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कुलपति सचिवालय  
आयरी सं० 260  
दिनांक 10.08.2023

Annexure-27

To  
The Hon`ble Vice-Chancellor,  
Central University of South Bihar, Gaya.

कुलपति कार्यालय  
आयरी सं० 5356  
दिनांक 10.08.23

Date: 02/08/2023

Ref:F.No.CUSB/Admin/Gen-01/2017(110) Dated:06.06.2023

**Subject: Submission of Draft of the proposed amendment to the Rules and Regulations Governing Hostel Administration and Residency 2023 (Hostel Manual).....reg**

Hon`ble Sir,

With reference to letter no. **F.No.CUSB/Admin/Gen-01/2017 (110) Dated:06.06.2023** the duly constituted committee after incorporating all the suggestions by the esteemed members of the committee and is being submitted for consideration and necessary approval.

The committee during the review of the hostel manual has recommended for the incorporation of the provisions relating to the allotment of hostel for the students pursuing Ph.D. Programme and also provisions relating to the payment of mess charges and some other matters related thereto.

The incorporation of new provisions in the existing hostel manual is being recommended as a proposed Amendment under the existing Rules and Regulations Governing Hostel Administration and Residency 2023.

The draft proposed amendment is submitted for your kind consideration and necessary approval.

Thanking You,

With Profound Regards.

Yours Sincerely,

Prof.Pawan Kr Mishra  
Coordinator  
Committee to review the Hostel Manual.

02/08/2023

Central University of South Bihar, Gaya	
Registrar	
IAO	
DR-I	
DR-II	
AR (Dev )	
AR (Estt.)	
AR (Rectt.)	
AR (Purchase)	
AR (Acad/Exam)	

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**Proposed Amendment to the Rules & Regulations Governing Hostel  
Administration and Residency 2023.  
Central University of South Bihar**

Existing	Proposed
<p><b>Hostel Students Committee (HSC): Provisions &amp; Functions:</b></p> <p>(i) For the proper integration of the students' life, each hostel will have a Hostel Students Committee consisting of a President, a Vice-President and six members. Three of the HSC members and Vice-President will be directly elected by the General Body of the Hostel concerned and rest of them including the President will be nominated by Chief Warden in consultation with other wardens on the basis of willingness and capacity of such members to undertake the responsibility. For nomination, Wardens under chairpersonship of the Chief Warden may conduct an interview/interactive session. The General Body shall consist of all inmates admitted for the concerned Academic Year. The election/nomination of the Committees will be held and declared in August each year and in exceptional circumstances the election / nomination may be postponed to September by the Chief Warden in consultation with the DSW. The Chief Warden shall function as Chief Election Officer (CEO) for conduction of the elections and he/she shall be assisted by other wardens and hostel staff. If required, he/she may take assistance from any other staff member(s). An inmate may contest for one post only for HSC/Hostel Mess Committee (HMC). No Re-nomination/re-election on the same post in future shall be permitted</p>	<p><b>Hostel Students Committee (HSC): Provisions &amp; Functions:</b></p> <p>(i). For the proper integration of inmates into hostel life, each hostel will have a Hostel Students Committee comprising six members. Inmates shall be nominated as members to the Hostel Students Committee by the Chief Warden in consultation with the other Wardens. Such Nominations shall be made on the basis of their overall performance in academics and co-curricular activities. Chief Warden may also set up committees to carry out Social, Cultural, Literary and Sports activities in the hostel with the help of the nominated members.</p>

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- (ii) Any vacancy in the HSC will be filled in by cooption by the Chief Warden in consultation with the President, if exists, and the members of the Committee.

**(iii) Rules regarding the conduct of elections for the HSC:**

(a). Candidates shall have to submit nominations in the prescribed proforma.

(b). A candidate may file more than one nomination for the same post.

©. A bona fide resident from the hostel shall be eligible for the post of President Vice-President and other posts of the HSC.

The terminal students and those students/researchers who have been granted extension will not be eligible to contest hostel level elections if the tenure of student ship falls short of the normal duration of the hostel/mess committee.

(d). For the post of member of HSC / Hostel Mess Committee (HMC), the proposer the seconder and the proposed candidate must be an inmate of the hostel; and his/her, proposer's & seconder "name must be in the electoral rolls of the Hostel notified by the Chief Warden one week prior to the election/nomination.

*Note:* A student shall contest only for one post, i.e., either for HSC or HMC.

(e). When filing up the nomination form, care must be taken to ensure that the name of the proposer, seconder and the proposed candidate correspond to the name given in the electoral rolls exactly. Addition, deletion, or any other change from the original will render the nomination invalid.

(f). Candidates contesting for the post of member of HSC or HMC or President shall abide by the rules, regulations and instructions issued by the Chief Election Officer (CEO), i.e. Chief Warden.

(g). All decisions of the Chief Warden of the Hostel in all matters pertaining to elections

shall be final and binding.

(h) Candidates must make themselves accessible and available in the CEO office as and when required.

(i).A proposer or seconder can propose and /or second one can dilate only.

(j).The voting shall be done according to single non-transferable vote.

(k).No postal-ballot papers shall be allowed.

(l).The inmates shall bring their valid Identity Cards at the time of casting their votes and show the same to the election official, when demanded.

(m).All concerned shall abide by the rules and regulations framed by the competent authority for assuring smooth elections in the hostel

**(iv).Functions &Procedures:**

- a) The Hostel Students Committee shall actively participate in (or collaborate with) the Chief Warden & Wardens in the routine functioning and organizing of all activities of the hostel to ensure smooth running of the hostel activities.
- b) The Committee shall normally meet twice a month to discuss and mutually settle hostel affairs. The President shall put on the Notice Board the minutes of the meetings after approval from the Chief Warden.
- c) The Committee shall ensure that peace and order is observed at all times by the inmates of the hostel.
- d) The President and members of the Hostel Students Committee shall normally hold office for one year or until next general election takes place, whichever falls earlier.
- e) The HSC and its members shall be subject to all rules/norms, as inmates of the hostel and shall be responsible for any violation of hostel rules etc.
- f) General Body Meeting (GBM) may be called, as and when necessary, by the Hostel President with due permission of the Chief Warden by giving at least 24hours advance

(iv). (d). The members of the Hostel Students Committee shall normally hold office for one year. However, the membership is liable to be terminated earlier in case the inmate decides to leave the hostel of his own volition or is evicted on grounds of misconduct.

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notice. The GBM may also be requisitioned on the written request of the members (inmate students) concerned provided such a request is signed by at least 50% of the members of the hostel concerned and notice to this effect be given to the Hostel President at least 48 hours in advance. Information about holding GBM must be communicated to the Chief Warden in writing at least 24 hours in advance. The Chief Warden may monitor the GBM, if he/she wishes to do so.

**g) Procedure for No Confidence/Removal of any members or President of the HSC:**

The no confidence motion as per practice may be brought about by a simple majority of the membership (Hostel General Body) by signifying in writing to the Hostel President of their intention to move such a motion against any members/President and calling upon the President to call a meeting of the GBM within a reasonable time but positively within 48 hrs. Such a motion then be tested by 2/3rd majority of the members of the General Body of the hostel concerned present and voting. Provided, however, the President or the members against whom no confidence motion is being moved, shall not have the right to vote. Provided further, that where such a motion is being moved against the President or if the President is not in position or the post is vacant, the GBM may elect its chairperson to conduct the business of the General Body Meeting. Such a chairperson has to be approved by the Chief Warden and will continue to function in place if the President is removed, till new President's election is held, as the case may be.

**(iv).(g).Procedure for Removal of any members of the HSC:**

The members of HSC shall be removed by the Chief Warden on the recommendation of Resident Warden if they fail to perform their functions as per the provisions of Hostel Manual.



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The President shall not chair a GBM that has been called for his/her removal.

h). If no confidence motion/removal of any members/President is passed by the GBM, this will be minutised by the Committee members / President / elected chairperson as the case may be, and submitted to the Chief Warden, who will decide further course of action in consultation with other Wardens of the Hostel concerned. The decision of Chief Warden shall be final and binding.

**Hostel Mess Committee(HMC): Provisions & Functions:**

(i). To assist the one of the Wardens who has been assigned to look after mess functioning, each hostel shall have a Mess Committee consisting of:

(a). The Warden shall be *ex-officio* Chairperson of the Mess Committee;

(b). Six members (preferably three vegetarians and three non-vegetarians), three of them elected directly by the General Body of Hostel inmates and rest of the nominated by the Warden holding mess portfolio on the basis of their interest in running such affairs;

©. The members shall hold office for one year from the date of election or till next election, whichever falls earlier;

(d). Any vacancy may be filled by the Warden holding mess portfolio by cooption.

**CHAPTER 2**

**HOSTEL  
ACCOMMODATION &  
ALLOTMENT: NORMS,  
PROCEDURE AND  
ADMINISTRATION**

**Hostel Mess Committee (HMC): Provisions & Functions**

(i). (b). Six members to the HMC shall be nominated by the Chief Warden in consultation with the Warden holding mess responsibility on the basis of their interest in running such affairs;

©. The members shall hold office for one year from the date of notification or till such a time as the next HMC is constituted, whichever falls earlier;

**CHAPTER 2**

**HOSTEL ACCOMMODATION &  
ALLOTMENT: NORMS,  
PROCEDURE AND  
ADMINISTRATION**

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### General Provisions:

- (i). Ph.D. Research Scholars (If hostels are available for them) will be provided hostel facility for the normal period as defined by the University Ph.D. Ordinance with effect from the date of registration or till submission of thesis, whichever is earlier. It may be extended for one year in two instalments of 6 months each on recommendation of the DRC. However, no extension/permission to stay in the hostel will be given after the submission of the Thesis.
- (ii). The period of allotment, though renewable every year after submission of documentary evidence, shall not exceed the normal period of the course to which student has been admitted. A student pursuing another Degree course after completing an earlier one, will be required to vacate his room in the hostel and seek fresh accommodation.
- (iii). Students who have joined only Diploma /Certificate or Part-time Courses shall generally not be entitled for accommodation in any Hostel of the University.
- (iv). Students who have been convicted, expelled, rusticated, or are under suspension from the University or at any other place for Indiscipline during the course of their studentship, shall not be considered for allotment of seats in the Hostel.
- (v). Unauthorized occupants shall be expelled from the Hostel by the Chief Warden. It is also the responsibility of the inmates to see that no unauthorized guest stays in his room. Any noncompliance is likely to be subjected to severe disciplinary action as per the rules of the University.
- (vi). Defaulters in payment of fees shall be liable for cancellation of their allotment in the Hostel.

### General Provisions:

- (i). A) Ph.D. Research Scholars will be provided hostel accommodation facility subject to the availability of seats in the hostels. The initial allotment shall be for one year only, the scholar's residency shall be renewable every year. The scholar's residency shall be renewed every year subject to the satisfactory report submitted by the concerned scholar on the prescribed format provided by the office of the Hostel. It may be extended for one year in two installments of 6 months each on the recommendation of the DRDC/DRC and submission of the satisfactory report submitted by the concerned scholar on the prescribed format provided by the office of the Hostel. However, no extension/permission to stay in the hostel will be given after the submission of the Thesis.
- B) The Ph.D. scholar shall be required to deposit the Hostel fee as decided by the University from time to time. The JRF students may obtain their hostel fee receipt duly certified by the Registrar for the reimbursement as per the UGC HRA Rule, after the payment of their Hostel fee.
- C) The Ph.D. scholar shall be required to submit their application form for hostel accommodation duly forwarded by the concerned supervisor and the DRDC Chairperson.
- D) The Eligibility Criteria: The merit of the applicants shall be as per the merit of the Admission in the Ph.D. Programme. However, in the case, the merit is not available, the average of overall percentage of marks obtained at 10<sup>th</sup>, 12<sup>th</sup>, UG and PG examination shall be considered. Reservation policy in allotment of seats for Ph. D scholars shall be applied as per the "Rules & Regulations Governing Hostel Administration and Residency".
- E) Mess facility will be provided only when it is open. During Vacation/s no Mess Facility shall be provided and the Ph. D scholars shall be required

(vii). It shall be necessary for the boarders of the hostel to fulfil the requirements of attendance in the classes as laid down in the regulations. Boarders are liable to lose their hostel seats if they do not fulfil the attendance requirements.

(viii). Students shall not take it as a right to be allocated the same room in the next academic session. In the beginning of each academic session, fresh allotment of accommodation may be made.

(ix). Category of person holding the following status shall not be entitled for accommodation in the hostel:

- (a) Research Associates (not registered for Ph.D.)
- (b) Teacher Fellows
- (c) Post-Doctoral Fellows
- (d) Un-registered Research Fellows working in Research Projects.

(x). However, the University may try to provide for separate residential facility for persons in the above categories. Those who are provided accommodation will be allowed to stay for a maximum period of two years. The schedule of rent and electricity charges etc. Will be announced separately.

to make their own arrangements.

F) The Ph.D. Scholars admitted to the CUSB hostel are required to deposit hostel fee within the stipulated time decided by the University from time to time, failing which, they shall have to vacate the hostel within three days.

G) Admitted Ph.D. scholars are required to strictly follow the code of conduct, the general discipline, and the rules and regulations given in the "Rules & Regulations Governing Hostel Administration and Residency".

H) The mess rebate shall be permitted to the Ph.D. scholars only for their external field visit/library/laboratory works etc after due recommendation of Chairperson, DRC of the concerned Teaching Department and on the recommendation of his/her Supervisor/Co-Supervisor as the case may be. Provided such request of mess rebate must be minimum of three weeks and maximum of six months.

I) The mess rebate shall be granted to the inmates in emergency situations such as medical emergency warranting prolonged absence, demise of the members of the immediate family, casualty suffered by the inmates or his/her immediate family members. The scrutiny of such cases shall be made by the resident warden for granting the relief. Any concession granted to inmates in the circumstances enumerated as above shall be on case to case basis and shall not be cited as precedent. Any decision in granting of such concession made by the resident warden shall be final.

J) The request for mess rebate must be made well in advance prior to proceeding on field works etc. to the Chief Warden and decision of the Chief Warden in this regard shall be final.

K) No mess rebate shall be permitted without the prior approval of the Chief Warden. However rebate in case of medical reason, information to the Chief Warden must be communicated through his/her official email.





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### PROCEDURE FOR EVICTION:

If the inmate does not vacate by the date specified in the "Eviction Notice", the lock of the room/ cup board will be broken opening the presence of:

- (i) The Chief Warden or his / her representative;
- (ii) Warden;
- (iii) The Chief Proctor or his/her representative, where necessary.

### GRIEVANCE REDRESSAL MECHANISM:

There shall be a Hostel Grievance Redressal Committee (HGRC) which shall be constituted by the Vice-Chancellor for three years and shall consist of the following members:

- (1) A senior Professor: Chairperson
- (2) DSW other /his representative: Member
- (3) Chief Proctor or her/his representative: Member
- (4) Two teachers having adequate experience in hostel management: Members

**Note: The Chairperson of HGRC may invite any other person(s) as invited member, if she/he desires.**

### 3.4. ENROLLMENT IN THE MESS

3.4.1 For enrollment in the mess the Warden shall give instruction to the Service Provider, who shall complete other formalities at his/her end.

### PROCEDURE FOR EVICTION:

If the inmate does not vacate by the date specified in the "Eviction Notice", the lock of the room/cupboard will be broken opening the presence of:

- (i) The Chief Warden or his/ her representative;
- (ii) Warden;
- (iii) The Chief Proctor or his/ her representative, where necessary.
- (iv) Dean, Students' Welfare or her/his representative where necessary.

### GRIEVANCE REDRESSAL MECHANISM:

There shall be a Hostel Grievance Redressal Committee (HGRC) which shall be constituted by the Vice-Chancellor for three years and shall consist of the following members:

- (1) A Professor: Chairperson
- (2) DSW or her /his representative: Member
- (3) Chief Proctor or her /his representative: Member
- (4) Two teachers having adequate experience in hostel management: Members

### 3.4. ENROLLMENT IN THE MESS

3.4.1. The inmates shall deposit the security fee of Rs. 3000/- (refundable) to the University for availing the mess facility.

3.4.2. The inmates shall deposit the monthly fee in advance with the mess Manager/ vendor latest by the 10<sup>th</sup> of every month.

### 3.6. MESS AND DINING HALL: GENERAL RULES:

3.6.1. Once a student joins the hostel, he/she shall be deemed to have become a permanent member of the mess and is liable to pay the mess charges as per decided norms. Students who absent themselves on the date of reopening of the University after any semester vacation will be deemed to have joined, unless contrary to that is informed to hostel administration in writing in advance.

#### ANNEXURES

1. UHA/Form-1: Hostel Application Form-cum-Dossier
2. UHA/Form-2: Room Allotment Slip
3. UHA/Form-3: Room Vacating Slip
4. UHA/Form-4: Leave Application Form

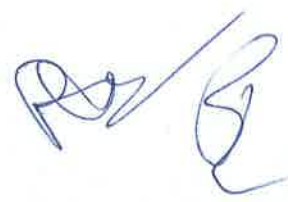
3.4.3. The security fee shall be refunded in the event of the inmate withdrawing from the hostel or on completion of the course in which he/she is enrolled. The inmates are required to claim the refund only after they have completed the course.

### 3.6. MESS AND DINING HALL: GENERAL RULES:

3.6.1. Any request for Mess Rebate shall not be considered. However, absence from joining the mess will be permitted only by the hostel management on request for valid reasons for a maximum period of 7 days only, from the date of reopening of the University after the Summer and Winter Vacations. Afterwards the student will be charged as per the mess charges. Such permission should be obtained well in advance.

#### ANNEXURES

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2. UHA/Form-2: Room Allotment Slip
3. UHA/Form-3: Room Vacating Slip
4. UHA/Form-4: Leave Application Form
5. UHA /Form -5: Satisfactory Report Form for Extension / Renewal for Ph. D Scholars
6. UHA / Form – 6: Allotment Form



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