

## ANNEXURE - 1

### Revised Rules and Regulations – Halls of Residence

*Every Resident Student must read the hostel rules. He/she must observe them in letter and spirit. Ignorance of rules will not be considered as an excuse.*

#### **RULES AND REGULATIONS**

##### **I. ADMISSION :**

- (1) Students, who have duly enrolled themselves in a program of study or research in any of the institutions / faculties of The Maharaja Sayajirao University of Baroda and who come from a place **100** or more kilometers away from the institution where they are pursuing their study or research, will be accommodated in hostels on priority, with necessary recommendations from Dean / Head of the Institution.
- (2) Students seeking admission to hostels shall have to apply online through the website <https://hostels.msubaroda.ac.in>.
- (3) The Office of the Chief Warden will give hostel admission as per guidelines fixed from time to time by the University.
- (4) The students will be allotted the hostels by the Chief Warden Office. The allotment of the room in a hostel will be done by the Warden / Superintendent who may change the rooms at any time he/she might think fit. No student shall change his/her room except with the prior permission of the Warden / Superintendent.
- (5) No student can claim admission as a right. All rights of admission to hostel are reserved with the Higher Authority.
- (6) Vacant accommodation shall be assigned to the students in order of their admission to the university.

##### **II. ROOM ALLOTMENT:**

- (1) Rooms will be allotted by the Warden according to the plan prepared by the Warden(s) in the beginning of the session.
- (2) Allotment of hostel seats will be for the full academic year. In case the resident wants to leave the hostel in the middle of the academic year, he/ she shall pay the hostel fees for the full academic year.
- (3) Institute reserves the right to move any hostel resident from one room to another or one hostel to another if the need arises.
- (4) Hostels will be allotted only after due verification of documents, contact details and other information required in the Hostel Application Form.

##### **III. GENERAL RULES :**

- (1) No student shall stay in a room other than the one allotted to him/her by the Warden/Superintendent.
- (2) In case the inmate wants to change his/her room with the mutual consent with other inmate. He/She avail prior permission of the Warden / Superintendent.
- (3) If the inmates of any room are found to keep any unauthorized person in their room of the hostel, they shall face expulsion from the Hall immediately.
- (4) No student shall leave the hostel to live temporarily elsewhere unless permitted to do so by the Warden / Superintendent on a written request from the parents or guardian of the student.

- (5) **All the resident students of the Boys Campus (Polytechnic and Main Campus) will have to return to their hostel on or before 11:00 p.m. daily (Chapter XLV of General Rules for University Halls of Residence).**  
**No student will be permitted to enter in campus of Halls of Residence after 11:00 p.m. unless he produces a written permission submitted from Warden concerned.**  
**Students are required to keep Identity Card with them and will show to the concerned officers or Security/Vigilance Staff on demand to prove identity.**
- (6) **If it is found that he/she is absent (without permission from Warden / Chief Warden) continuously for long time or does not stay in the room allotted to him/her, the admission of the resident shall be cancelled and intimation shall be given to his/her parents on the address provided by the resident in the admission form. The fee and deposit shall be forfeited and no admission shall be given to such a student in future.**
- (7) Students who are serving full-time / Part-time or are local residents of Vadodara, shall not admitted to the Halls of Residence. Later on, if anyone is found serving elsewhere, then necessary disciplinary action shall be taken.
- (8) Notwithstanding anything contained in the above-mentioned rules, the Vice-Chancellor's decision will be final.
- (9) Silence must be observed in the hostels to enable the residents to pursue their studies.
- (10) The hostel common room timings shall be:

Morning : 7-30 a.m. to 10-00 a.m.

Evening : 5-00 p.m. to 11-00 p.m.

On all week's days or as fixed by the Warden / Superintendent from time to time. The residents shall make proper use of common room, newspapers, allied literature and other required for indoor games.

- (11) No women student or any other lady shall be allowed to enter the room of students in boys' hostels. However, she can meet the student in the Visitors' Room of the Hostel.
- (12) No visitors (even day scholars or family members) are allowed in the rooms of the students. All visitors are to be entertained during the visiting hours from 10 am to 8 p.m. in the area earmarked for the purpose.
- (13) While visiting the dining hall, common room and canteen, the residents should be properly dressed.
- (14) Students must maintain cleanliness in and around the hostel premises. No waste paper or rubbish should be thrown in the hostel or its compound. Fine shall be imposed on the person violating this rule as decided by the Warden.
- (15) The students are encouraged to use CFL / PL type of lighting system not exceeding 18 watts. Personal entertainment devices like i-pod, laptops are permitted. However, music system is prohibited.  
 The students are instructed to see all electric appliances are switched off to save energy and for safety purposes. A student found not abiding by the rules shall face punitive action. Uses of electric heater, iron, kettle, or other similar appliances, system etc. are strictly forbidden. Such appliances, if found, shall be confiscated and the student shall face disciplinary actions. Tampering with electric fitting is prohibited.
- (16) Consuming liquor/any substance/smoking/ chewing, or using drugs or narcotic items and possession of liquor bottle or any sensual drugs including Tobacco, Pan Masala, Khaini, Gutkha, Supari, Zarda, Kimam and cigarettes, beedi, marijuana are strictly prohibited in the Hostel premises as well as in the Hostel campus.
- (17) No student, either a foreigner or Indian with permit or otherwise, shall be allowed to consume / keep liquor of any kind, or Opium, Charas, Ganja, or Bhang, or any other addictive substance in the Halls of Residence. Student found possessing or taking any of the above said substances shall be liable to be expelled forthwith from the Halls of Residence. Police has to be informed by the Warden with due concurrence of the authority.
- (18) The residents should not keep fire-arms, lethal weapons, poisons or intoxicants of any kind in the hostel. A resident found guilty of having committed breach of this rule will face action and will be expelled from the hostel.

- (19) No guests shall be allowed to stay overnight without the prior permission of the Warden / Superintendent / Dy. Chief Warden / Chief Warden which shall be given under very special circumstances and on payment of guest charges as per the University rules. The unauthorized person staying illegally in the Halls of Residence will face punitive disciplinary action. If he / she is student of this University. Furthermore, an outsider / trespasser will be dealt with police action.
- (20) The **Renewal** resident student shall not claim admission as of right in the next year. Admission in such cases shall depend upon student's academic performance and conduct in the previous year. These students shall pay their fees within 15 days from the date of declaration of their admission. A fine of **Rs. 50/- per day** shall be charged for the next 15 days. If the fees are not paid by the end of this time i.e. 15 days, the admission is liable to be cancelled.
- (21) Resident students shall be required to sign receipt for items of furniture and fittings to be used by them. They shall be responsible for any damage done to doors, windows, furniture and fittings and other University property in their rooms. While leaving the hostel at the end of the term, every student should hand over the charge of the furniture of his/her room to the Hall Clerk. The student shall have to replace / repair / pay charges for its repair.
- (22) Hostel residents are not allowed to change rooms and transfer any furniture from one room to another room and add any furniture without the prior permission of hostel warden.
- (23) Cases of ordinary illness should immediately be reported to the Hall Monitor. In case of serious illness, the Warden / Superintendent should immediately be informed. The Medical Officer of the Health Centre of the M. S. University shall be requested to attend by the Warden / Superintendent and if necessary to arrange for the removal of the patient to the Hospital.
- (24) **Students cannot stay in the University Hostels during vacation except with the special permission of the Chief Warden. Rooms must be vacated immediately at the end of the term's work. The student should vacate the room within a week after completion of the exam. If caught, fine shall be imposed in addition to the charges for temporary accommodation i.e. Rs. 50/- for a continuing student and Rs. 100/- an outgoing student.**
- (25) While leaving for vacation, students must vacate the room and should not lock the room with private lock. If they do so, the Warden / Superintendent may open the lock and take possession of the room after making **Panchnama** of the things lying in the room.
- (26) No meeting or function shall be held in the hostel premises without prior written permission of the Warden / Superintendent. No visitor shall be invited to take part in a meeting or a function without the prior written permission of the Warden / Superintendent / Dy. Chief Warden / Chief Warden.
- (27) All written complaints about the Hall attendants / sweepers shall be made to the Warden / Superintendent / Dy. Chief Warden / Chief Warden through the Monitor-in-Charge, and a hostel servant under no circumstances shall be abused, assaulted, punished or menaced.
- (28) In case the student is go out of station, he/she should obtain permission from the Warden / Superintendent before he/ she leaves the hostel, otherwise outstation permission shall not be entertained and fine shall be imposed.
- (29) Signed consent by parents/local guardians of students shall be mandatory before students leave hostel. Student intending to participate in educational tour, trip or any engagement outside the station must produce prior consent from their parent or guardian before leaving the hostel.
- (30) Resident students should take proper precaution to safeguard their belongings and they are only responsible for their belongings. Any theft should be reported immediately to the Warden / Superintendent. All quarrels and disputes with residents should be avoided. Residents must not take law into their own hands, but report to the Hostel Warden. Student shall report to the police after prior permission of Warden / Superintendent.
- (31) The hostel will not be responsible for any loss/damage of private property such as cash/mobile phone/scooter /motorcycle/car and other valuables. The residents are advised to get their vehicles insured against loss, theft and fire.
- (32) Do not bring any expensive jewellery nor keep large sums of money in your room. Hostel authorities will not be responsible for any loss.

- (33) **Ragging in any form is strictly prohibited in the Halls of Residence. Teasing, maltreating or indulging in any act of ragging of the newly admitted student is prohibited. Strict disciplinary action shall be taken against those who are found indulging in such activity.**
- (34) MSU follows Zero Tolerance policy with regards to sexual harassment. Strict disciplinary action would be taken for any violation in this regard.
- (35) Change of address shall be intimated to the Warden / Superintendent / Chief Warden immediately.
- (36) Common rooms of all hostels shall remain closed during the vacations.
- (37) The Hostel Warden shall exercise general supervision and control over the hostel affairs. In granting character certificate to an inmate, the opinion of the Hostel Warden will be given due weightage.
- (38) Residents shall see the Wardens in the office during the fixed hours. In case of emergency, security guards on duty should be sent to the Wardens' residence.
- (39) For the proper functioning of the hostels, hostel committee dealing with several issues related to hostel will be formed in each hostel. The committee will work closely and in full cooperation & coordination with the Warden to enhance the image of each hostel. This committee will also make new suggestions to the administration for further improvement in the hostels and ensure proper discipline & decorum.

#### IV. FEES :

- (1) A non-refundable registration fee of ₹250/- is applicable for the hostel application. Completed application forms, along with all required documents, must be submitted online for further processing.
- (2) Following the declaration of the admission list, students are required to pay the term fees along with the prescribed hall deposit online within the stipulated period mentioned in the list. Failure to do so within 15 days may lead to cancellation of the admission.
- (3) The hall deposit will be refunded upon vacating the hostel. However, if a resident fails to claim the refund within one year of leaving, the deposit will be forfeited.
- (4) The students will have to pay the following fees on yearly basis as per **ANNEXURE - A** :

#### V. HOSTEL TERMS :

Following are the Hostel terms:

- (1) The hostel academic year runs from **1st June to 31st May**, regardless of the academic calendar of the respective faculty or semester schedule.
- (2) Students are **not permitted to stay in the hostel during vacations** without prior permission from the **Chief Warden**, based on the **recommendation of the Dean/Principal**.
- (3) The residents shall vacate the hostel rooms by the end of the Final Examinations, or as directed by the Hostel authorities. A fine of Rs 100/- per day will be charged for overstaying for the next seven days. In case the room is still not vacated, it will be locked by the hostel authorities till the possession of the room is handed over / taken over and a fine of Rs 200/- per day shall be charged.
- (4) Research Scholars / Long Distance Students shall obtain special permission and shall be required to pay necessary additional charges.

#### VI. HALL TRANSFER :

- (1) **Inter-hostel transfers** are managed by the **Chief Warden's office**, while **room changes within a hostel** are permitted by the **Warden/Superintendent**.
- (2) Resident students seeking inter - hostel transfer should have paid their fees and cleared all dues in the hostel where they were initially admitted.

- (3) There should be some valid reasons for asking the transfer. The Chief Warden's decision shall be final in case of transfer.
- (4) The transfer will be made subject to the availability of clear vacancies in the hostel. Transfer as additional partner will be allowed under exceptional cases only.

#### **VII. VACATION FEE :**

- (1) No vacation fee shall be levied on students who are doing M. Phil, Ph.D. or project works / Internship as part of their on-going studies.
- (2) Resident students, who have university exams related to their study of subject for which they are duly enrolled exempted from such charge during the vacation.
- (3) Resident students, who shall continue their studies and who have cleared all their dues and want to stay in the hostel during the vacation for whatever the reasons, shall be permitted to stay in the hostels during the vacation period on payment of **Rs. 50/-** per day only with permission from the office of the chief warden.
- (4) Those, who are not regular students or outgoing students and others shall have to pay **Rs. 100/-** per day, if they want to stay in the hostels during vacation. No one can claim the room for choice as a matter of right.
- (5) All students mentioned in (2) and (3) shall have to obtain a letter of recommendation from the Head and Dean / Principal of their institutions.
- (6) All fees related to temporary accommodation shall be paid in the office of the Chief Warden.

#### **VIII. MAINTENANCE:**

- (1) Complaints, if any, either related to electricity or civil or maintenance should be lodged in a register placed at the hostel reception. Every effort will be made to attend to your complaints on priority.

#### **IX. SPECIAL RULES FOR WOMEN STUDENTS :**

- (1) The visiting hours of the guardians of the residents of Ladies' hostels will be from 4-00 p.m. to 7-00 p.m. on all days, including Sundays and Holidays.
- (2) The resident students of the ladies' Hostels shall be in the hostel by **8-45 p.m.** on all days. The resident student shall not leave the hostel before 6-00 a.m. without the permission of the Superintendent / Warden.
- (3) The roll call shall be called at **8-45 p.m.** on all week days including holidays in all the Ladies' hostels. An inmate found to be absent at the time of roll call is liable to be fined. No student shall leave the hostel after roll call without prior permission.
- (4) **To maintain the discipline in the Halls of Residence, late night permission (beyond 8-45 p.m.) shall not be given in any circumstances.** However :
  - (a) The resident student who desire to return to the hostel later than **8-45 p.m.** may do so with written permission from the Chief Warden / Dy. Chief Warden, with the recommendation of Head and / or Dean of the respective faculty assigning the reason for late permission in case the programme or functions in any Faculty or Department. If the late pass is needed for her personal social function / other reasons (other than the University related function / program) the permission of Local Guardian is necessary.
  - (b) Under any circumstances, the resident shall not be allowed to remain out of the hostel beyond **11-00 p.m.**
  - (c) In case, the resident student desires to return to the hostels later than **11-00 p.m.** or stay out for night or wants to leave the station, she should apply to the Warden / Superintendent in writing along with the recommendation of local guardian or parents and obtain necessary permission from the office of Chief Warden. In case, the resident student stays out without permission, she shall be liable to be expelled from the hostel.
- (5) No student shall be permitted to enter the Halls of Residence after the roll call, unless she produces a written permission obtained from the Chief Warden / Dy. Chief Warden. In case

if she is late due to unforeseen and unavoidable circumstances the Warden decision is final. The matter should be duly reported to the Chief Warden.

- (6) **The resident student in the beginning of the term shall get the name of her local guardian approved by her parents in the prescribed form. The proof of address, phone of local guardian and parents should be attached along with the form. Without the address proof, the application form shall not be accepted.**
- (7) No lady guest shall be permitted to stay over night in ladies' hostels except with the prior permission of Dy. Chief Warden / Chief Warden, which shall be given under special circumstances only on payment of guest charges as per the University rules.
- (8) All girls of the Halls of Residence (Girls Hostels) are advised to carry their Hotel's I-Card as and when they leave the hostel premises. No girl shall be allowed to enter the hostel premises without showing their **Hostel I-Card and Late Pass** (in case they come late) at the gate of the Hostel premises to Security Guard. In exceptional cases discretionary power shall rest with the Warden / Chief Warden.
- (9) All the inmates of the girls Hostels are required to fill the late pass Form in **triplicate**.
- (10) No late pass shall be issued if a resident student requests for a late pass on the day of application. Hence, she should apply for late pass permission well in advance.
- (11) Out-station is permitted twice in a month. The maximum days for out station shall be seven (7) days in a month. In case of violation of this rule, no out station shall be permitted for the next month.

#### **X. MESS / CANTEEN RULES :**

- (1) The Messes / Canteen in the Halls of Residence shall be under the general control of the office of Chief Warden. The Warden / Superintendent shall supervise the Mess / Canteen in his/her hostel. The Food Monitor shall look after the affairs of the Mess, and shall be responsible to the Warden / Superintendent / Dy. Chief Warden / Chief Warden.
- (2) All Mess accounts shall be managed by the Mess Contractor. No Warden / Superintendent or any authority in the University is responsible for any dues.
- (3) If the amount of the food bill of any resident student remains unpaid for a period of one month, then he/she shall not be allowed to dine in the Mess. If he/she does not pay all the dues by the end of the term concerned, then he/she shall be asked to vacate the room occupied by him/her forthwith authorities may also withhold the deposit and exam results and mark sheet.
- (4) If the resident students are absent continuously for a period of three (03) days from the mess on account of illness of being out of station. In such cases application should be given in writing to the Mess Contractor after getting the approval of Warden / Superintendent.
- (5) Non-resident students and members of the University Staff with the permission of the Warden / Superintendent may be allowed to dine in the mess on payment of charge as fixed by the Mess Committee of the hostel.
- (6) A student whose mess bill is not cleared by the end of the term shall not be admitted in the hostel in the next term.
- (7) No outsiders shall be permitted to dine in the mess except the casual guests of the inmates of the hostel.
- (8) No tiffin boxes shall be allowed to be sent out for any person except to the bonafide resident students of the hostel for dining at the premises of his/her Faculty where he/she is studying or doing research work.
- (9) Only dining halls of Mess are to be used for having meals. Nobody will be allowed to take food or mess utensils to their rooms or outside the mess area.
- (10) Residents are not allowed to enter the kitchen.
- (11) Cooking in the hostel rooms is strictly prohibited.
- (12) **No Tiffin services from any private owners shall be allowed in the hostel premises.**

Complaints, if any, against the conduct of the contractors / servants may be made by the residents to the Wardens.

#### **XI. BEHAVIOUR AND DISCIPLINE**

- (1) The administration will view any activity of the residents observed to be seriously prejudicial and detrimental to the smooth and peaceful functioning of the MSU hostels, disciplinary action will be taken against those found guilty.
- (2) Hostel residents are prohibited from climbing over the fencing and boundary walls to get in or out of the Hostel campus.
- (3) Any damage to hostel /institute property must be reported immediately to hostel warden.
- (4) You are required to keep your room clean and tidy at all times. Warden will carry out periodic inspection of the rooms.
- (5) Do not plaster your walls with posters or scribble anything on the walls of your room in the hostel. Penalty would be deducted from your security deposit for the same. Residents will be charged for all damages due to negligence on their part.
- (6) Acts of indiscipline, misbehaviour, gambling or possession of weapons in the hostel premises including rooms shall be severely dealt with. A resident guilty of any of these violations shall be liable to expulsion or any other punishment deemed fit by the authority.
- (7) Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the concerned authority.
- (8) Residents shall keep the identity cards with them and will present these on demand by the authorities.
- (9) Any form of ragging is strictly prohibited. Any violation may lead to expulsion or any other punishment deemed fit by the Institute.
- (10) Playing music, dancing or creating objectionable scenario either by action, words or creating noise loudly to the level of indecency to disturb co-students are strictly prohibited.

#### **XII. DISCIPLINARY ACTION :**

- (1) Resident students who violates any of the above rules or who are found guilty of misconduct or misbehaviour shall be liable to disciplinary action, as prescribed.
- (2) The Vice-Chancellor or Chief Warden shall on a report from the Dy. Chief Warden / Warden / Superintendent shall appoint a Committee or authorize any person to inquire into the matter of breach of any of the above rule/s or misconduct or behaviour or any resident student of the Halls of Residence.
- (3) If a student is found to be under the influence of liquor/drugs or in possession of liquor bottles, cigarettes, cigars tobacco, narcotic substances or other similar items mentioned above, he/she will be liable for immediate expulsion from the Hostel summarily without further enquiry.
- (4) If liquor, narcotics or similar substances are found in any room, all the inmates of that room will be jointly responsible for the violation and they shall be summarily expelled from the Hostel. If any of the above mentioned items are found/seized, the students shall not plead ignorance/ innocence and should be bound by the punishment that is awarded to all the inmates of that Room. Further, such guilty students shall not challenge the punishment given to all the inmates of that Room jointly.
- (5) The following penalties may, for good and sufficient reason, be imposed upon resident student, by the Chief Warden / University authority as mentioned against each: (i) Warning - Warden/Superintendent/Dy. Chief Warden/Chief Warden (ii) Fine - Superintendent Warden/Dy. Chief Warden/Chief Warden. (iii) Expulsion from the hostel - Dy. Chief Warden / Chief Warden (iv) Rustication from the University - Vice-Chancellor.
- (6) Living in a hostel pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility upon a resident to:
  - (i) See that no damage is done to hostel property.
  - (ii) Make every effort for peaceful co-existence.

- (iii) Observe all hostel rules meticulously in letter and spirit.
- (7) Any violation of rules and regulations will be subject to strict disciplinary action and parents of the ward will be informed accordingly. Disciplinary action may take the form of any or all of the following penalties in accordance with the nature and seriousness of the offence:
1. Payment for the repair or replacement of the article(s) damaged.
  2. Suspension from the hostel for a specified period of time.
  3. Expulsion from the hostel.
- (8) (i) In case a resident student of the hostel in pursuance of any order passed is required to vacate the room occupied by him/her, he/she shall immediately vacate the room and hand over the possession to the Warden / Superintendent. If the Resident student does not vacate the room, then he/she shall be forcibly removed from the room.
- (ii) If such a student locks the room and goes away in spite of being informed by a notice to come and hand over the possession of the room, if he/she does not turn up within the time given in the notice for handing over the possession, then the University shall have power to break/open the lock and take possession of the room, after making **Panchanama** of the things laying in the room.  
Notice under Sub-clauses (ii) and (iii) of this rule shall be sent to the concerned student at his/her permanent address given in his/her application form for admission.
- (9) When Warden / Superintendent finds that any of the resident students is misbehaving, he/she shall have the authority to send him/her out of the hostel immediately pending further action.

<b>ANNEXURE - A</b>			
<b>ADMISSION FEES FOR NEW / RENEWAL STUDENTS</b>			
Sr.No.	Fees	1 Seated / 2 Seated (Rupee)	3 Seated / 4 Seated (Rupees)
01.	Hostel Fees	500-00	300-00
02.	Hall Charges	<b>3500-00</b>	<b>3500-00</b>
03.	Hostel Dev & Maintenance fund	<b>2300-00</b>	<b>2300-00</b>
04.	Univ. Dev. & Maintenance fund	500-00	500-00
05.	Electricity Charges	1000-00	1000-00
06.	Miscellaneous Fees	100-00	100-00
	<b>TOTAL</b>	<b>7900-00</b>	<b>7700-00</b>

- Notes:**
1. Rs. 5,000-00 is collected from each new student as Refund Deposit.
  2. Rs. 10,000-00 is charged as Additional Fees from each Foreign Student.