

North-Eastern Hill University Rules

RU - 3

ADMISSION TO AND MANAGEMENT OF HOSTELS

(Under Ordinance OD-4)

Approved by the 96st Academic Council held on 28th June, 2016

Admission to the hostels of the University and their management shall be made as per the following Rules:

- 1.1 Admission to hostels maintained by University shall be in accordance with the provisions of the Ordinance on Conditions of Residence of Students of the University.
- 1.2 Admission to both PG and UG students to hostels shall be made once a year after the commencement of the odd semesters. (1st/3rd/5th/7th/9th Semesters)
- 1.3 Admission of research scholars to hostels shall be a continuous process. The Dean Student's Welfare/Provost shall continuously update the waiting list of research scholar applicants for hostel accommodation and allot the seat accordingly.
- 1.4 Admission to hostels shall be on the basis of merit, i.e. performance in the qualifying examination or the class/programmes to which admitted. As for PG/Research Scholars, applicants of North-Eastern Hill University shall be assigned a weightage of 10% marks. UG/PG & RS applicants who are from universities/Boards etc other than NEHU but who are domiciles of Meghalaya shall also be assigned a weightage of 10% marks.
- 1.5 (a) The distribution and allocation of hostel seats for the UG/PG students shall be proportionally distributed department wise as follows:
 - i. 47% of the hostel seats shall be open to all.
 - ii. 50% of the total hostel shall seats be reserved for SC/ST students (40% for SC/ST students from Meghalaya and 10% for SC/ST students from outside Meghalaya. Unfilled seats in any one of these two categories will automatically get transferred to the other);
 - iii. 3% of the hostel seats shall be reserved for physically challenged students.
 - iv. Applicants under (ii), (iii) and (iv) are required to submit necessary documents in support of their claims. Physically challenged students will have to submit a certificate to that effect from a Medical Officer of the University.
 - v. Applicants whose permanent residence is in Shillong urban agglomeration shall be considered only if seats are available in category (i) and (ii). However, physically challenged students applying for a hostel seat irrespective of their residence shall be considered under category (iii).
 - vi. All of the authorised seats under category (ii), (iii) and (iv) above shall stand converted to category (i) if unfilled.
- (b) Available seats in R.S. hostels shall be allotted on the same basis as in 1.5 (a).
No research scholar who is employed (except those on study leave) shall be eligible to hostel accommodation. Scholars on study leave may be allotted a seat for a period not exceeding the period granted as leave.

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Duration of Residence

- (c) Married students may apply for married student's accommodation subject to availability of such recommendation. Allotment to such hostels shall be made on first-cum-first served basis. Fees for such accommodation shall be different from the hostels and determined by University from time to time.
- 1.6 All hostel fees, including University Cation and Mess Cation Money, should be paid in advance for one year and the fee counterfoil submitted to the Warden prior to occupying the hostel room/seat. Anyone found violating this shall forfeit his/her hostel seat.
- 1.7 Any hosteller who is subsequently found to be a working man/woman (and not on study leave) shall forfeit his/her hostel seat. A working man/woman should produce an attested copy of his/her leave letter along with the application for hostel accommodation. The original certificate should also be produced at the time of admission for verification.
- 1.8 The Dean Student's Welfare/Provost shall permit transfer of allotment from one hostel to another only in exceptional cases.
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- 2.1 Seats shall be allotted for one academic year at a time, to be renewed on application in the prescribed form.
- 2.2 Those desirous of an extension should apply in the prescribed form at least one month prior to the expiry of present allotment, their application being forwarded by the respective Head of the Department and Warden.
- 2.3 The maximum duration of residence shall ordinarily be as follows:
- (a) Four academic years (8 Semesters) for U.G students and five academic years (10 Semesters) for Law students.
 - (b) Two academic years (4 Semesters) for P.G students and M. Phil students.
 - (c) Five academic years (10 Semesters) extendable by one year (two semesters) for Ph.D. scholars on submission of thesis/expiry of their registration, whichever is earlier.
 - (d) Students who have more than 3 backlog papers in the last declared semester results shall not be allowed/entitled for renewal of hostels
- 2.4 UG and PG students are required to vacate their rooms within 15 days of completion of their final semester/end-term examinations and MPhil and PhD scholars within 15 days of submission of dissertation/thesis. Those who discontinue their studies/research shall be required to vacate their rooms immediately.
- 2.5 Ordinarily no UG or PG student shall be permitted to stay in the hostel during winter vacation. The Provost/Dean Student's Welfare, however, at his/her discretion, may permit a student to stay during the winter vacation on the basis of application received from the student providing reasons and duration of stay during the vacation.
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- 3.1 **Hostel Timing (approved by the 8th Emergent-Meeting of the Academic Council held on 26th October, 2016):** For Under-Graduate the timing is 8:00 P.M., for Post-Graduate is 9:00 P.M. and for Research Scholars is 9:30 P.M. Each boarder has to personally sign the attendance register every day. After such prescribed time, the student is not allowed to go out of the

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Hostel. Going out of the Hostel will lead to a disciplinary action.

- 3.2 During “study hours”, common rooms shall be closed and strict silence shall be observed.
- 3.3 (a) The Warden may grant permission for late stay only on a written request from the authority concerned. Residents granted late stay permission should be issued passes in which the time of return to the hostel shall be indicated.
Note: Late stay for UG/PG & RS for the purpose of these Rules shall solely be for the purpose of research/laboratory work/attending University functions on the recommendation of the Supervisor/Head/DSW.
- (b) The Warden may grant permission for overnight stay on a written request from the parents/local guardians of the hostellers. Such permission shall be granted only once a month. Residents granted overnight stay permission should be issued passes in which the date and time of return to the hostel shall be indicated.
- 3.4 A research scholar shall be permitted by the Warden to stay out for a specified length of time on a written request duly recommended by the concerned Supervisor.
- 3.5 A research scholar who does not occupy his/her hostel seat for a continuous period of three months or more shall ordinarily forfeit his/her seat.
- 3.6 A hosteller who stays out for any length of time without the written permission of the Warden shall forfeit his/her seat.
- 3.7 Female visitors and girl students are not permitted to visit the men's hostel any time and no male visitor including any male student shall be allowed inside the women's' hostel any time. Violation of this Rule may result in a disciplinary action.
- 3.8 Guest(s) of students are not permitted to stay in the hostel. Any hosteller harbouring any unauthorised person(s) shall be expelled from the hostel immediately.
- 3.9 Residents shall be personally responsible for the care and cleanliness of the rooms allotted to them. They shall also be responsible for the safe upkeep of the fitting in the rooms, furniture and other items supplied to them. More than the prescribed furniture will not be allowed in the hostel rooms. The hostel wardens have full authority to check any room in the hostel at any time with or without the help from local administration.
- 3.10 No resident shall remove any property from the common room or dining room to his or her own room.
- 3.11 Uses of unauthorised electrical or electronic appliances in the rooms are not permitted. Extension or alteration of the existing electric wiring or any fitting of water or sanitary by any boarder is strictly prohibited. Disfiguring the hostel buildings, damaging of hostel properties, removal of light fittings, shifting furniture from one room to another etc. from their positions by the inmates shall be deemed as major offences and shall invite disciplinary action(s).

Conditions of Residence

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Conditions of Residence

- 3.12 While the usual and necessary precautions for security of residents would be taken, the University, however, shall not be responsible for any loss of private property of the residents of the hostels. Residents should take measures for the safe keeping of their property. Residents must provide their own locks for their allotted rooms.
- 3.13 The University reserves the right to withhold the results of any semester/course of a hosteller who does not clear all hostel fees/mess dues in time. The Provost/Dean Students' Welfare shall bring such cases to the knowledge of the Controller of Examinations for necessary action.
- 3.14 Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is also not permitted.
- 3.15 The University reserves the right to take immediate occupation of any hostel room/seat that has been forfeited.
- 3.16 Fixed line telephone connection shall not be permitted in hostel rooms.
- 3.17 The use of television sets in hostel rooms shall not be permitted.
- 3.18 Personal computers may be installed in the hostel rooms only on a written permission from the Warden.
A hosteller/boarder desirous of keeping expensive items, like electronic gadgets, ornaments etc. shall do so at their own risk and the University shall not be responsible in any manner for the loss of such items.
- 3.19 Hostellers/Boarders shall not play any music or musical instruments in their hostels between 9:00 pm to 9:00 am. However, during the permitted hours, the boarders shall keep the sound at a level which does not disturb the other boarders. Students are requested to avoid singing aloud, shouting, using of abusive languages or making all types of noises which are likely to distract the attention of other(s) staying/walking in and around the hostel including those who may be studying in their rooms or hostel libraries. Violation of this Rule may result in a disciplinary action.
- 3.20 Possession/consumption of alcohol/intoxicating drink/drug/marijuana or substance of any kind what so ever and/or smoke in the room and/or any part of premises is prohibited. Any kind of gambling as well as computer gaming in groups is also prohibited. Any resident found violating this rule shall be immediately expelled.
- 3.21 No Hosteller/boarder shall be allowed to hold any political/religious meeting with any outside bodies whomsoever within the hostel premises.
- 3.22 Hostellers/Boarders are strictly forbidden to keep/store, Lathi, Rod, Knives, boulder, crackers or fire arms etc. either in their rooms or anywhere in the University Campus. Strict disciplinary action shall be taken against the erring students.
- 3.23 The use and parking of motor vehicles such as Cars, Motor cycles, Scooters, Mopeds, etc. by students is strictly prohibited in and around the hostel premises. Any resident found violating this rule shall be immediately expelled.
- 3.24 Research Scholar under special circumstances shall be allowed to park vehicles with permission from the authority. Students (UG & PG) are not

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allowed to keep any motor vehicles. Strict disciplinary actions would be taken in case if a student violates it.

- 3.25 Hostellers are prohibited from writing slogans or any writings obscene drawings on the hostel walls and rooms. Heavy penalties shall be imposed on students/group of students indulging in such writings.
- 3.26 A student suffering from infectious/contagious diseases shall not be permitted to stay in hostels. She/he may be asked to leave the hostel to stay at their home/Local Guardian's.
- 3.27 The hostellers should not enter into any unnecessary conversation or quarrel with the hostel staff including office staff, sanitation workers, mess employees and security personnel. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden.

Compromise of any form shall not be allowed to the students for any fighting incident in the hostels. Any students found involved in fighting within the University Campus shall be expelled forthwith.

Conditions of Residence

- 3.28 Celebrating birthday parties inside the hostel rooms is strictly prohibited. Neither is partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises, dining areas etc. Forming of groups in the name of religion, caste, region, language, in any other form is strictly prohibited. Disobedience of this rule shall be severely dealt with.
- 3.29 Collection of donation by any student or group of students for any purpose (Religious/otherwise) is also strictly prohibited.
- 3.30 The Hostel Management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained. The Warden/University administration reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
- 3.31 Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus shall be expelled from the hostels.
- 3.32 Un-authorized tour/picnic/trekking conducted by hostellers in case of any mishap/eventualities during the trip, DSW, Provost and Wardens shall not be held responsible and the Hostel management is not liable for any such risks as may be caused by his/her acts during such visits.

Hostel mess

- 4.1 All bonafide students and research scholars of the University who have been allotted seats in the University Hostels are required to join the hostel mess. The mess arrangement of the hostel is compulsory for all the inmates without any exception i.e, no student is allowed to stay in the hostel without being a member of mess. It shall be compulsory for every boarder to take their meals in the hostel. Every year student has to bring a Pass-port size photograph to attach on mess card. Student should write postal address of his/her home on the mess card.

Every student residing in the hostel must dine in the hostel messes only. Individual/group cooking in the rooms is forbidden. If found, they will be expelled from hostels or fined.

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Mess rules as notified by the Warden of respective hostels, from time to time are mandatory for the students to abide.

A boarder who declares a no meal in the hostel without the prior written permission of the authority shall continue to pay the hostel establishment fees. Provided that a boarder shall not pay meal charge when he/she is away from the hostel on an authorized leave of absence for more than 15 days.

Hostel mess

- 4.2 As a special case, the Warden may allow associate membership to the hostel Mess to the following:
- (a) Casual students who pursue special courses in the University. These students can join the mess for the duration of their course.
 - (b) Visiting non-resident students and research scholars.
- 4.3 A student/Research Scholar who ceases to be such shall no longer be eligible for membership of the hostel mess.
- 4.4 Each hostel shall have a mess of its own manned by the staff appointed by the University or may be outsourced. Students residing in a particular hostel shall be members of the mess located in that hostel only. In the event that a hostel has no mess of its own, the students residing in that hostel may be permitted to join a mess of another hostel with the permission of the Wardens of both hostels.
- 4.5 The Mess shall be managed by a Mess Committee to be composed of the following and appointed by the Warden.
- (i) One Chairman/Chairperson (Warden-Ex-officio)
 - (ii) One Secretary
 - (iii) One Treasurer
 - (iv) Members
- 4.6 There shall be daily supervision of mess hygiene and food quality and to be verified by the respective mess committee of hostels. There shall be a register in which the remarks relating to food quality will be entered on the basis of routine supervision.

Recreation

- 5.1 Recreation facilities shall be provided in each hostel. Every hostel shall have the recreational facilities to be decided by a Committee consisting of the Provost/Dean Student's Welfare, Warden and the Registrar and to be provided by the University through the office of the Dean of Students' Welfare.
- 5.2 No equipment of a personal nature, like table tennis bats, rackets etc., shall be supplied.
- 5.3 (a) Every hostel shall have a Sports Committee to consist of the following and appointed by the Warden:
- (i) One Chairman/Chairperson (Warden-Ex-officio)
 - (ii) One Secretary-senior resident
 - (iii) Members
 - (iv) Prefect(s) (Ex-officio)
 - (v) Four hostellers, two each from the 1st/2nd and 3rd/4th semester.
- (b) The term of office of all Committee members, except the Ex-officio members, shall be one semester, and shall be eligible for re-

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appointment.

- (c) The Secretary of the Committee shall be responsible for the organisation of all recreational and sport activities in the hostels. He/she shall maintain stock register of all equipment and shall be responsible for their maintenance and safe custody.

Maintenance of Discipline

- 6.1 Subject to the provision of the Rules of Discipline framed under Section 32(5) of the Statute, all powers relating to the maintenance of discipline and proper conduct of resident in the hostel shall vest in their respective Warden.

If any hosteller is found indulging in any form of instigation/intimidation/threat to any other hostellers he /she will be asked to vacate the hostel forthwith. In this regard, the decision of the warden is final and binding on the individual's concerned.

Once the student (s) is expelled from the hostel, he/she shall not be allowed to stay back in any other hostel of the University.

- 6.2 Ragging in any form is an offence and is strictly prohibited. Any resident found indulging into such act (s) shall be punished as per the existing laws. No student shall commit, abet, propagate, or participate directly or indirectly in ragging in or outside the University.

- 6.3 Any student found loitering and sitting around in the campus especially during the night and in dark places is liable to be questioned by Security staff. They are liable to surrender their Identity Card to security staff on duty. Such student should report to the hostel administration/warden the next working day, explain the reason in writing and will have to accept and pay the fine ordered if any and/or to face any disciplinary action as deemed necessary by the competent authority.

Miscellaneous

- 7.1 All Wardens shall maintain a detailed profile with photographs of the residents. A copy of the profile shall be forwarded to the Dean of Students Welfare immediately after admission to the hostel is made. The signing of the Undertaking under RU-3, OD-4 by the students for allotment in hostel is Mandatory.

- 7.2 The Dean of Students' Welfare may allot rooms in the hostels to visiting non-resident students and research scholars during vacation. However, the duration of stay of such person shall not exceed the vacation.

- 7.3 Notwithstanding anything contained in these Rules, the University reserves the right to have any or all of the hostels vacated on a thirty six hour notice to the residents.

- 7.4 The provision of Ordinance OD-4 and Regulation RU-3 shall apply to all foreign students studying in NEHU. In addition, please note that forgery of any document submitted to the University by foreign students is a serious offence and all are advised to refrain from doing the same.

- 7.5 Any contravention or violation of Rules shall be subject to punishment provided in RU-3 under OD-4.
