facility in the succeeding month and for the registration in the next semester. The out going residents shall clear all out standing dues irrespective of the expected scholarship amount from any source.*

**16. Mess Secretary: i) Eligibility; ii) Selection; iii) Responsibilities & iv) Incentives.**

**16. (i) Eligibility for Mess Secretary-ship:-**

- a) Bonafide boarders, for one month only once in an academic course.
- b) No pending dues in any form at the time of submitting application for the Mess Secretary-ship.
- c) Social Welfare scholarship holders should have submitted the scholarship claim forms at the time of submitting application for the Mess Secretary-ship. The Mess Supervisor will check, and intimate the Warden, before deciding on the applications.
- d) Students repeating a course are not eligible.

- e) Boarders with any kind of proven charges of indiscipline at any stage are not eligible.
- f) The Warden of the hostel can disqualify or nominate any boarder for Mess Secretary-ship, if s/he is convinced of any reasons not listed above.

#### 16. ii) Selection of the Mess Secretary:-

- a) Mess Secretaries may be selected as per the norms evolved by the respective wardens in consultation with the hostel committees.
- b) Applications for Mess Secretary-ship should consist of at least two names, who will take full responsibility of running the mess in the hostels concerned.
- c) Additional members, if required, can be co-opted with due permission from the hostel Warden. The decision of the Warden in the selection of Mess Secretary shall be final. **The Warden may refuse a student's application for Mess Secretary-ship without assigning any reason. The Warden's decision shall be final and binding on all the students.**
- d) In case there are more than two eligible applications received in the hostel office, selection would be purely on a lottery basis.
- e) **Both in the PG Hostels and in the Research Students' Hostels, when there are no valid applications for the Mess Secretary-ship, the Hostel Committee may run the mess for a maximum of one week. (Any two members of the Hostel Committee can take the financial responsibility). If no applications are forthcoming within the week, the mess shall be closed.**

#### 16. GUIDELINES FOR MESS SECRETARIES

- a) **Mess Secretaries** must submit a written request/indent to the Warden through mess supervisor to draw advance from the hostel account to meet the expenditure for running the mess.
- b) The advance drawn must be settled within four days of the date of issue of cheque and the balance amount must be credited to the hostel account. However, they can retain on hand, a maximum of **Rs.1000/-** for petty expenses in running the mess.
- c) **Only one advance at a time can be drawn by the Mess Secretary. Wardens will issue the second advance only after the bills for previous advance are submitted and account is settled. Further, second advance will not be given unless the issue slips are given to mess supervisor up to date.**
- d) Mess Secretaries are strongly discouraged from using their personal finances, either for provisions or for running the mess. They can spend up to **Rs. 500/-** in case of emergencies with prior intimation (telephonic) to the Warden. Such bills should be submitted to the hostel Warden within **a day**, if the Warden is satisfied with the bills, they will be reimbursed.

- e) They must ensure that the daily stock-issue slips are properly filled in and passed on to the Mess Supervisor / hostel office within **12** hours of issuing the provisions from the stores.
- f) They should submit an advance written request for Warden's approval, if they are planning to provide any special food items or hosting special meals.
- g) **Handbills on mess-related expenses are usually not permitted. Wardens may permit such vouchers duly certified by the mess secretary up to a limited amount in genuine cases only. All bills should be cash receipts / cash memos with appropriate GST, TIN numbers on such bills. The hostel Warden may reject any cash receipts / cash memos if s/he is not convinced of the expenditure.**
- h) Bills of all kinds of expenditure should be submitted to the hostel office **within four days** of incurring the expenditure. *A copy of all the bills should be displayed in the dining hall notice board without fail.*
- i) Mess Secretaries are responsible for proper maintenance of the stock of provisions in the hostel stores for the month. They can take the help of the Mess Supervisors in this regard. **Mess Secretaries and Mess Supervisors shall together maintain a consumption register for each day in the running of the mess.**
- j) Mess Secretaries, along with the Mess Supervisors, must ensure the accuracy of the quality and quantity of the provisions purchased or delivered to the hostel stores. Any difference in quality or quantity at the time of receipt of groceries must be immediately brought to the notice of the Warden. It is the joint responsibility of the Mess Secretary / Mess Supervisor to ensure that such items are returned within *three days* of receipt. Mess Secretary shall also ensure that all branded items delivered are well within the expiry date.
- k) It is the joint responsibility of the Mess Secretary along with the Mess Supervisor to ensure that there are enough LPG cylinders before the next lot can be delivered to the kitchen. The mess may have to purchase commercial grade cylinders during LPG shortage in the market. The charges have to be borne by the boarders of the hostel.
- l) **While closing the stocks for the month, the Mess Secretaries must ensure that provisions are available to run the mess for a maximum of 03 days after the completion of his / her tenure, unless the mess is about to be closed because of vacation or any other reason.** The closing stocks must be handed over by the out-going Mess Secretary to the in-coming Mess Secretary in the presence of the Mess Supervisor on duty and the list with quantity and prices should be signed by both the secretaries and the Supervisor. Buying provisions in excess of estimates will be seriously viewed.
- m) If the kitchen staff have not reported for duty or are not available during the working hours, Mess Secretaries should bring the matter to the notice of the Mess Supervisor and hostel Warden immediately. Mess Secretaries can maintain a parallel attendance of workers present to cross check the attendance in hostel office.

- n) Mess Secretaries must co-operate with the Mess Supervisors to facilitate display of mess bills within two days after completion of their tenure.
- o) The Mess Secretaries are strongly advised to provide special items twice a week only. Feast will be allowed only once at the end of the academic year.
- p) If Mess Secretary suddenly refuses to continue after accepting the Mess Secretary ship and resumption of his duty whatsoever may be the reason cited by him, the warden will enquire into such case. If the warden feels that the Mess secretary has caused inconvenience to the students and hostel administration without proper satisfactory reason, he may recommend for his suspension from the hostel for 3 months to the Chief Warden. Similarly, the mess secretary will be immediately sacked on allegation of corruption which will be followed by an enquiry committee.
- r) Mess Secretary who resigns between his/her tenure without any valid reason will have to pay a fine of Rs. 10,000/-. Miss management of mess funds/provisions will invite fine which will be the purview of the concerned wardens based on the cases.
- s) Selected Mess Secretary should give an under taking in the format available in hostel office.

**All hostel accounts (including mess accounts) are subject to audit by the chartered accounts of office of the Chief Warden and the Internal Audit Office of the University. In case of financial irregularities mess secretaries will be subject to disciplinary action and recovery by the Warden/Chief Warden. In case of a high mess basic and poor menu/quality/quantity of food served by the mess secretary the boarders can call for a general body meeting either through hostel committee or by two third majority. The GBM can constitute a fact finding committee to recommend measures to the Warden/Chief Warden.**

## APPENDIX - A

### Part - I: CONSTITUTION OF HOSTEL COMMITTEE

I. **General Body:** Each hostel will have a General Body consisting of all bonafide students of the hostel. There shall be a separate elected body of students for each hostel, which will be called the Hostel Committee.

II. **Hostel Committee Membership:** All the bonafide students of the concerned hostel will be eligible to be elected to the Hostel Committee.

#### III. Election and Responsibilities of the Office Bearers of the Hostel Committee:

- a) Each hostel is entitled to have five office-bearers for the Hostel Committee.
- b) Office bearers of the Hostel Committee are elected directly by the students of the hostel.
- c) Hostel office would announce the list of candidates not eligible to vote / contest in the Hostel Committee elections at least three days before the formation of the Election Committee for conducting the elections to the Hostel Committee. Such boarders can consult the hostel office to verify the details. Warden of the hostel can allow such students to vote / contest if they meet the requirements.
- d) An Election Commission shall be set up to conduct the proceedings. Each bonafide member of the hostel shall have one vote. Each office-bearer (Chairperson, General Secretary, Sports Secretary, Cultural Secretary and Health Secretary) will be elected by the hostel boarders by secret ballot. Candidate obtaining the highest number of votes polled shall be elected. In case of a tie, there shall be a re-election.
- e) All full-time students of the hostel are eligible for contesting for one post.
- f) **In the event of any post falling vacant, re-election for the post shall be held within a week.**
- g) Hostel Committee elections shall be conducted in the manner prescribed in **Part II** of this appendix.

- **All hostels shall elect their representatives as soon as the academic session begins.**
- **An Election Commission shall oversee the election proceedings in each hostel.**

#### IV. Designation and Responsibilities of the Hostel Committee Members:

##### A: CHAIRPERSON:

- 1) A chairperson will be the Chief Executive of the Hostel Committee. S/he will chair the meetings of the committee and participate in the deliberations and will have only a casting vote.



**B: GENERAL SECRETARY:**

- 1) The General Secretary will assist the Chairperson in the activities of the Committee.
- 2) It will be the duty of the General Secretary of the Committee to issue all notices convening meetings of the General Body and to keep the minutes properly under safe custody.
- 3) In the absence of the Chairperson, the General Secretary will carry out the duties of the Chairperson.

**C: SPORTS SECRETARY:**

- 1) The duty of the Sports Secretary is to look into all matters relating to sports in the hostel and upkeep of facilities where provided.

**D: CULTURAL SECRETARY:**

- 1) Cultural Secretary is elected directly by the students of the hostel.
- 2) The duty of the Cultural Secretary is to look into all matters relating to literary and cultural events in the hostel.

**E: HEALTH SECRETARY:**

- 1) Health Secretary is elected directly by the students of the hostel
- 2) The duty of the Health Secretary is to look into all matters relating to health and sanitation in the hostel.

**The Hostel Committee members individually or collectively are not allowed to interfere with the day-to-day administration of the hostel. Their mandate is to liaison between the students and the Warden's office.**

**V. Hostel General Body Meetings:**

- a) As mentioned above, each hostel will have a General Body consisting of all bonafide students of the hostel.
- b) The Chairperson and the General Secretary on behalf of the Hostel Committee can call General Body Meeting. The General Body meeting can also be **requisitioned** by **1/6** of the boarders of the particular hostel(s). Such a demand shall be sent to the Chairperson and General Secretary in writing who will convene the meeting with at least **24** hours notice within **48** hours (including holidays) of receiving such a demand.
- c) **Quorum for routine General Body meetings shall be 1/5 of the total number of full-time borders Attendance for every such meeting shall be maintained by the Chairperson or General Secretary or Cultural Secretary. Quorum for General Body meetings for impeachment, no-confidence motions and to discuss alleged corruption charges against Mess Secretaries should be at least 80% of the full-time borders.**

- d) The word 'boarders' for any General Body meeting refers to the bonafide students who are on the rolls of the University and are full-time boarders of the particular hostel(s).

#### **VI. Decisions of the General Body Meeting:**

- a) All decisions are to be taken by a simple majority vote.
- b) However, decisions regarding impeachment/no-confidence of the office-bearer(s) are to be taken by **3/4** majority vote.

#### **VII. Tenure and Tentative Date for Elections:**

- a) Election of the office-bearers shall be completed by **August** of every year.
- b) Tenure of the office-bearers of the Hostel Committee will be for one year or until next Hostel Committee is elected, whichever is earlier, provided the Committee members continue to be bonafide students of the University.

#### **VIII. Impeachment and No-Confidence:**

- a) A motion of impeachment may be brought against any of the office-bearers of the Committee by at least **1/3** of the total full-time boarders of the particular hostel(s) in writing and shall be decided upon by the hostel General Body by **3/4** majority of the present and voting. The quorum for this General Body meeting will be at least **1/2** of the full-time bonafide boarders.
- b) A motion of no-confidence against of the office-bearers of the Hostel Committee should be moved by at least **1/3** of the members of the General Body in writing. It has to be passed by a **1/2** majority present and voting at a duly convened General Body. The quorum for such a meeting should be **1/2** of the full-time boarders of the Hostel.

Impeachment/no-confidence notice must be given **seven (7)** days in advance

**If the whole Hostel Committee is impeached, the Warden will nominate a care-taker Committee until the elections are held for the next Hostel Committee.**

#### **IX. Resignations:**

- a) Any letter of resignation of directly elected office-bearers(s) must be addressed not to the Hostel Committee but to the General Body; it may be, however, handed over to the Chairperson of the Hostel Committee. In the interim period of filling up the vacancy, the office-bearer(s) may be asked to continue.
- b) In the event of resignation of the whole Hostel Committee office-bearers, they will continue to perform the care-taker role until the mid-term or general elections to all the posts are conducted.

#### **Part - II: PROCEDURES FOR CONDUCTING OF ELECTIONS TO THE HOSTEL COMMITTEE:**

1. a) The elections for the new office-bearers of the Hostel Committee should be held by the middle of August every year.

- b) A mid-term poll should be held only if the post falls vacant within three (3) months' of the elections.
2. a) A General Body meeting shall be called in the last week of July or the first week of August by the outgoing Hostel Committee / Warden to elect the Election Committee. The Election Committee will consist of a maximum of six persons to conduct the elections of the office-bearers.
- b) Every member of this Election Committee must have the approval of  $\frac{2}{3}$  of the Hostel General Body meeting called for the purpose.
- c) No member of the Hostel Committee is eligible for the membership of this Election Committee.
- d) Election Committee shall stand dissolved on the expiry of **24** hours from the declaration of results.
- e) Members of the Election Committee are barred from contesting any post in the Hostel Committee and are forbidden from canvassing in any form for any candidate.
3. a) Members of the Election Committee will meet to nominate the Chairperson from among themselves, who shall co-ordinate its work.
- b) Election Committee should hold the election within seven (7) days including holidays of its first formal meeting as a committee.
- c) Quorum for the Election Committee will be  $\frac{1}{2}$  of its total members and a simple majority shall take all decisions.
- d) In the event of any vacancy or in the eventuality of any need for extra assistance, Chairperson may co-opt any full-time President of the concerned Hostel who will not have any vote in the Committee.
- e) All decisions of the Election Committee are final and binding on the students.
- 4. Election Committee will work within the purview of the following rules and procedures:**
- a) As specified earlier, all voting will be by secret ballot.
- b) **BALLOT PAPERS:** Name of contestants will be in English in alphabetical order, the first name of the candidate (not surname) appearing first.
- c) Votes will be marked on the ballot paper against the name of the contestants with the rubber stamp provided by the Election Committee.
- d) Nominations, proposed and seconded, will be accepted in the prescribed pro-forma by the Election Committee from the eligible candidates as per the schedule announced by the Election Committee.
- e) Nominations will be invalidated when the name of the proposer / seconder or the candidate does not figure in the Electoral List or when the proposer / seconder proposes or seconds more than the number of candidates that s/he is entitled to.

f) A student is eligible to contest only for one post. In the event of a candidate filling nominations for more than one post, all his / her nominations shall be invalidated.

g) In case of elections, the amount spent shall be levied to all boarders in the form counter charges.

f) Election Commission members should submit bills if any, to the Warden's Office within 24 hours after declaration of results, beyond which, the bills will not be entertained.

g) In case students don't take interest in constituting hostel committees respective wardens will take decisions in forming hostel committees.

## APPENDIX - B

### Details of Hostel Fee and Room Rent for Students (excluding JRF / SRF / CSIR / Project / Research Persons, etc.)

The following fees as specified in prospectus are payable by the students to different accounts on different challans. The Room Rent, Caution Deposit and Crockery Charges are to be paid in the same challan and the Mess Deposit in another challan as given below. The amount will be displayed at the venue of admission.

- a) Room Rent payable every semester (SB A/C No. 10222-816319) for GE/OBC Rs. 500/-. No room rent is charged for SC/ST.
- b) Hostel Caution Deposit to Hostel Fund payable at the time of admission (SB A/C No. 32410517606) for GE/OBC Rs. 600/- for SC/ST Rs. 400/- (Non Refundable)
- c) Crockery Charges payable as applicable (SB A/C No. 10222-816319) for all category students Rs. 250/- per year.
- d) Mess Deposit at the time of admission (Refundable) (Mess Deposit Challan of the allotted hostel). For 5 years Integrated Courses Rs. 5000/- in two instalments i.e. Rs. 2500/- at the time of joining and Rs. 2500/- at the time of 4th year. For all other courses Rs. 2500/- for GE/OBC, Rs. 1500/- for SC/ST/PH. In case the parental income exceeds Rs. 1,00,000/- for SC/ST, they will be considered on par with General Category students.

Fees must be paid on correct challan form. Students are advised to retain original copies of all the challans showing payment of various fees. They should be able to produce the copies of challan whenever asked for.

Boarders are advised to check the challan before they make payments. Any discrepancy created due to payments credited into the accounts of other hostels will not be the responsibility of the University. Such of those students will be required to pay their dues/fees again.

## APPENDIX - C

### Details of Fees for JRF / SRF / CSIR / Project / Research Persons and Visitors:

- a) JRF / SRF / CSIR students or any other student who is eligible for an HRA (direct or working in projects in the University) will not be entitled to HRA in case they are residents of the hostel.
- b) **PG, M.Phil. and Ph.D. scholars of the University who are appointed as Project Associates / Research Assistants / Fellows, etc. and any other such posts shall not be eligible for hostel accommodation under any circumstances**

However, project Assistants / Project Associates or Research Partners working in the University for reference work in the library or visiting departments for research/project purposes *may* be provided hostel accommodation subject to availability, as guests. Duration of their hostel accommodation shall be decided by the Chief Warden's office in consultation with respective hostel offices. The guest charges of Rs. 100/- Per day are to be paid to the hostel **in advance for the period of stay. They will also be required to pay a Deposit of Rs. 2,500/- in advance towards mess. The service charges of 30% shall be added on the basic of the guests those who avails mess facility.**

## APPENDIX - D

### Fines for Late-payment of Mess Dues

- a) Mess dues must be cleared on or before the last date of payment displayed along with the mess bill.
- b) **Students who do not clear their mess bills within the deadline will have to pay a fine of Re. 20% on mess basic (twenty percent) per day.**
- c) If the dues are not cleared within 15 days of last date of payment, the mess card will be suspended. If the mess dues are not cleared within one month, the student will forfeit hostel accommodation.
- d) If the mess is officially closed during the vacation period and if the mess bill is displayed before the vacation, such of those who do not clear the outstanding mess dues before vacation will be charged fine for the vacation period also.
- e) Research Scholars (M.Phil. and Ph.D. students) going on field work for extended periods must clear all the outstanding mess dues before they proceed on field work failing which they also have to pay fine of **Re. 20% of the basic** per day.
- f) **The students who have vacated the hostels and not cleared all the dues will be required to pay a fine Rs.2/- (Two Rupees) per day, if the dues exceed the mess deposit. In all such cases, maximum fine will be limited to six times the amount by which the dues exceed the mess deposits.**

## APPENDIX - E

### Details of Mess Charges

**Mess is compulsory for all boarders.** If a boarder is found not availing mess facility or not staying in the hostel for one month period, necessary action may be taken by the Warden / CWO, which may include double locking, and subsequent cancellation of the hostel admission without any further notice.

**Boarders who are required to proceed on field work to meet academic requirements can apply for leave and Mess Rebate.** In such cases the student has to submit a written request to the Warden, through the Head / Dean of the Department / School with due certification from their Supervisors and obtain prior permission of the Warden. All outstanding dues must be cleared before proceeding on fieldwork. In an academic year, the Warden / CWO may grant leave to M.Phil. and Ph.D. Students for a maximum of three (3) months only. In case the duration is more than 3 months, the resident shall vacate hostel and seek re-admission after returning from the fieldwork.

**Boarders who do not adhere to this rule will be fined as per norms.** Beyond a certain limit they may also be asked to vacate the hostel.

## APPENDIX - F

### Rules about Guests in Hostels

- a) All the students of the hostels are required to inform the Warden's office in case they have a guest in their room. **Students are encouraged to collect a couple of guest accommodation slips from the hostel office as soon as they are allotted rooms. Even on holidays, students can fill up the slips and slide it into boxes kept for the purpose or into the hostel office. This information should be entered in a guest register kept in hostel office.**
- b) Guest charges payable by a resident will be **Rs. 100/-** per head per day. These charges shall be credited to the account of the respective hostels.
- c) In case, any resident is found entertaining any guest without prior information, the concerned student will be fined **Rs. 500/-** for the first time and **Rs. 1000/-** when s/he is found to have unauthorized guests again. In case of repeated offence, the student is liable to be expelled from the hostel / University in addition to the heavy fines.
- **Entertaining unauthorised guests will attract heavy penalties and may result in expulsion from room.**
  - **Collect guest accommodation forms from the hostel office as soon as you are allotted a room.**
  - **Slide the filled-in form into the collection box or the hostel office *only* if it is a holiday.**

- d) The host will be solely responsible for any indiscipline by the guest and is liable to lose hostel accommodation.
- e) **Warden/DCW/CW/ Flying squads constituted by the University will make surprise checks to all the hostels at any time, during the surprise checks, the boarders should produce their ID and Semester Registration Card failing which it attracts a heavy penalties/ expulsion from the hostel.**
- f) **Mess Survey Committee will check the quality of food being served in all hostels, hygienic conditions in and around the messes, etc. In addition to this, the committee members may visit all the messes at different intervals and taste the dishes served in messes.**
- g) **There is a separate Committee to monitor the activities/functions of all the messes in the University. The committee will monitor the workers/attendance, checking of stocks and receipts, grievances of workers, performance of Kitchen Equipment/repairs/requirement etc.**
- h) **The University authorities (Warden / CW / DSW / Security Officer / any other authorised official) have the right to order eviction of the guests without assigning reasons whatsoever. Boarders may remember that the University is covered by the Public Premises Act.**

## **APPENDIX - G**

### **Charges / Fines for stay during vacations/Overstay**

**Integrated /PG students are not allowed to stay in the hostels during the winter and summer vacation.** To facilitate preparations for new admissions boarders should cooperate and vacate hostels as decided by the office of the Chief Warden. However, charges for staying during vacations or stay beyond validity of admission will be imposed as decided by the office of the Chief Warden from time to time.

**M. Phil. / Ph.D. Students must vacate the hostel within two weeks of completion of their programme duration.** To stay on for reasons beyond their control, guest charges of **Rs. 100/- per day** are to be paid in advance for the expected duration of stay. This is allowed only on written permission from the hostel Warden / CW. Students found violating this norm shall be evicted from the hostel immediately without notice.

**Chief Warden  
University of Hyderabad**

The office of the Chief Warden reserves its right to change the rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards and university website.

**KEEP YOUR HOSTELS CLEAN. SAVE DRINKING WATER SINCE ALMOST ALL THE HOSTELS ARE EQUIPPED WITH R.O. PLANTS.**

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## **PROCTORIAL BOARD**

Matters concerning student discipline will be dealt by a Proctorial board. Students are expected to be familiar with the Rules of Discipline.

### **Rules of discipline and proper conduct for students of University of Hyderabad**

Approved by the Vice-Chancellor in accordance with the powers vested in him as per clause Proctor 9(1) & (2) of the statutes of the University of Hyderabad.

#### **I. PREAMBLE**

Whereas by virtue of Section of the University of Hyderabad Act read with Section Clause Proctor 9(1) and (2) of the status of the University, the Vice-Chancellor, vested with all the powers relating to discipline and disciplinary action, has approved the following rules of discipline and proper conduct to be followed by all the students of the University.

#### **1. Short title and commencement**

- 1) These Rules shall be called the "The UoH Students' Discipline and Conduct Rules' hereafter referred to as the 'D&C' Rules.
- 2) These Rules shall come into force with immediate effect.

#### **2) Application of Rules**

- 1) These Rules shall apply to all students of the University (including part-time students) whether admitted prior to or after commencement of these Rules.
- 2) The Rules shall be implemented to:
  - (i) Regulate and enforce discipline among students of the University and take such disciplinary measures in this regard as may be deemed necessary. Without prejudice to the powers of the Vice-Chancellor and the Chief Proctor as aforesaid, deans of schools, Heads of Departments, Heads of Centres and all academic units on the campus, as the case may be, may frame such supplementary rules as they deem necessary for the aforesaid purposes.
  - (ii) Any breach of discipline and conduct committed by a student in relation to the University inside or outside the University Campus shall fall under the purview of these Rules.
  - (iii) Without prejudice to the generality of the power to enforce discipline under Statute of the Statutes of the University of Hyderabad, any act



in the following paragraphs/pages shall amount to acts of misconduct or indiscipline or both.

- (iv) Any addendum / amendment to the rules mentioned in this document shall be deemed to be automatically part of the D& C Rules.

## II. MISCONDUCT AND INDISCIPLINE

- 1) All acts of violence and forms of coercion such as *gheraos*, sit-ins, forcible entry into the premises of any academic or administrative department/office/centre or any laboratory or any building housing any equipment or property of University community, library, guest houses, sports complexes, stores, residence quarters, hostels or any other space, which disrupt the normal academic and administrative functioning of the University and or any act which incites or leads to violence inside or outside of the campus of the University of Hyderabad.
- 2) Laying siege or staging demonstrations around the residence of any member of the University community or any other form of coercion, intimidation or disturbance and/or invasion of right to privacy of the residents of the campus.
- 3) Hunger strikes, *dharnas*, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes/units, sports complexes or disrupting the movements of any member of the University community and preventing any employee including teaching and non-teaching staff or the University, from carrying out their duties.
- 4) Committing forgery, tampering with identity card(s) or University records, impersonation, misusing University property (movable or immovable), funds documents and records, tearing of pages, defacing, burning or in any way destroying books, journals, magazines and any material or University libraries or laboratory or unauthorized photocopying or possession of library books journals, magazines or any other material.
- 5) Furnishing false certificates or false information in any manner to the University for Admission or any other purpose.
- 6) Any act of moral turpitude. Theft of any property committed within/outside the University.
- 7) Arousing communal, caste or regional feeling or creating disharmony among students.
- 8) Use of abusive, defamatory, derogatory or intimidatory language against any member of the University community.
- 9) Causing or colluding in the unauthorised entry of any person into the Campus or in the unauthorised occupation or any portion of the University premises, including halls of residences or any space, by any person.

- 10) Unauthorised occupation of the hostel rooms unauthorised acquisition and use of any University property including furniture in one's hostel room, or elsewhere.
- 11) Indulging in acts of gambling on the University premises.
- 12) Consuming or possessing dangerous drugs or other intoxicants in any form on the University premises.
- 13) Damaging or defacing in any form, any property of the University or the property of any member of the University community.
- 14) Not disclosing one's identity when asked to do so by a faculty member or any employee of the University or security persons on duty at various points of entry and exit and/or on the University campus.
- 15) Improper behaviour while on tour or excursion towards fellow students scholars or any employee of the University and/or outside`
- 16) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre. Not following the protocol laid down by the Health Centre staff *vis-a-vis* referral treatment in other hospitals.
- 17) Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules.
- 18) Any other offence under the law of land.
- 19) Ragging in any form. All University rules pertaining to ragging apply.
- 20) Accommodating unauthorised guests or other persons in the halls of residence.
- 21) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.
- 22) Any intimidation or insulting behaviour towards a student, staff or faculty or any other person. Physical assault in any manner.
- 23) Publishing of any matter (including expressed orally or in any writing, sign or visible representation, including electronically) which is threatening, abusive or insulting or constitutes harassment or makes others fear violence, including:
  - (i) by printing or displaying within the University or
  - (ii) by publishing or distributing to any visitor, officer, member or employee of the University or
  - (iii) by using in any form of meeting or gathering (including social and sporting activities)
  - (iv) electronically (audio, video, internet, images) by broadcasting to any visitor, officer, member or employee of the University.

- 24) Any other act which may be considered by the Vice-Chancellor or any other Competent Authority to be an act of violation of discipline and conduct.

### **III. PUNISHMENT**

The Competent Authority may for good and sufficient reasons impose one or more of the following punishments on a student found guilty of any of one or more acts of indiscipline or misconduct, as the case may be:

- 1) Admonition/Reprimand.
- 2) Fine up to `30,000/- depending on the gravity of indiscipline.
- 3) Recovery of any kind, cost of damages etc.
- 4) Withdrawal of any or all privileges extended to a student including scholarship/fellowship or any monetary assistance irrespective of the source of funding.
- 5) Stoppage of any or all academic processes.
- 6) Declaring any halls of residences, premises, building and/or the entire University campus out of bounds.
- 7) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- 8) Rustication up to four semester period and/or declaring any part or the entire UoH campus out of bounds.
- 9) Expulsion from University for life.
- 10) Handing over the case to police and filing an FIR.

### **IV. POWERS OF THE PROCTORIAL BOARD AND PROCEDURES**

- (1) The Proctorial Board (PB) is authorised to take up cases *suo motto*. However, complainants will be required to report any of the matters mentioned above within three days of the occurrence of the incident. The student(s) charged will be notified within four working days of the charge against him/her. It will be the responsibility of the students(s) thus charged to submit in writing his/her defence within two working days to the PB. If the PB does not receive a defence within two working days, it will take an *ex prate* decision on the charge.
- (2) However, the PB may relax the timeframes mentioned above based on the merit of the case in question.
- (3) Under normal circumstances the PB shall issue a show cause notice within four working days of receiving a complaint calling for explanation within two working days. If the explanation is not received within two working days or in the further time as may be granted, the PB may, by powers vested

in it, record hearings from the other side and/or itself conduct an enquiry or may entrust the process of enquiry including framing of charges and conducting the actual inquiry to any other official of the University. However, if the situation so demands, the PB may convene an emergency meeting and call those concerned to depose before it immediately.

- (4) Evidence to the PB shall normally be presented orally. The student charged may be required to provide Written/material evidence, if the PB so demands.
- (5) It shall be the responsibility of the student charged and the complainant to arrange for their respective witnesses to give oral evidence or to submit any written statements/material evidence in their defence. A Witness giving oral evidence may be cross-examined. A witness not available for cross-examination may submit evidence in writing. The PB shall not consider evidence from persons who are not prepared to have their names revealed to the PB. The names of persons appearing as evidence shall be kept confidential.
- (6) The PB shall have the power to determine the order of proceedings and to exclude any material which appears irrelevant or repetitive or even seek clarification on oral/written submissions/material evidence
- (7) The student charged will be invited to be present with a representative [optionally] whenever oral evidence is being heard. Non-attendance of the student charged or his/her representative shall not bar the PB from proceeding. The PB may at its discretion adjourn in order to enable the student charged or the representative to be present.
- (8) The PB may adjourn a hearing in order to require a witness to attend for cross-examination. Where a witness who, in the opinion of the PB, is a vital witness, fails to attend, the PB may, at its discretion, postpone its deliberations or even continue with its proceedings. The PB may also adjourn / proceed with a case where it is of the opinion that its proceedings are being impeded by any circumstance beyond its control.
- (9) The PB shall meet to consider an adjourned case, as soon as it is feasible, and not later than 15 days after the adjournment, although the case may not be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the PB meeting reconvened to hear an adjourned case, it may co-opt one or two additional members to form the quorum.
- (10) The PB is authorised to invite members where it deems necessary. However, the members so invited shall not have voting rights.
- (11) Only members so invited shall not have voting rights.

## **V. GENERAL**

- (1) No punishment shall ordinarily be imposed on a student unless the PB has followed normal procedures including due opportunity to the student(s) charged with an offence.

- (2) In case the Vice-Chancellor or any Competent Authority is of the opinion that on the basis of the available material and evidence on record, a *prima facie* case exists against a student s/he may order suspension of the student including withdrawal of any or all facilities available to a *bona fide* student pending inquiry.
- (3) Notwithstanding any punishment mentioned above, the Vice-Chancellor may, keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
- (4) The Office of the Chief Proctor shall immediately report its decision to all the officials concerned for necessary action. It shall also report annually to the Vice-Chancellor and any such body that the Vice-Chancellor deems fit, on all cases arbitrated by it during the preceding academic year.

## VI. INTERPRETATION

In case of a dispute with regard to the interpretation of any of the rules mentioned above, the decision of the Vice-Chancellor shall be final.

## **COMMITTEE AGAINST SEXUAL HARASSMENT (CASH)**

The **Committee Against Sexual Harassment (CASH)** has been constituted under the directives of the Ministry of Human Resource Development and the UGC as an independent body within the University framework to impart gender justice, promote sensitivity towards gender equality, and work towards the cause of preventing sexual harassment and gender discrimination in the campus. The guidelines for the constitution of the committee have been laid down by the Honourable Supreme Court of India in its 13th August 1997 ruling on the *Visakha vs. State of Rajasthan* case.

University of Hyderabad has zero tolerance for sexual misdemeanour and harassment of any kind. CASH is the University's instrument for ensuring a gender sensitive academic atmosphere in the campus, free of hostility and violence. CASH asserts that every individual must be aware of one's rights; not remain silent about any sexual offence; get information and support for redressal. Towards this end, CASH is responsible for accepting complaints, counselling and mediation, examining witnesses and evidence, conducting enquiry/investigation based on complaints, and recommending appropriate action and/or punitive measures to the Vice-Chancellor. CASH is empowered to seek assistance from the criminal justice system, including lodging FIRs etc. in case of gross sexual misconduct or harassment tantamount to offence defined in the Indian Penal Code. CASH depends upon the cooperation of the entire University community for effective functioning.

