

**VANAVARAYAR**  
**INSTITUTE OF AGRICULTURE**

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ENRICHING INDIA

# **HOSTEL ADMINISTRATION**

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## 1. HOSTEL ADMINISTRATION

- ❖ The following officers/staff constitute the Hostel administration:
  - Warden
  - Deputy Warden
  - Residential Tutor
  - Residential Students counselor
  - Mess Manager
  - Student Hostel/Mess Committee
- ❖ The **Warden** is the senior faculty of the Institute who looks after the day-to-day functioning of the hostel.
- ❖ **Deputy Warden** will assist the Warden on day-to-day hostel management activities.
- ❖ The **Resident Tutor** is in-charge for the hostel block/wing has to authorize all student requests. Each hostel is supervised and managed by the **Resident Tutor** who will be available in the hostel, full-time. He will be assisted by the Student Hostel Committee members.
- ❖ Each mess is administered by the **Mess Manager** along with the Student Mess Committee members.
- ❖ The **Residential Student Counselor** may be approached by the students for career and well-being counseling.
- ❖ The students can approach any of the above officers for help, guidance and grievance redressal.

## 2. ACCOMMODATION

- ❖ Hostel accommodation is available to a student, who is a bonafide student of VIA. Any student who is removed from the Rolls of college will automatically cease to be a member of the hostel.
- ❖ Admission to college is not a right for admission in to the hostels and will be subject to payment of all dues and good conduct.
- ❖ No student will have a right to occupy a room during vacation. However he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work. The request must be submitted to the Warden through Co-ordinator, who may approve it based on merits.
- ❖ Students must vacate the hostel at the end of the academic year. Fresh admission is to be sought for the next academic year and will be allotted based on the feedback obtained from the respective Residential Tutor about the student's conduct in the hostel during his/her stay.
- ❖ Students who have serious discipline issues against them may not be considered for hostel accommodation during subsequent academic years.
- ❖ Students who have communicable disease will not be considered for accommodation.

### 3. ALLOTMENT OF ROOMS

- ❖ At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Hostel Admission Form**. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.
- ❖ The failed students have no eligibility to occupy the rooms in the Hostel for the completion of the failed subjects. Students after registration should report to the warden who will assign rooms. Allotment of rooms will be done in alphabetical order.
- ❖ The Hostel administration will generally provide for each occupant one cot, table, chair and book rack. On arrival a student will report to the Residential students counselor and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- ❖ Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of warden.
- ❖ The Hostel administration, in case of shortage of rooms, can allot more than the normal capacity of the room.
- ❖ If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the warden, suitable disciplinary action will be initiated against such illegal occupants.
- ❖ Before vacating the rooms, the electrical installations and furniture should be handed over intact, to the Residential Students Counselor. The student should fill up the Clearance Form and submit to the Residential Students Counselor, who will inspect the room for being clean before signing it and submitting to the warden.

#### **4. AMENITIES**

- ❖ Hostels are well equipped with modern cooking and dining amenities. Student's canteen is available to cater the needs of students. Computer, Xeroxing facilities also provided.
- ❖ Newspaper, Television with DTH facilities is also available in boys and girls hostels. Intercom is available in the all hostels.
- ❖ Wi-Fi facility is provided in all the hostels. Transport for medical emergencies is available in all the hostels including night time at free of cost.
- ❖ Browsing center available in both boys and Girls hostel
- ❖ All the students shall be brought under student's safety insurance scheme.
- ❖ Hot water provided in bathrooms.
- ❖ Safe drinking water on each floor and wing.

#### 4. CODE OF CONDUCT

1. All residents are required to maintain standards of attire, manners and behaviour expected of students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the campus.
2. All residents are required to always carry their valid Identity Cards issued to them by the college and produce it whenever demanded by the authorities.
3. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be defaced.
4. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment.
5. Students should bring to the notice of the Residential Students Counselor by making entries into the maintenance register of any pending maintenance work (Civil, Carpentry, Electrical, and Sanitation) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation.
7. The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to replace/repair at their own cost the damage, if any.
8. In case of damage to or loss of hostel property the cost will be recovered from the students who are responsible for such damage or loss, if identified, or from all the students of the wing/hostel, as decided by the warden.
9. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway.
10. **Ragging of students admitted to the college is totally banned. Any violation of this by the senior students will be dealt with very severely as per the college norms and guidelines issued from time to time by the competent authorities.**
11. Freshers should report incidents of ragging immediately. Those who do not do so even when being witnesses or victims, will be considered to be part of this practice, and will also be punished accordingly.
12. In the hostel premises following are strictly prohibited –
  - ❖ **Smoking**
  - ❖ **Consumption of alcoholic drinks/drugs.**
  - ❖ Entering in intoxicated state.
  - ❖ Gambling
  - ❖ Intimidation or violence
  - ❖ Willful damage to property
  - ❖ Shouting and using abusive language
  - ❖ Cooking

13. Room services are strictly prohibited. However, for students who are sick, food may be served in room after taking permission from warden.
14. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
15. The use of electrical appliances such as immersion heaters, electric stove / heaters are not allowed in the rooms. Such appliances, if found will be confiscated and a fine will also be imposed.
16. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The students should not view objectionable videos.
17. When the students go out of their room they should switch off all the electrical / electronic appliances, and keep their room locked.
18. In case any student has to stay out of hostel for a day or more for any reason, he has to inform the warden and take his permission.
19. Senior students of boys' hostels must make entry in the in-out register available with security guard, if they leave or enter into the hostel after 6.00 pm or any other time decided by the authorities.
20. First year boy students must take permission from Residential students counselor for going out of the campus for any reason and must submit the out-pass to the security guards at the hostel gate.
21. All residents of girls' hostels must be back in the hostel by 6.00 PM. If a girl student needs to stay out of the hostel after 6.00 pm due to any reason, she has to apply for and take prior written permission from the Warden.
22. The students are not allowed to be in the hostel during class hours unless permitted by the Warden after informing the Co-ordinator of the student.
23. Birthday celebrations are not permitted inside the hostel. However it may be allowed in specified location after getting permission from the Warden and giving an undertaking that they will celebrate peacefully and without littering the premises.
24. Residents shall not play outdoor games inside their rooms or in areas around the hostels which is not designated as playground.
25. Residents proceeding on leave on any working day must submit an application form duly approved by the Head of the Institution of the student.
26. First year girl students will be allowed to go home during holidays, only if they are accompanied by their parents or local guardian.

## 5. GUESTS AND VISITORS

- ❖ Parent/guests are allowed to visit a student in the visitors' room in the hostel between 8.30 a.m. to 6.30 p.m. on holidays and Sundays.
  
- ❖ No Parent/guests are allowed in a student's room.
  
- ❖ Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

## 6. DISCIPLINARY MEASURES

- ❖ Any student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, playing inside the hostel premises, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-
  - Expulsion from the hostel.
  - A record of his / her misconduct will be made in his personal file which may also reflect in the conduct certificate.
  - The cost of damage will be fully recovered from him/her together with penalty.
  - He/she will also be fined commensurate with the offence committed.
  - No recommendations will be given to him/her for higher studies.
  - Suspended / Expelled from the college.
  
- ❖ Availing room service or taking food or mess utensils to the room will attract disciplinary action by hostel administration.
  
- ❖ Any student found to having used any or in possession of narcotic substance including Tobacco products, Alcohol, Drugs and the like, will be proceeded against legally under the **Narcotic Drugs and Psychotropic Substances Act (NDPS Act)** and will also be expelled from the hostel and college.
  
- ❖ Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Enquiry Committee. The Hostel Administration will implement the recommendation of the Enquiry Committee. Depending on the seriousness of the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

## **9. RESPONSIBILITIES OF RESIDENTS**

- ❖ General damage to the hostel building and property will be the collective responsibility of all the residents and the cost will be recovered from them.
- ❖ Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
- ❖ Residents will be personally responsible for the safety of their belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- ❖ Residents are duty bound to report to the Residential Students Counselor/ Resident Tutor/ Deputy Warden / Warden / Institute authorities in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- ❖ Students should not arrange any functions or meeting within the hostel or outside or within the campus without specific permission of the Head of the Institution.
- ❖ Residents are required to keep the rooms and common areas clean, healthy and presentable.
- ❖ Any case of theft should be reported promptly to the Residential students Counselor/ Security through warden. They should not try to deal the matter themselves. Whoever tries to deal it themselves and thereby creating trouble will also face disciplinary action.
- ❖ Residents are required to be in their respective rooms during the roll call from 07.30 pm onwards every day.
- ❖ Residents are required to maintain silence after 10.00 pm.
- ❖ If students create law and order problems outside the campus, they are answerable to the police on their own and should not involve the college name. In such cases, they will also be answerable to Hostel/College administration as per the college norms and appropriate action will be initiated against them.
- ❖ Residents should comply with routine announced room check and surprise check that may be required to be conducted from time to time.
- ❖ Residents should not keep any poison materials or unwanted materials in the hostel.

## 10. MESS FUNCTIONING

- ❖ All the inmates of a hostel will compulsorily become a permanent member of the mess.
- ❖ Each hostel mess (Boys and Girls Mess) will have a mess committee consisting of one representative from each of the hostel and one overall student representative to be nominated by the Head of the institutions.
- ❖ The mess committee will prepare the semester menu in advance in coordination with warden and display it on the notice board.
- ❖ The mess committee will monitor the quality and quantity of the food being served and ensure that the menu prepared in advance is followed by the caterer.
- ❖ The mess committee will ensure cleanliness of the dining area and create awareness among the diners the importance of maintaining decorum, not wasting food, etiquettes and saving water.
- ❖ The monthly mess bill will be prepared by the Hostel office, taking into consideration the number of days for which reduction is sought (n-4 rule will be followed).
- ❖ The refund of excess mess amount will be calculated on a yearly basis and the refunds will be credited into the resident's bank account directly.
- ❖ No student can claim mess reduction unless he/ she had intimated his / her absence in advance by applying for mess reduction in the prescribed form.

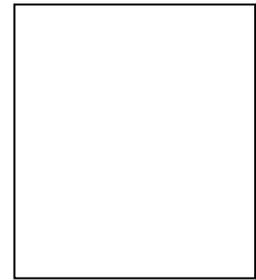
## 11. MESS RULES

- ❖ The quantity of food will be unlimited.
- ❖ Mess reduction is admissible to the residents of Hostels on the following grounds:
  - Approved Study Holidays and Semester Vacation declared by the Institute.
  - Periods duly recommended by the Co-ordinator and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, RAWE, VSP, etc.
  - Any other valid reason with prior permission of warden.
- ❖ Application for mess reduction should be made in the prescribed form and it should be submitted three days in advance. The application should be forwarded by the Residential student's counselor.
- ❖ Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- ❖ Students are not permitted to cook any food on their own accord in the mess or in their rooms.
- ❖ Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- ❖ No food will be served in the rooms of the hostel for any student unless a student's condition requires the food to be served in their rooms and approved by the Mess Manager / Residential student's counselor.
- ❖ No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- ❖ Ensure that the mess and surroundings are neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- ❖ All diners shall interact with the mess staff in the dining hall in a courteous manner.
- ❖ After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- ❖ If any diner is medically ill and requires a special diet (eg. Oil-less food) he / she can request the **Mess Manager** to arrange for the same at the mess.
- ❖ The food for the guests will be charged as per the norms.
- ❖ The mess will function as per the approved schedule.

## **12. HOSTEL ADMISSION/RE-ADMISSION PROCESS**

1. A letter correspondence and SMS to parents informing about the details of hostel admission will be sent at least 15 days before the admission date.
2. Those students on whom disciplinary action has been taken will be asked to bring their parents to meet the concerned authorities and based on which the decision to allot them room or not will be taken.
3. The students along with their parent will be attending the admission process on the mentioned date.
4. The students and parents will be briefed about the rules and regulations and should sign an undertaking upon agreeing to abide by those rules and regulations.
5. Allotment of rooms will be done upon producing the fee receipt and submitting the filled-in Hostel Admission Form.

**ANNEXURE I**  
**HOSTEL ADMISSION FORM**



To,  
The Warden

Sir,

I wish to apply for admission to the hostel for the **academic year 2017 - 18** I am giving below the necessary information.

1. Name of the applicant (in Block Letter) : \_\_\_\_\_
2. Course/Branch : \_\_\_\_\_
3. Father's/Mother's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Blood Group : \_\_\_\_\_
6. Allergy to any Medicine if Yes, Please mention : \_\_\_\_\_
7. Email ID : \_\_\_\_\_
8. Mobile No. : \_\_\_\_\_
9. Address of Correspondence (in Block Letter) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. : \_\_\_\_\_
10. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. : \_\_\_\_\_
11. Name and Address of Local Guardian : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. : \_\_\_\_\_
12. Occupation/Designation of :  
Father : \_\_\_\_\_ Mother : \_\_\_\_\_  
  
Local Guardian : \_\_\_\_\_

13. Name of the relatives/visitor (Other than Parents/Local Guardian) with address and Phone No.

i)

ii)

iii)

14. Whether he/she will travel alone or with the Parents/Local Guardian at the time of Holiday of the Institute.

15. In case of emergency, we can contact Mr./Ms./Mrs. \_\_\_\_\_

at Residence Phone \_\_\_\_\_ Office No. \_\_\_\_\_

Relationship with you \_\_\_\_\_ .

### **Declaration by the applicant**

1. I have carefully read and understood all the rules and regulations mentioned above. I will follow the rules and regulations and subsequent changes/addition if any as laid down by the Management.
2. I understand that a suitable action can be taken against me if I do not abide by the rules & regulations of the Institute. If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session, I will not be entitled to claim any refund.
3. I certify that the information above is true to the best of my knowledge and belief. I further declare that anything happens to me or any kind of mishaps occurs outside/inside of the hostel due to my negligence/fault, the management will not be responsible for that.

**Signature of the Student**

**Signature of the Father/Mother**

**Signature of the Local Guardian**

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For Official Use Only

Date of Admission in Hostel: \_\_\_\_\_ Room Allotted: \_\_\_\_\_

**Signature of the Counselor**

**Signature of Warden**

## ANNEXURE II

### AFFIDAVIT BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations. 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging. 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force. 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

VERIFICATION Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**ANNEXURE III**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_, (full name of student with admission/registration/enrolment number) , having been admitted to \_\_\_\_\_(name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. 4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force. 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_day of \_\_\_\_\_ month of \_\_\_\_\_year.

\_\_\_\_\_  
Signature of deponent  
Name:  
Address:  
Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) on this the (day) of (month) , (year) .

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month) , (year) after reading the contents of this affidavit.

OATH COMMISSIONER

**ANNEXURE IV**  
**MEDICAL CERTIFICATE**

(To be signed by a registered medical practitioner)  
(To be submitted at the time of hostel admission)

This is to certify that I have carefully examined Mr./Ms. \_\_\_\_\_

S/D/o Mr./Ms. \_\_\_\_\_ whose signature is given below

based on the examination, I certify that he/she is in good mental and physical health and does not suffer from any infectious and contagious disease harmful to others or may interfere with his/her studies.

Marks of Identification : \_\_\_\_\_

Signature of the candidate: \_\_\_\_\_

Place :

Date :

**Name and signature of the Medical Officer**  
**With Seal & Registration No.**