

PONDICHERRY UNIVERSITY

THE UNIVERSITY

Pondicherry University was established by an Act of the Parliament as a teaching-*cum*-affiliating University and came into existence on 16th October 1985. The objective of this Central University is dissemination and advancement of knowledge by providing instructional and research facilities in such branches of learning as it may deem fit and by example of its corporate life. This University is slated to be a pioneer and a leader amongst institutions of higher learning and has already embarked upon the task of laying firm foundations required for national and international excellence.

The jurisdiction of this University extends to a vast area covering the Union Territories of Puducherry, Andaman and Nicobar Islands and Lakshadweep Islands.

UNIVERSITY HOSTELS

The campus of the University houses a chain of hostels for boys and girls. The hostels provide residential atmosphere for the academic activities of the students.

For the mobility of the students from Hostels to Departments, Library, Computer Centre, etc., bus facility is provided within the campus for every half-an-hour during working days. In addition to University buses and vans, four battery operated vehicles and bicycles are also plying in the campus free of cost throughout the day covering all hostels to enable the students to visit departments, library, lab, etc. Hot water facilities is provided to all the hostels and Wifi connectivity is also provided to all hostels to enable the students to have 24 hours internet access.

Each hostel is equipped with T.V., audio systems, facilities for outdoor games such as volley-ball, shuttle, badminton, etc., and indoor games such as table tennis, chess, caroms and the like. Each hostel has a recreation hall. Newspapers are also available. The University Health Centre offers 24 hours medical facilities to the students.

RULES AND REGULATIONS OF THE UNIVERSITY HOSTELS

(As approved by the Academic Council Meeting of 09-06-2006)

1. THE SCOPE

- 1.1. These rules and regulations of the hostels will come into effect from the academic year 2006-07 onwards and they will be in force until further orders of the University authorities. Residents have to follow not only the rules given here, but other rules of the University as well which are in force from time to time.
- 1.2. These rules are applicable to all the inmates of hostels, both boys and girls.

2. WHO IS ELIGIBLE FOR ADMISSIONS?

- 2.1. *Bona fide* students doing integrated degree courses, diploma courses, students doing master's degree and the Research Scholars are eligible for admission to the hostels.
- 2.2. Temporary hostel accommodation may be given to Research Associates, Research Assistants, Project Assistants and Project Fellow, FIP candidates, Academics Staff College Participants, normally limited to 1 month by paying Rs. 400/- as a room rent and anyone staying beyond should pay Rs. 1000/- Per month upto 6 months and thereafter Rs. 2000/- per month.
- 2.3. Day scholars hailing from Puducherry township and nearby places within the 50 kms. can be given accommodation in the hostel only if rooms are available after admitting students from far off places.
Any student of the University who is permitted to reside in any one of the hostels and who has paid the hostel fees will be termed as a resident/inmate of the hostel.

3. HOSTEL ADMINISTRATION

- 3.1. The Chief Warden shall be the head of the management of all the hostels and there will be one Warden for each hostel.
- 3.2. The hostel administration is guided by the Hostel Management Committee.

4. HOSTEL ADMISSION PROCEDURE TO BE FOLLOWED

- 4.1. The Application form for admission to the hostel must be obtained from the Office of the Chief Warden, C.V.Raman Hostel.
- 4.2. The prescribed application form should be duly filled-in by the student, affixing a passport size photo. All the details must be furnished neatly and the application must be signed by his/her parents or local guardian.
- 4.3. Rooms will be allotted by the Warden/Chief Warden only on the recommendation of the Head of the Department.
- 4.4. **Allotment of rooms will be confirmed only after showing the challan of the payment of fees for hostel & mess to the hostel office & opening of saving Banks account in Indian bank, Pondicherry University Branch. Xerox copy of the 1st page of the pass book with personal details should be submitted along with challan.**
- 4.5. The continuing students must renew their admission and their renewal of hostel accommodation is subject to their past record in terms of discipline, conduct, payment of mess bills, room rent, Establishment Charges and G.A.F etc. The inmates should get re-admission for every year at the beginning of the academic year in June / July after remitting the dues of hostels, both room rent and mess charges.

- 4.6. Those who have paid all the dues during the semester alone are eligible to continue for the following semester in the hostel.
- 4.7. Failure to clear dues will be intimated to the University authorities, the H.O.D. for appropriate action and to the parents for information. Name of such students will be put on the notice board.
- 4.8. All hostel residents except the Research Scholars have to vacate the hostel during the summer vacation for the purpose of hostel maintenance.
- 4.9. Master's degree students, Diploma students or any other *bona fide* students working for approved projects, dissertations and examinations will be allowed to stay in the hostel during the summer vacation with the approval of the Supervisor and Head of the Department on payment of Rs. 200 per month as room rent. The room rent shall be paid before occupying the room.
- 4.10. If a student stays in the hostel unauthorized during the summer vacation or keeps the room under lock and key, he/she will be levied room rent of Rs. 400 and a penalty of Rs. 500 including denial of admission to the hostels for the following year.

5. HOSTEL FEES

- 5.1. The *Bona fide* students of University Departments who want admission in the hostel are required to pay the following fees during the year:

A.	(i)	Hostel caution deposit (refundable)	-	Rs. 3,000	per annum
	(ii)	Establishment charges	-	Rs. 300	per annum
	(iii)	General Amenities Fund	-	Rs. 700	per annum
B.	(i)	Room rent for Ph.D. Students	-	Rs. 1,800	per annum
	(ii)	Room rent for PG/M.Phil. & Others	-	Rs. 900	per annum
	(iii)	FIP candidates, Academic Staff College Programme participants, etc.	-	vide 2.2	

C. Room Rent free for

- (i) SC/ST Boys Students provided they bring proper documents at the time of admission.
- (ii) Differently abled students provided they bring proper documents at the time of admission.
- (iii) All Girl Students.

D. Mess Fees (for the academic year 2012-13) **subject to revision of rates**

- | | | | | |
|-------|--------------------------------|---|-------------|-----------|
| (i) | Boys Students (PG & Others) | - | Rs. 1,500/- | per month |
| (ii) | Girls Students (PG) (Girls) | - | Rs. 1,400/- | per month |
| (iii) | Ph.D / M.Phil Students (Girls) | - | Rs. 1700/- | per month |

(Subject to revision of rates)

- (iv) Differently abled students staying in Hostels will be provided free food from this academic year onwards.

The mess fee is to be paid in two installments in a year (June/July and January)

Due to excessive demand and shortage of hostel the rooms may be converted to double seater, triple seater & four seater respectively.

5.2. MESS SUBSIDY

The University provides a Mess Subsidy Grant of Rs. 400 per month to the inmates of the hostels based on the annual income of the parents which should not exceed Rs. 4.5 lakhs per annum (the limit prescribed for creamy layer) subject to approval by the Vice-Chancellor (**copy of annual income certificate issued by the Revenue Officials duly attested by a Gazatted Officer to be produced**).

5.2.1 Subsidy can be availed only if income certificate is submitted at the time of Hostel admission. No application for mess subsidy will be accepted thereafter.

5.3. PAYMENT OF MESS BILLS (If applicable)

(i) The monthly coupons will be issued by the caterers in advance for dining in the mess.

(ii) The inmates are required to pay the mess charges compulsorily for the entire semester up to the last date of working in the each semester.

(iii) Mess reduction:

If student goes on leave with the prior permission of the Head of the Department and Warden concerned, the following is the pattern of deduction in the mess bill:

Reduction of charges is possible only in the following cases:

(a) The mess member must inform in writing the Caterers or Mess Managers well in advance, indicating dates, etc, about his/her absence from the mess.

(b) Reduction will be available only once in a month.

(c) Reduction can be available when one is on leave from the Department for a minimum period of 4 days. The formula applicable for rebate calculation is $N - 2$ ($N = \text{No. of days}$). Applicable for dividing system only.

(d) Reduction rates for 2012-13 will be as follows:

Boys Hostel : Rs. 35 per day for those availing subsidy

Rs. 50 per day for those who do not have subsidy

Girls Hostel : Rs. 30 per day for those availing subsidy

Rs. 45 per day for those who do not have subsidy

(e) Reduction can be availed only for academic reasons or on medical grounds with the production of Medical Certificate.

(f) Inmates going for approved outstation project work with the prior sanction of the concerned faculty Supervisor and HOD will pay only, 10% of the monthly mess bill.

- (g) Mess Rebate Application Form must be signed by HOD and warden and handed over to the Caterers or the Mess Managers at least two days before.
- 5.4. A day's mess bill will be reckoned even for one breakfast / lunch / dinner. No deduction is admissible for any unavailed breakfast / lunch / dinner.
- 5.5. Alternatively, if the mess is run on coupon system, the students must obtain coupons from the mess caterer in advance every month.
- 5.6. Residents are expected to return from winter and summer vacation on the date of re-opening of the University. In the absence of any prior intimation in writing to the Warden concerned, they will be charged for dining from the date of start of the mess.
- 6. OCCUPATION OF THE ROOM**
- 6.1. Before occupying the rooms, the residents should check up furniture, electrical fittings, etc. issued to them and sign in the register. Residents are responsible for the upkeep of the room during their stay. If there is any damage to the fittings in the rooms or their loss, the cost of the equipment will be deducted from the hostel caution deposit of the resident. If the particular student could not be identified, then, all the residents of the particular room will have to pay the cost.
- 6.2. Residents shall occupy the rooms allotted to them and not exchange rooms without the permission of the Warden / Chief Warden. However, the Warden shall have the right to change the rooms of the residents on medical/administrative reasons.
- 6.3. Residents are advised to lock their rooms with good locks and not to keep large sums of money or valuables in the rooms. They must keep all expensive items away from windows so that no one can pick these up from outside. In any case, the University shall not be responsible for any theft, etc.**
- 6.4. Residents should vacate their rooms the day after last working day except Ph.D. and M. Phil. Scholars.
- 6.5. The University authorities reserve the right to inspect any room at any time in any of the hostels, depending on the requirements.
- 7. BOARDING**
- 7.1. All the residents of the hostels are necessarily required to dine in the hostel itself. No permission will be granted for dining outside the respective hostel mess under any circumstances or to *cook food in the rooms*.
- 7.2. Food will be served only in the mess and it shall be eaten in the dining hall only. Food should not be taken outside the mess.

7.3. Food will be served as per the following timings:

Term	All Days		
Breakfast	7.30 a.m.	To	9.00 a.m.
Lunch	12.30 p.m.	To	2.30 p.m.
Dinner	7.30 p.m.	To	9.30 p.m.

8. GUESTS

- 8.1. Inmates of the hostels will not be allowed to entertain guests in their rooms under any circumstances. However, in exceptional cases, with the prior approval of the Warden / Chief Warden, select guests may be permitted in the room of a resident for the shortest duration by paying Rs. 20 (Rupees twenty only) per day per guest. Except under special circumstances, guests will not be permitted to stay in the hostels for more than three days.
- 8.2. The lodging charges of the guests will have to be paid separately by the resident into the GAF A/C before the guest arrives. In case of non-payment, the resident will be held responsible and will be charged that guest amount with a penalty of 100%.
- 8.3. In case an undeclared guest is found in the room of a resident, a fine of Rs. 500 will be levied on the inmate hosting the guest. Boys hostel can not have female members as guests. Similarly girls hostel can not have male members as guests.
- 8.4. Guests staying in the hostels are required to follow the rules of the hostels scrupulously.
- 8.5. No resident will be allowed to have another Pondicherry University non hosteller as his/her guest either in the room or in the mess except on special occasion such as hostel day, etc.

9. HOSTEL COMMITTEES

The committees are constituted to monitor the smooth functioning of the hostels and to implement developmental activities of hostel. The mottoes of the committees are the welfare of students and creation of a conducive academic atmosphere. The committees are the Hostel Management Committee and the Hostel Welfare Committee.

9.1. The composition of the Hostel Management Committee is as follows:-

1. Chief Warden - Chairman
2. Finance Officer - Member
3. Internal Audit Officer - Member
4. Warden of the concerned Hostel - Member
5. Mess Secretary of the concerned Hostel - Member
6. Section Officer (Hostels) - Secretary

- 9.2. Each Hostel will have a Hostel Welfare Committee which will consist of :-
1. Warden - Chairman
 2. Mess Secretary - Member
 3. Maintenance Secretary - Member
 4. Sports Secretary - Member
 5. Cultural Secretary - Member
 6. University Staff attached to the Hostel - Member
 7. Section Officer (Hostels) - Secretary
- 9.3. The warden can co-opt any one to the hostel committee, if required. The office-bearers from the hostels will be elected or nominated for one semester. In the absence of an elected team, the Warden is empowered to nominate a team to oversee all the activities of the hostel.
- 9.4. The election / selection of the office-bearers of the hostels will be held under the supervision of the Warden. A resident can hold only one position in any one of the aforementioned committees. During the elections, all the inmates are expected to co-operate fully with the hostel authorities and maintain strict discipline. If any resident is found indulging in activities disrupting the elections, he/she will be expelled from the hostel.
- 9.5. The elections will normally be held in the beginning of each semester.

10. DISCIPLINE

- 10.1. Every resident shall maintain a high standard of discipline, have respect for the traditions of the University and conduct himself / herself in a dignified manner within and outside the University hostel. He/She shall be respectful to the Warden, the teachers, officers and staff of the University and maintain proper decorum. Visitors to the hostels should be shown due attention and courtesy.
- 10.2. Furniture and fittings in the rooms should not be moved out of the room for any purpose without the permission of the Chief Warden/Warden.
- 10.3. The premises are not to be littered, nor the walls and doors defaced. The environment is to be kept clean and pollution-free.
- 10.4. The water outlets/WC should not be blocked with waste. Shampoo pouches, plastic bags or bottles, hair bunches, food waste and all trash have to be thrown only in the garbage bin placed for that purpose.
- 10.5. The wash basins should not be clogged.
- 10.6. Lights and fans should be switched off when not required. The uses of electrical gadgets like water heaters, stoves, etc., are strictly prohibited. Cooking in the room is strictly prohibited. Those residents who want to use PCs, lap tops, etc., in their rooms should seek prior permission from the Warden against a payment of Rs. 200 per annum.

- 10.7. No pets, cats or dogs, etc., should be kept in the room. No animal is to be fed or encouraged.
- 10.8. Vehicles should be parked in the earmarked places only.
- 10.9. Residents are expected not to create a nuisance or disturb others by singing loudly or by playing musical instruments or radio/tape recorder, TV. at a high volume. No noisy parties are to be held. Silence is to be observed after 9.00 p.m.
- 10.10. The residents are expected to return to their rooms by 10.00 p.m.
- 10.11. The women hostellities have to return to their hostels by 10.00 p.m. before the Hostels gates are locked. If, for any genuine reason, the inmate is delayed, she has to inform the Warden, of the hostel and after 10.00 p.m., she will be permitted to enter the hostel only after obtaining a chit from the Warden.
- 10.12. If the inmate is leaving station, or for any genuine reason, she will be arriving in the hostel later than 10.00 p.m. or if she has to be away for the night, she has to inform the Warden about her absence and prior permission in writing has to be obtained.
- 10.13. Stringent action will be taken against the defaulters who return late or go out of station at night unauthorizedly and resurface back into the Hostel during the day time.
- 10.14. The women hostellities are to abide by the hostel timings and respect decorum. In case of regular late coming, the Parents and Department Head concerned will be informed about this, and strict measures will be taken against the latecomers.
- 10.15. The women hostellites who have to work at night in the lab have to get a relevant letter of permission from their respective Supervisor and HOD.
- 10.16. Students desirous of staying outside during nights for any justifiable reason should get prior permission from the Warden / Chief Warden. In case of girls students, they must get permission from their parents as well.
- 10.17. All the inmates are required to carry their identity Card and show it wherever and whenever needed.
- 10.18. No notice shall be put up or distributed, or no meetings, parties, dinners, etc., should be held in the hostel premises without the prior permission of the Warden / Chief Warden.
- 10.19. No visitor will be allowed near/in the hostel after 8.00 p.m.
- 10.20. When residents go for vacation, they should vacate their rooms and hand over the keys to the hostel office to enable the University to carry out repairs, white-washing, etc. However, this rule does not apply to research scholars. Residents who go on tours/excursions/field trips, etc. should submit official information to the Warden with all the details of the trip endorsed by their Supervisor / HOD.
- 10.21. Students will not be permitted to stay in the hostel after the prescribed duration of their course. *Subject to condition:* M. Phil. Students will be allowed to occupy the hostel room only for a period of 3 semesters. However, the Ph.D. scholars will be

allowed to stay in the hostel only till they submit the doctoral thesis or upto five years or whichever is earlier. During this time, they must remain *bona fide* students of the University.

- 10.22. The residents should strictly observe mess rules and the timings prescribed for breakfast, lunch and dinner.
- 10.23. Consumption of alcohol and narcotics is considered as a serious offence. Therefore, intoxication drugs or liquor should not be consumed in the campus. Smoking in the hostel premises is prohibited. Fire-arms should not be brought to the hostel in any case. Such acts will mean immediate expulsion of the resident from the hostel.
- 10.24. Misconduct, disobedience to the authorities or breach of any of the above rules shall be punishable with fine or dismissal from the hostel by the Warden whose interpretation of the rules shall be final.
- 10.25. Any representation or complaint to the University authorities should be brought to the notice of the Warden and routed through proper channel.
- 10.26. The Hostel Management Committee may, from time to time, add to, or delete from or amend any of the aforesaid rules or introduce any other rules of regulations governing the residence of the students in the hostels or pertaining to the messes with the approval of the competent authorities of the University.

11. REFUND OF HOSTEL CAUTION DEPOSIT AMOUNT

- (1) Student's requisition letter for refund of Caution Deposit and Final No Dues Certificate should be sent through Head of the Department to Warden / Chief Warden.
- (2) Original Hostel Caution Deposit Challans issued to the individual must be produced.
- (3) Caution Deposit, Mess Balance and Subsidy amount will be transferred directly to the individual saving bank accounts only.
- (4) Students must have Bank Account preferably in Indian Bank, Pondicherry University as refund will be by means of Account transfer. Request for refund of Caution Deposit will be entertained if only Bank Name, place and a/c. number are given.
- (5) Request for refund will be accepted only after vacating the room.
- (6) In case a student avails bank loan, scholarship, etc., for the refund of caution deposit, instead of producing the original challans, sanction order of the bank must be produced.

12. COMBATING RAGGING

Ragging or teasing of any one in any form is strictly prohibited in the University. The students are therefore forbidden from indulging in such activities within the hostels. Ragging will invite very severe punishment including expulsion from the University.

It is also punishable under law. No introductory meeting of the students is to be held in the hostels by the senior students.

In case of ragging please contact the Chief Warden / Wardens concerned. Your name will be kept confidential.

Mobile

1. DR.PRAMOD SINGH – Chief Warden (Boys) – 9442625562, 9443212314.
2. Dr. ILAMATHY JANAKIRAMAN – Chief Warden (Girls) – 94422 34507.

13. COMBATING SEXUAL HARASSMENT AND VIOLENCE AGAINST WOMEN

The University will take strict disciplinary action including expulsion from the course of study and dismissal from the University, if any student is involved in sexual harassment and violence against women. The affected students, if any, can contact one of the following University authorities to report the incident of harassment and violence.

LIST OF MEMBERS OF SEXUAL HARASSMENT PREVENTION COMMITTEE

Dr.Priya Davidar School of Life Sciences Pondicherry University	Chairperson	2654322 (O)
Prof.(Mrs) Renuka Appadurai No.2 1 st Cross Vivekananda Nagar Puducherry 605 005	Member	2201727 (R) 9443257716 9840591939 raynooka@sify.com
Dr.K.Srinivas Professor & head Department of Philosophy Pondicherry University	Member	2252557 (R) 9442086276
Shri K.Chandramoorthy Deputy Registrar (F&A) Pondicherry University	Member	2654212 (O) 2201352 (R) dkchandramorthy_55@yahoo.co.in
Smt.S.Alamelu Assistant Registrar (PCR) Pondicherry University	Member	2654222 (O) 2251574 (R)
Smt K.Nithya Ph.D. Scholar Department of Management Studies Pondicherry University	Member	2241702 (R) 9442992263
Shri.P.Subramanian Dy.Registrar (Admn) Pondicherry University	Member Secretary	2654208 (O) 2242393 (R) dradm@pondiuni.edu.in

HOSTEL MANAGEMENT COMMITTEE

PONDICHERRY UNIVERSITY