

THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES

OD-4

**ON CONDITIONS OF RESIDENCE OF THE
STUDENTS OF THE UNIVERSITY**

Under Section 26 (1) (h) of the NEHU Act, 1973

Objectives

1. North Eastern Hill University is primarily a residential University. A large section of its students come from distant places and reside in the campus of the University. The objectives of residence in the halls and lodges are as follows :
 - i. to provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
 - ii. to provide enlightened guardianship to the students during an impressionable age when they are living away from their parents/ guardians;
 - iii. to ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of cooperation and goodwill and acquire broader societal frame;
 - iv. to provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
 - v. to develop in the students the capacity to govern their own affairs.

Halls of Residence 2.

- i. **Residence in Campus**
 - a. The University shall maintain such hostels as may be necessary to fulfill the objectives of residence;
 - b. Every hostel shall have a name as the University may assign to it;
 - c. A hostel may accommodate about 100 students; and
 - d. One hostel shall be under the charge of a Warden.
- ii. **Residence off campus**
Students who do not live either with their parents or approved guardians shall, during the term, reside in an approved hostel or in an approved lodge.

- Note :
- a. An approved hostel is a place of residence maintained by a State Government or any other organisation exclusively for students of the University, colleges or other courses of the University.
 - b. An approved lodge may comprise such houses or parts thereof where the students of the University may reside.
 - c. Each approved lodge shall be under the charge of a Warden.
 - d. The University may, if deemed necessary, suspend or withdraw recognition of any approved lodge.

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Supervision and Control 3.

i. Central Committee on Residence.

- a. The supervision and control of the residence of all students is vested in the Vice-Chancellor. The Dean, Students' Welfare will assist the Vice-Chancellor in performing his function with the help of a Central Committee on Residence.
- b. The Central Committee shall be appointed by the Vice-Chancellor or by such person he may specify on his behalf and shall comprise the following :
 - (i) Dean, Students' Welfare
 - (ii) Director of Sports,
 - (iii) 3 Wardens of hostels maintained by the University by rotation; and
 - (iv) 2 Wardens in charge of approved lodges by rotation.
- c. The term of office of the Central Committee shall be two years in the first instance.
- d. The functions of the Committee shall be as follows :
 - (i) Management, selection and admission of students to University halls and approved lodges ;
 - (ii) Supervision of the halls of residence and advise the University on matters of policy, etc. relating to their management ;
 - (iii) Maintenance of discipline amongst the resident students ;
 - (iv) Transfer of a student from one hostel to another; and
 - (v) Such other duties as may be assigned by the Vice-Chancellor.
- e. The Committee may admonish a student for misconduct, may impose a fine up to Rs.50/- on a student at a time, may remove a student residing in a hall of the University, and may declare halls out of bounds for students during the period of suspension.
- f. The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the Dean, Students' Welfare, and 1/3 of its members shall form the quorum.
- g. The Dean, Students' Welfare shall submit the conclusions of the meeting to the Vice-Chancellor who will place it before the Executive Council for its information.

ii. Warden, Prefect & Local Committee

- a. The management of each hostel/approved lodge and the mess attached to it shall vest in the Warden who will be assisted by the Prefect and a Local Committee which may consist of :
 - (i) Warden – Chairman.
 - (ii) Prefect.
 - (iii) Three students of the Hostel, one of whom shall be the mess manager/secretary.
- b. The Local Committee shall be appointed by the Warden and its term of office shall be one year.

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- c One or more Prefects may be appointed by the Warden who shall assign him/her such duties as he/she may deem proper for the smooth functioning of the hostel.
- d The Prefect shall hold office for one year and shall be entitled to free accommodation in the hostel during the period of office.

Admission to Hostels Maintained by the University

ELIGIBILITY AND PROCEDURE 4.

- i. All students registered for full-time programmes of study, and who are not employed anywhere, are eligible to apply for accommodation in the hostels of the University. Students on projects sponsored by organisations like UGC, ICAR, ICSSR in the university on a salary not exceeding the amount of UGC, ICAR, ICSSR fellowship, shall also be eligible for allotment of accommodation in the hostels.
- ii. As soon as a student ceases to satisfy any one of the conditions in (a) above, he will become ineligible for hall/hostel accommodation.
- iii. Students desirous of residing in the University hostel may apply in the prescribed form after admission to the academic departments.
- iv. The Heads of the departments may forward all hostel applications of selected candidates for admission to their respective departments to the Dean, Students' Welfare. The applications shall be scrutinised by the Central Committee which will allot the hostel to each applicant.
- v. Students joining the University for the first time and those from distant places will be given preference for hostel accommodation.
- vi. Hostel accommodation will be allotted for one academic year at a time. Every student shall submit a fresh application for admission to the hostel in every subsequent year of study. The applications should reach the Warden of the hostel concerned at least 15 days before the commencement of the academic session each year. Re-admission will be permitted only after the resident is admitted to a programme of study and after furnishing proof of having paid all hostel/tuition dues.

Appointments, Powers and Functions of Wardens 5.

i. Appointment

Wardens of Hostels and Wardens in-charge of lodges outside the Campus shall be appointed by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare for a period of two years and they shall be eligible for reappointment.

ii. Wardens of Hostels

- a. The Wardens of Hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare.
- b. Subject to the guidelines of the Central Committee, the Warden shall allot rooms to the students assigned to him/her, maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- c. In addition to the specific duties assigned by the Vice-Chancellor, the Wardens shall perform the following duties:

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- (i) Welfare of, and discipline, amongst the residents in the hall and to maintain daily record of the resident students such as students present each day, students absent from the Hall together with reasons for absence;
- (ii) Oversee health, hygiene and general life of the students in the Hostels and to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof;
- (iii) Report to the Dean, Students' Welfare all cases of misbehavior, indiscipline and illness of students residing in his/her hostel;
- (iv) Safe custody and maintenance of such properties of the concerned hostel as are entrusted to him/her and for their repairs within the funds allotted and norms laid down by the University authorities for the same.

- d. The Wardens shall have the right to inspect hostel rooms.
- e. The Wardens shall have administrative control over the staff assigned to the hostel.
- f. Unfurnished residential accommodation will be provided to a Warden on rent-free basis for the period of his/her Wardenship, and he/she shall be entitled to such allowance/special pay as the University may determine.

iii. Wardens in-charge of Lodges

The Wardens In-charge of Lodges shall:

- a. exercise supervision and control over all students in the zone;
- b. maintain a register of all students and all information relating to the terms and conditions of their residence in the lodges;
- c. maintain information of accommodation available in the lodges from time to time and help students to find suitable accommodation in the zone. The Warden shall be expected to maintain close and frequent contact with the students and so help in resolving the problems that they might encounter during their residence;
- d. be responsible for the health, hygiene and general life of the students residing in the lodges in the zone;
- e. maintain discipline among students living in the zone and shall promptly report to the appropriate authority all cases of indiscipline, mis-conduct or illness of students;
- f. be the liaison between students and the administration; and
- g. perform such duties as may be assigned to him by the Vice-Chancellor from time to time.

iv. Remuneration

The Warden shall be entitled to such allowances as may be determined by the University from time to time.

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- i. All students of the University, residing in and off campus, shall be under the disciplinary control of the Vice-Chancellor, and of the authorities of the University.
- ii. The conditions of admission, accommodation and the organisation of mess in the hostels maintained by Warden shall be in accordance with the rules which may be framed in this regard by the University.
- iii. Students living in approved hostels shall be under the disciplinary control of the management of the hostel concerned.