



CUSB/Acad/1-1/2023/.....*AE186*.....

Date: *31.01.2024*
05.02.2024

NOTIFICATION

The Academic Council of Central University of South Bihar in its 22nd meeting held on 17th August, 2023 vide Resolution No. – 29/AC-22/23 has considered the amendments in Hostel Manual of the University and approved the “**Rules and Regulations Governing Hostel Administration and Residency -2023**”.

The above referred decision of Academic Council was further approved by the Executive Council of Central University of South Bihar on 29.08.2023 by circulation.

Accordingly, the “**Rules and Regulations Governing Hostel Administration and Residency -2023**” (copy enclosed) is hereby notified for implementation.

Encl. :- As above.


(Col. Rajiv Kumar Singh)
Registrar

7/8/24

Copy to :

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. All faculty members, CUSB
4. The Librarian, CUSB
5. Vice-Chancellor's Secretariat, CUSB
6. PS/PA to Registrar/Finance Officer/CoE, CUSB
7. DR (Gen. Admn.) / SO (Gen. Admn.), CUSB
8. DR (Acad. & Exam.) / AR (Accad. & Exam.), CUSB
9. System Analyst, CUSB
10. PRO, CUSB
11. Guard File

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

Existing	Proposed
<p>Hostel Students Committee (HSC): Provisions & Functions:</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>Hostel Students Committee (HSC): Provisions & Functions:</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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(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.

(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.

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

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 10th, 12th, 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 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 concern 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 regards 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.

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 availabing the mess facility.

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

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

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
5. UHA /Form -5: Satisfactory Report Form for Extension / Renewal for Ph. D Scholars
6. UHA / Form – 6: Allotment Form