

Hall of Residences Manual

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VSS UNIVERSITY OF TECHNOLOGY (VSSUT) BURLA

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1. PREAMBLE

The Hall Management (HM) of the Veer Surendra Sai University of Technology (VSSUT) shall be responsible for the administration, maintenance of the Halls of the University and ensure wholesome well-being of the inmates residing. The administration and development of halls of residence (HoR) involve many tasks at different levels. Development and upgradation of major infrastructure such as buildings, or other items which need to be done once in a few years and involve large expenditure are to be done by the University. Maintenance of existing infrastructure involving expertise and funds, such as routine electrical, plumbing, sanitation, carpentry and civil work are to be managed from the office of the hall management (OHM) through central hall maintenance (CHM) under the administrative control of Dean Students Welfare (DSW), although a part of the responsibility can be taken by the individual halls. The OHM shall also have supervisory authority and responsibility to ensure maintenance of safety and hygiene of all residents of halls. Jobs involving continuous work and supervision such as mess, cleaning, gardening and minor maintenance are to be done by every individual hall. This constitution provides the basic framework for nomination of student representatives and management of the halls. It applies to all halls and other halls that will come up in future. The guiding principles of Hall Administration are:

1. To promote a spirit of brotherhood among all students of the University, bridging differences in living style, academic programme, and branch of study, food habits and cultural preferences.
2. To promote sense of coexistence, cooperation and mutual trust among all inmates of halls.
3. To maintain discipline for creating superior academic and social environment in the halls.
4. To provide opportunities to the students for developing managerial skills by providing autonomy of hall management.
5. To help create a truly multi-cultural environment where students from diverse cultural backgrounds share each other's experiences in most cordial manner.
6. To take care of security of the students and their belongings.
7. To instill moral values, particularly sincerity, commitment, and involvement among all residents.
8. To help students conquer regional differences and graduate with national pride and international outlook

This Hall of Residences (HoR) manual is intended to serve as a template for creation of the constitution of each hall. Halls are at liberty to create and implement their own constitutions, which should address to the concerns of the students in a better way.

2. DEFINITIONS OF THE TERMS IN THE HALL CONSTITUTION

2.1 Assistant Warden:

On recommendation of Dean (SW), a Faculty member of the University (preferably residing in the campus) shall be appointed by the Vice Chancellor as the Assistant Warden of a Hall. He/She shall assist the Warden for managing and conducting the affairs of the Hall and shall carry out the responsibilities assigned by the Warden from time to time. The tenure for Assistant Warden is

normally for 2 years. For student strength of each 400 or part thereof in a Hall one Assistant Warden will be appointed. For the Hall for female students, the University shall appoint a female Faculty member as the Assistant Warden.

2.2 Coordinator, Wardens Council (CW):

Vice Chancellor shall nominate any faculty member of the University (normally residing in the campus, and preferably served as Warden), senior to all Wardens, as Coordinator, Wardens Council (CW) normally for 2 years, who shall assist the dean SW for smooth operation of office of Hall management.

2.3 Dean (Students Welfare):

Referred to Dean of Students Welfare or as DSW. He shall be the administrative head of the Office of Hall management and Chairman of Wardens Council.

2.4 General Body of the Hall:

The General Body (hereafter known as the 'GB') of the Hall comprising of all the Inmates residing in that Hall. The meetings of the GB shall be chaired by the Warden and in his absence by the Assistant Warden. The GB shall meet at least twice in each Semester.

2.5 Hall Manager:

A Hall employee with requisite qualification shall be recommended by WC and to be appointed by outsourcing agency with due approval of Vice Chancellor to assist the Warden, Assistant Warden and the HC to carry out the day to day affairs of the Hall with an aim to look after the well-being of the Hall and its inmates.

2.6 Hall:

Halls (also called Halls of Residence) have been used interchangeably in this document. A Hall is a place of residence provided by the University, as per the capacity of particular Hall, for a designated number of admitted students in the University. All others, who are authorised to stay in the Hall by Wardens Council in specific cases such as but not limited to participants of seminars, delegates for conferences, etc. organised by the University, etc., shall be accommodated in the Halls.

2.7 Hall Council:

A Hall Council (hereafter referred as 'HC') is a body of nominated representatives from amongst the Inmates residing in the Hall, Warden, Assistant Warden, Hall Manager. HC shall be responsible for:

- a. All matters relating to the Hall including boarding and lodging facilities for Inmates, Guests residing in the Hall.
- b. It shall also act as the Purchase Committee for all admissible materials required to be procured by the Hall.
- c. It shall be responsible for all financial transactions of the Hall, its accounting and annual auditing and shall ensure placing it before the GB for approval.

2.8 Hall Staff:

A person recommended by CW and approved by the Vice Chancellor through DSW for the Halls or

for the Office of the Hall Management (OHM). Such employment shall be purely contractual through a service provider/labour contractor/ outsource agency.

2.9 University:

Veer Surendra Sai University of Technology (VSSUT) Burla, which is a mostly residential University.

2.10 Hall Management

Hall Management (HM) shall be responsible for day-to-day administration of the Halls.

2.11 Resident of the Hall:

A person duly authorised by the HM/Warden/University to reside in the Hall is known as Inmate.

2.12 Residential Assistant Warden:

A Residential Assistant Warden of a Hall is a Senior Research Scholar (completed at least 2 years) residing in that Hall and is appointed by DSW by interviewing the interested candidates based on availability of suitable candidates. The tenure for a Residential Assistant Warden shall be normally for 1 year.

2.13 Warden:

On recommendation of Dean (SW), a Faculty member of the University (Preferably residing in the campus) shall be appointed by the Vice Chancellor as Warden of a Hall. He/She shall be the administrative head for all activities of the Hall and shall be responsible along with the Assistant Warden, Residential Assistant Warden, HC and Hall Manager for managing and conducting the affairs of the Hall for the wholesome care and development of its Inmates. The tenure for Warden is normally for 2 years. For the Hall for female students, the University shall appoint a female Faculty member as the Warden.

2.14 Wardens Council

Wardens Council (hereinafter referred as 'WC') is the highest body of Hall Management (HM). WC shall be responsible for overall coordination among the Halls, their day to day functioning, development and upkeep of common facility of Halls, lodging and boarding of all inmates, policy formulation, and review of all matters relating to management of the Halls and the well-being of the Inmates.

3. ORGANISATIONAL STRUCTURE

3.1 Wardens Council (WC)

- Chairman : DSW
- Members : CW, All Wardens, Assistant Wardens and All General Secretaries
- Secretary : Senior Most Hall Manager / Accountant or office assistant of OHM

- 3.1.1 Any decisions, actions taken by the WC shall be intimated to the Dean (SW); and, any decision that attracts provisions in the norms of the University shall require concurrence of Dean (SW). All communications between the HM and University shall be made to the Office of the Dean

(SW).

- 3.1.2 The WC shall be subject to all decisions, rules and regulations as laid down by the University from time to time.
- 3.1.3 The WC shall be the appointing authority of all Hall staff, any shops/canteens in the Hall premises following norms set for such activities by the University. All employment and/or engagements made by the WC in any Hall or elsewhere shall be according to the norms of the University. WC shall regularly verify the registration details, payment of taxes, payment of wages to worker, as per Govt. rules, by the service providers and outsourced agencies through OHM and COF.
- 3.1.4 The WC shall meet at least once in a semester. The DSW may convene any other special meeting of the WC on written request from any three members with at least five-day notice to all members. A quorum of 50% including the DSW shall be observed for the meeting of WC. Ordinary decisions in the absence of consensus shall be taken by a simple majority of the members present by voting.
- 3.1.5 WC shall form all other committees of HM.
- 3.1.6 All central purchases shall be made through Central Hall Purchase Committee (CHPC). The CHPC shall be formed by WC.
- 3.1.7 All disciplinary matters pertaining to any inmate shall be routed through Hall Disciplinary Committee to the WC (also refer clause 3.7).
- 3.1.8 Any additional rules and regulations or changes including other terms and conditions in future shall be passed by a two-third majority of WC and shall require approval of the Vice Chancellor. The DSW shall normally not exercise his vote as a member. However, he/she shall have a casting vote in the event of a tie during voting.
- 3.1.9 WC shall endeavor to maintain congeniality, decorum, morally and socially acceptable good behavior, good conduct, cleanliness, cooperative living and ambience among the Inmates of halls through Individual HC.

3.2 Office of Hall Management (OHM)

- 3.2.1 The WC will coordinate between Halls through OHM. DSW shall be the Head of the OHM.
- 3.2.2 There will be an experienced Accountant on tenure basis (full time Staff of University deputed to Hall on full Time basis or temporarily appointed through outsourcing agency) to look after all accounting and financial matters pertaining to the OHM and supported by Hall staff.
- 3.2.3 OHM will circulate the minutes, decisions taken by WC or other committees appointed by it to the Halls.
- 3.2.4 OHM shall issue purchase orders, work orders, release payments and maintain the account of Hall Fund.
- 3.2.5 OHM shall be responsible for maintaining the accounts of any common expenditure including services provided and shall get it annually audited.
- 3.2.6 OHM shall periodically check and keep proof of records (such as Muster Roll, Register of Wages, Insurance payments, Bonus, Gratuity etc) from the service providers such as Mess, Canteen, House Keeping, outsourcing agencies etc. In case of any discrepancy must report to CW, DSW, Registrar, and COF.
- 3.2.7 OHM shall be the link between the Halls and the University.

3.3 Central Mess Committee (CMC)

Chairperson	:	CW or Nominated Warden
Members	:	Assistant Wardens (One from each Hall) Mess Secretaries (One from each Hall)
Secretary	:	Senior Most Hall Manager or Accountant of OHM

The Boarding of the residents will be catered through Central Mess Committee (CMC); and, if need arises, through individual HC with an approval from WC. The messes, if run by private caterers shall be selected through open tender by the CMC. CMC shall make specifications for purchase of utensils and kitchen equipment for all Halls based on the recommendations received from HCs. The CMC shall supervise each Hall's mess periodically.

- (a) To review the menu periodically and suggest necessary changes based on the feedback. To examine the details of the menu from the point of nutrition/ hygiene/ wholesomeness/ general health of the inmates avoiding items with excessive fat, oils, unseasonal vegetables etc.
- (b) To arrange for inspection of quality of food items.
- (c) To arrange regular monitoring to avoid wastage of food.
- (d) To suggest improvements in the quality of food served in the mess.
- (e) To check the quality of food and the general services rendered to Inmates.
- (f) To call for and check the Complaint Register for any complaints and act for redressal of the complaint.
- (g) To check the quality and quantity of stores/ items used in the mess kitchen for cooking.

3.4 Central Hall Disciplinary Committee (CHDC)

Any act of indiscipline among inmates of different Hall of Residence or with any non-boarder will be investigated by a Central Hall Disciplinary Committee (CHDC). Chairman of CHDC will decide the course of action to be taken and implement it and shall report the course of action to Dean SW. However, in case the matter is of serious nature, the warden will forward it to the Dean (SW) to place the matter before UDC. The Dean (SW) who is the Chairman of the UDC shall take necessary action. The Central Hall Disciplinary Committee shall consist of the following members:

- (a) Coordinating Warden, Chairperson
- (b) Wardens of respective HoRs
- (c) One boarder of the concerned Halls to be nominated by the Coordinating Warden of Halls in consultation with the Warden

3.5 Central Hall Maintenance (CHM)

This CHM shall take up minor construction works related to repair, services, maintenance which includes civil, electrical and mechanical fittings of the halls and their common service lines. It shall also responsible for cleaning of rooms, corridors, toilets, disposal of garbages, gardening, cutting of bushes, landscaping, and cleaning of environment through outsourcing agencies. Provision of manpower/staff as detailed below may be made available for smooth functioning of the office. The WC shall be the appointing authority of all staff with due approval of DSW/Registrar/VC following norms set for such activities by the University. All employment and/or engagements made by the WC may be made through outsourcing agency. The adequacy of manpower may be reviewed periodically by WC and their recommendation to be followed accordingly.

- (a) Maintenance Engineer (HoR)

(Diploma/B.Tech/BE with experience in Civil Engg)	- 01 No.
(b) Junior Engineer (HoR)	- Diploma with experience in Civil Engg- 01 Nos.
(c) Plumber	- ITI or relevant experience - 02 Nos.
(d) Carpenter	- ITI or relevant experience - 02 Nos.
(e) Electrician	- ITI or relevant experience - 03 Nos.
(f) Network operator (Biometric and CCTV) -Relevant experience	- 01 No.

All the activities of this office shall be executed under the supervision of maintenance engineer and administrative control of DSW. Plumber, carpenter, electrician, and network operator shall be engaged for day to day maintenance work/activities of all the halls. They shall coordinate electronically or physically with HMCC for addressing the issues/complaints of all the halls. The DSW can sanction advances of Rs.25000/- to maintenance engineer for imprest expenditure.

The work which is beyond the scope of above staffs' then preliminary estimate shall be prepared by maintenance engineer in consultation with the user, based on Odisha Works Department Manuals or provisions. Administrative and financial approval of the proposal and tentative estimate shall be obtained from competent authorities such as WC/DSW/VC, based on financial power as applicable.

Tender/Quotation documents with detailed specifications shall be prepared by Maintenance engineer and shall be reviewed by the CW. WC will take decision on the selection of vendor/contractor based on estimated cost (i) through University empanel list of contractor, or (ii) through registered contractors under works department, Govt. of Odisha, or (iii) tendering through newspaper, or (iv) inviting vendors/contractors through notice board, or (v) tendering through website, as applicable. Scrutiny and selection of the successful bidder shall be carried out by the WC. PIC (Civil Works), Registrar and Comptroller of finance (COF) shall be co-opted members during the scrutiny and selection if project cost is more than 5 Lakhs. Work will be awarded to the successful bidder by DSW after due recommendation of WC and approval of competent authorities such as DSW/VC, based on financial power as applicable.

A detail contract document shall be prepared including payment terms and conditions by Maintenance engineer with due verification of CW based on the detail specification of work to be executed. The contract agreement shall be signed by both the vendor/contractor and the Registrar, VSSUT. The Day to Day progress of work shall be monitored by Maintenance engineer in line with the contract. The appraisal reports need to be submitted at the office of OHM for its review at their periodical meetings.

Deviation on contract may be either quantity deviation, substitute item, and new item shall be reviewed by the WC. After getting consent of WC, Maintenance engineer will prepare a revise estimate. The recommendation of the revised estimate shall be placed to competent authority for approval based on amount of deviation cost with respect to the total estimated project cost.

The Maintenance engineer shall update the measurement book during progress of work. The bills will be reviewed as per contract agreement by Maintenance engineer. The bill will be placed for pass and payment to OHM. After completion of the work, the Maintenance engineer shall verify the inventory to take over the property and handed over to the user at the earliest and shall submit the completion report to OHM.

3.6 Hall Council (HC)

Chairperson	:	Warden
Members	:	Assistant Warden(s) Residential Assistant Warden All Secretaries
Secretary	:	Hall Manager

3.6.1 Each Hall shall have a Hall Council (HC). This is the highest body of each hostel (hall). The

HC, in conformity with the decisions of the WC/Vice President of different societies, formulate necessary guidelines relating to conduct of intra-Hall cultural/ sports/ literary/ social activities including competitions and other activities of the Hall.

- 3.6.2 The HC shall be responsible for effectively implementing all policy decisions of the WC and the HM. The Warden shall always approve the agenda for Council/ General Body meeting.
- 3.6.3 The HC shall meet at least three times in a semester. Emergency meetings of the HC shall be called by the Warden or by at least 3 student members. The quorum for the HC meeting shall be the Warden, Associate Warden and 3 student members.
- 3.6.4 The HC shall meet as often as necessary to consider the proposals for improvement of the functioning of Hall and on occasions when nominated secretaries come up with any problems in the Hall or any proposals in regard to their activities.
- 3.6.5 Hall council will prepare the annual budget of the Hall and regulate the day to day expenditure of the Hall.
- 3.6.6 Minutes of the meeting shall be made by the Hall Manager and approved by the Warden. Copies of the minutes shall be displayed prominently in the Hall and on the website (intranet) of the Hall, when available.
- 3.6.7 Each Hall shall endeavour to implement ERP which shall provide all relevant information to its Inmates.

3.7 Hall Mess Committee (HMC)

Chairperson	:	Assistant Warden
Members	:	Residential Assistant Warden Health and Hygiene Secretary Councilors
Secretary	:	Mess Secretary

The Hall Mess Committee (HMC) shall supervise and inspect the dining facilities including the food provided regularly. Responsibilities of the HMC include the following:

- (a) To review the menu periodically and make necessary changes based on the feedback by inmates and recommendation by CMC.
- (b) To do inspection of quality and quantity of food items..
- (c) To arrange regular monitoring to avoid wastage of food.
- (d) To check quality and hygiene of food and cleanliness of kitchen and dining area
- (e) To regular check of the Complaint Register for any complaints and act for redressal of the complaints.
- (f) To take feedback from inmates and to assign duty roaster to students and monitoring of duty roaster.

3.8 Hall Maintenance and Cleanliness Committee (HMCC)

Chairperson	:	Assistant Warden
Members	:	Residential Assistant Warden Health and Hygiene Secretary Councilors
Secretary	:	Maintenance Secretary

- 3.8.1 It shall be the responsibility of the Hall Maintenance and Cleanliness Committee (HMCC) to

look after and take care of the general maintenance (electrical, civil) and cleanliness of the Hall premises including the building, courtyards and the toilets.

3.9 Hall Disciplinary Committee (HDC)

Chairperson	:	Warden
Members	:	Assistant Warden(s) Residential Assistant Warden Two nominated Inmates
Secretary	:	General Secretary

- 3.7.1 It shall be the responsibility of the Hall Disciplinary Committee (HDC) to regularly make random visit to rooms of inmates and maintain discipline in the hall. It will ensure that the code of conduct is strictly followed in the Hall. It shall decide the penalty for any violation of code of conduct or rules of Hall or to refer to WC for decision.

4. HALL NOMINATION

Nominations for the various positions of student representatives of HC among the inmates of the Hall will be held during June/July of every year by the Warden. An observer shall be appointed by the CW to complete the nomination process smoothly. The eligibility criteria for all the nominations are (i) Minimum CGPA 7.5, (ii) No backlog subjects and (iii) no prior disciplinary action. The list of the nomination shall be approved by the DSW before announcing the names on the Hall notice board. The nomination will be held for the following positions:

4.1 General Secretary:

Responsibilities:

The General Secretary shall be the Secretary of the HC and shall record and circulate the minutes of every HC meeting within the Hall. He/She shall:

- (a) Coordinate the activities of the other Secretaries.
- (b) Convene Hall General Body Meeting (GBM).
- (c) Conduct celebrations and other social functions within the Hall with due approval of Warden/CW/DSW
- (d) Ensure discipline among the inmates and report any indiscipline activity in Hall
- (e) Ensure proper maintenance of the Hall premises.
- (f) Ensure that all unserviceable items under the charge of various Secretaries are consolidated every Semester and condemned as per procedure.
- (g) Present a brief report, twice a year, about the Hall activities and plans for future when called for by WC.

(Halls having student strength greater than 400, will have a Deputy General Secretary, having the same eligibility criteria and responsibility. He/she will assist General Secretary in all matters and act as General Secretary in his/her absence)

4.2 Mess Secretary: (For each 400 students in a Hall or part thereof one Mess Secretary will be there)

Responsibilities:

The Mess Secretary shall be responsible for:

- (a) Smooth functioning of the Mess and Canteen
- (b) Regulation of hygiene and fines in mess and canteen
- (c) Hall Mess Committee convene
- (d) Monthly meetings with the contractor and Assistant Warden
- (e) Mess Poll through google survey and its compilation and Mess Menu
- (f) Checking with complaint register and feedback book
- (g) Coordinate among the Councilors

4.3 Maintenance Secretary:

Responsibilities:

The Maintenance Secretary shall be responsible for:

- (a) Ensuring following of work order from the HM
- (b) Maintenance of Hall Equipment
- (c) Timely addressable of problems of the Hall inmates
- (d) Maintenance of civil and electrical work
- (e) Coordination with the central hall maintenance and OHM
- (f) Arranging for Vendor Visits
- (g) Looking into the network problems of the Hall
- (h) Maintaining the Hall website
- (i) Managing Hall Google group
- (j) Maintain photo gallery
- (k) Coordinate among the Councilors

4.4 Sports Secretary:

Responsibilities:

The Sports Secretary shall be responsible for:

- (a) Procurement and maintenance of sports equipment for the use by the Hall residents through Sports Stock Ledger.
- (b) Coordinating with Captains of different houses for various teams of the Hall sports/ games.
- (c) Plan sports activities by identifying suitable teams for different events.
- (d) Preparation of the Hall sports budget and present it to the General Body for approval.
- (e) The conduct of various intra-Hall sports/tournaments in his/her Hall and coordinate the participation of Hall teams in the inter Hall competitions organized by the VP Sports.
- (f) He will coordinate with the Secretary (Sports) under the VP Sports
- (g) Coordinate among the Councilors

4.5 Social, and Cultural Secretary:

Responsibilities:

The Social Secretary shall be responsible for the conduct of various cultural activities of the Hall. The functions are listed below:

- (a) Planning cultural activities within the Hall for the year and propose budget to the General Body at the beginning of the academic year for approval.
- (b) Procure and maintain musical instruments and other accessories and account for these through Hall Musical Instruments Ledger.
- (c) Monitor and maintain the Hall library.
- (d) Procurement of magazines and newspaper for the Common Room.
- (e) Arrange to buy new books after obtaining approval from Warden and take them on stock, catalogue them and check the physical stocks every month. Monthly stock taking report shall be submitted to the OHM through the Warden.

- (f) Opening and closing of the common room every day.
- (g) Serviceability and safety of all items, furniture, fitment and equipment in the Common Room.
- (h) Coordinate with Social, and cultural Societies of University under VPs
- (i) Coordinate among the Councilors

4.6 Health and Hygiene Secretary:

Responsibilities:

The Health and Hygiene Secretary shall be responsible for:

- (a) Gardening activity and Hygiene aspects for the year, preparation of budget proposal at the beginning of the year and put up to the General Body for approval.
- (b) Maintenance of good hygiene and beautification of Hall premises.
- (c) Monitoring and keeping record of housekeeping and cleanliness in the Hall premises
- (d) Be a part of the Mess Committee where nominated and oversee its functioning.
- (e) Liaise with the concerned Mess Manager/ Staff on matters pertaining to serving of food and ensure hygienic conditions in the kitchen and the mess hall.
- (f) Coordinate among the Councilors

4.7 Councilors:

Responsibilities:

The Councilor shall be responsible for:

- (a) Represent a particular group of students (1 or more, as decided by WC, from each Year and each Programme, depending on the student strength from that particular programme or year in that Hall)
- (b) Coordinate with all Secretaries and put the requirements of their wing/year/programme to respective Secretaries
- (c) They will assist and coordinate with secretaries for different activities.
- (d) They will be assigned duty with a particular secretary by HC.

5. RESPONSIBILITIES OF WARDEN/ ASSISTANT WARDEN/ RESIDENTIAL ASSISTANT WARDEN

The Warden and the Assistant Warden, shall preferably be residing in the campus and shall be responsible for implementing the University policies and decisions as regards the management of Halls.

5.1 Warden

- 5.1.1 Shall look after all internal matters and day to day administration of the Hall. This shall include aspects related to administration in the Hall, viz., Hall Office, maintenance of records, accounts, students' behavior, discipline, and well-being.
- 5.1.2 Shall implement the decisions of the WC and the GBM and ensure smooth running of all Hall activities with the involvement of HC.
- 5.1.3 Shall be the approving authority of financial transactions of the Hall.
- 5.1.4 Shall on behalf of HC, levy fine or waive fine on any inmate for any violation of code of conduct of Hall and need to be ratified in the next HC meeting.
- 5.1.5 Shall organize frequent meetings of the HC and GBM and invite suggestions for improving the

living standards within the Hall and preside over such meetings and render advice conforming to the norms set by the WC.

- 5.1.6 Shall visit the Hall regularly (normally everyday) at a time when most residents are available. The office work shall be attended to during the visit in addition to meeting / interacting with the residents to understand their problems, if any.
- 5.1.7 Shall be responsible for the maintenance of discipline in the Hall among the residents and staff attached to the Hall.

5.2 Assistant Warden

- 5.2.1 Shall look after the mess and maintenance of Hall.
- 5.2.2 Shall be assisted in his duties by the concerned secretaries and Residential Assistant Warden.
- 5.2.3 Shall check and initial all the bills pertaining to the mess and purchase forwarded by the concerned secretary.
- 5.2.4 Shall verify and certify all the bills pertaining to mess and purchase for payment to be made by the CW/Warden.
- 5.2.5 Shall check and initial the entries made in the petty cash Register Maintained for purchases. He shall see that all the entries in the stock register and put initials.
- 5.2.6 Shall, in consultation with the concerned student councilors, make recommendations to the Warden for purchase of items for the mess and Hall.
- 5.2.7 Shall visit the Hall regularly at a time when most residents are available and report the activities, requirements and difficulties in Hall to Wardens regularly.
- 5.2.8 Shall discharge the duties of the Warden in addition of his/her normal duties in the absence of the Warden.

5.3 Residential Assistant Warden

- 5.3.1 Shall reside in the Hall and assist the Warden/Assistant Warden in all matters relating to the Boarding and Lodging facilities.
- 5.3.2 Shall update the Hall room inventory from time to time (at least once in a week) and report the same to the Assistant Warden.
- 5.3.3 Shall help for registration of boarders to obtain biometric attendance and supervise the issuing of "Mess Card" to residents if any.
- 5.3.4 Shall supervise the security arrangement of the Hall, maintenance of the dining hall (mess running Halls), Hall corridors and the surroundings.
- 5.3.5 Shall monitor the attendance of staff in the Hall office and mess, maintain leave register and handling of imprest funds and report to the Warden if any discrepancies are noticed. All vouchers for payment need to be authenticated for correctness before it is sent for signature by Assistant Warden/Warden.
- 5.3.6 Shall check any unauthorized person from entering/ staying in the Hall overnight and check unauthorized use of electricity appliances, indiscipline behaviours of students, violation of code of conduct by student.
- 5.3.7 Shall also attend the HC Meetings and GBM of the Hall and assist in Minutes of the meetings

and participate in the discussion.

6. HALL INCOME AND EXPENDITURE

6.1 Hall Fees

- 6.1.1 The Hall fee for a Semester shall be reviewed periodically by WC and recommended to University. The Components of Hall fee are given below and shall be collected from the students by the University and is deposited in the OHM Account in each semester:
- (a) Development Fee includes seat rent and electricity charges
 - (b) Development Fee A (70% of total Development Fee, for Salary, periodic Maintenance, electricity charges and Common Purchase in all the Halls)
 - (c) Development Fee B (10% total Development Fee, for expenditure in Student Activities or any other in individual hall)
 - (d) Development Fee C (20% total Development Fee, for major expenditure in halls at an interval of 3 to 4 years)
 - (e) Mess Advance Fee
- 6.1.2 Development Fee A, Development Fee C, Mess Advance Fee will be managed by OHM. Development Fee B shall be transferred to respective Hall accounts by OHM after producing expenditure statement at the end of each month and will be managed by HC. In each year after adjustment balance mess fee shall be transferred to Development Fee C
- 6.1.3 In case the mess bill of an inmate is more than the mess advance fees deposited, he/she needs to deposit the same within 15 days from the date of display of the mess bill.
- 6.1.4 All students will be charged with the mess bill for the number of days in the semester together and issued with a mess card for the semester.
- 6.1.5 Mess rebate is available for the students if they avail leave for a continuous period of 5 days and above. The leave needs to be approved by Supervisor / Faculty Advisor/HOD or HoS.
- 6.1.6 It is mandatory for the students to register their leave with 3 days prior to the commencement of leave with the OHM. If the above is not fulfilled the student is not entitled to claim any mess rebate even if he/she may not be dining in the mess.
- 6.1.7 In case of Hospitalization, the concerned councilor must submit his/her leave application with a copy of medical certificate for availing mess rebate of the concerned student.

6.2 Other Funds

- 6.2.1 **Funds by Fine:** A Fund, to be called the Fine Fund, will be created out of the fines collected from inmates, mess service providers, cleaning service providers etc. The Fine Fund will be utilized for the improvement and upkeep of the Hall, as decided by the HC. A separate account for this fund will be maintained by the HC.
- 6.2.2 **Funds by Rent:** A Fund, to be called Rent fund, will be created out of the Room rents, Electricity charges and other charges collected from guests, allotted shops, messes, canteens, eating joints, laundries, beauty parlours/saloons in the hall premises will be deposited in the Hall accounts if it is within that hall or in OHM account if such facilities are provided in common areas and will be maintained and utilized by OHM/HC for upkeep of the Halls.

6.3 Hall Expenditure

- 6.3.1 University will provide all basic infrastructures including Water connection, Electricity connections, Internet Connection etc. The purchase of Cot, Table, Chair, Dining Table, Chair, Kitchen Equipment etc shall be done by OHM/HC through CPC/HPC. Any permanent/major construction need to be made in the Hall premises, it will be done by University through the Civil and Electrical Maintenance section.
- 6.3.2 All other requirements and expenditures of the Hall will be made from the hall fees. In case of shortage of fund University will provide loan to the Hall and OHM
- 6.3.3 The Development Fee of the Hall will be used under three major heads:
- (a) Development Fee A & C: Salary and Maintenance (Salary to Hall Employee, Payment towards House Keeping, Maintenance of Civil, Plumbing and Electrical Fixtures etc)
 - (b) Development Fee B: Student Activity or any other (Sports Items, Hall Library, Washing Machine, TV, Gym, Festival Celebration, Construction and Repair of courts/Playing yard etc.)
- 6.3.4 Development Fee A and C shall be managed by WC and Development Fee B shall be managed by HC.
- 6.3.5 Advance mess charges will be used for payment of mess bills.
- 6.3.6 Mess bills should be forwarded to the Warden by the Secretaries through the concerned General Secretary and Assistant Warden. Wardens shall verify the bill and shall forward it to OHM for payment after due attestation.
- 6.3.7 The Warden can sanction advances to Hall Managers for imprest expenditure.
- 6.3.8 All the documents shall bear signature of Warden as an attestation of verification of the accounts.

6.4 Refund Rules

- 6.4.1 When inmates discontinue the course on personal reasons and leave the Hall duly submitting the vacating form charges to be levied and will be deducted from his/her Development Fees and mess advance and balance will be refunded.
- 6.4.2 The inmate who leaves the Hall within 30 days of occupying the Hall will be charged at inmate guest rate presently Rs. 100 / day or guest charges as fixed by the WC from time to time. Mess fee shall be charged for the number of days stayed.
- 6.4.3 If the inmate leaves the Hall after 30 days, the following charges shall be levied:

<u>Inmate leaving between</u>	<u>Development Fee</u>	<u>Mess Fee</u>
31 to 60 days	50%	For the number of days stayed
61 to 90 days	75%	For the number of days stayed
91 days and above	100%	For the number of days stayed

- 6.4.4 Balance (if any) from the Advance Mess Fee will be accumulated in the name of the inmate and will be refunded to him/her within 30 days of vacating the Hall.
- 6.4.5 However, if any inmate has taken temporary withdrawal for a particular semester or allowed not to avail boarding but deposited the Advance Mess Fee, that amount will be refunded after end of that particular semester.

6.5 Accounting and Purchase Procedures

- 6.5.1 In order to expedite procurement, process all movable infrastructural items pertaining to the Halls like cot, table, chair etc. shall be purchased by the OHM.
- 6.5.2 OHM shall follow the University's purchase rule/OGFR. Respective HC will act as Hall Purchase Committee for respective Halls. Central Hall Purchase Committee formed by WC shall process common purchases.
- 6.5.3 Delegation of Administrative & Financial Powers as per statute Chapter 2, Section-15, Item-2(xvi):
- | | |
|----------------------|---|
| (a) Assistant Warden | : up to Rs. 15,000/- |
| (b) Warden | : up to Rs. 25,000/- (up to Rs. 50,000/- for Civil Works) |
| (c) Dean (SW) | : up to Rs. 1,00,000/- (up to Rs. 5,00,000/- for Civil Works) |
| (d) Vice Chancellor | : above Rs. 1,00,000/- (above Rs. 5,00,000/- for Civil Works) |
- 6.5.4 For those purchases that are within the ceiling limit of Warden, there should be certification by the Hall Manager and Warden. For those within the ceiling limit of DSW, the certification/endorsement shall be by the CW, accountant of OHM and DSW. They shall be "personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price by following OGFR 2023.
- 6.5.5 The signatory of the Hall Account for each Hall will be Warden and Assistant Warden and the same for the Hall Account (managed by OHM) will be DSW and CW.
- 6.5.6 It shall be the responsibility of the HC and WC to get the expenditures and accounts annually audited by University Appointed Auditor or any Chartered Accountant appointed by WC, and other audits as applicable.
- 6.5.7 Hall Managers are permitted to draw temporary advance (as decided by WC) for incurring expenditure under their Budget. It should be understood that Temporary advance is purely temporary and needs to be adjusted within 15 days of date of availing and there should be no other Temporary advance pending settlement at the time of availing the fresh advance.
- 6.5.8 While settling the Temporary advance the voucher should contain the bill in original duly signed on the reverse by the Secretary with necessary certification for making entries in stock book with folio number.

7. HALL OFFICE AND RESPONSIBILITY OF HALL STAFF

7.1 Hall Office

- 7.1.1 Each Hall shall have an Office within the Hall premises. All files, records, ledgers, account books, suppliers' bills, payment registers etc., pertaining to the Hall shall be maintained by this Office. The staff of the Hall Office shall assist the Warden and the Assistant Warden in carrying out the administration of the Hall.
- 7.1.2 At least one of the staff of the Hall office shall be available at all times in the office. Weekly off of a staff shall be regulated by the Warden/Assistant Warden/Hall Manager accordingly. The official works will be generally from Monday to Saturday. The office timings shall be decided by the WC/HC.

7.2 Hall Staffs

- 7.2.1 **General Duties and responsibilities of Hall staff:**

- (a) To carry out specific duties as may be assigned to them by the DSW/CW/Wardens/ Assistant Wardens concerning boarding and lodging arrangements of the residents of the Hall.
- (b) To carry out such other duties as may be assigned to them in connection with specific Hall/University functions.
- (c) No employee shall entertain unauthorized persons in the Hall premises including the Hall office. No item of the Hall property shall be taken out without prior permission of the Warden and HM

7.2.2 Hall Manager/Accountant shall be

- (a) Responsible for custodian of all files, registers and accounts of the Hall and maintain the same and settle temporary advances after scrutiny from time to time.
- (b) Ensure proper Hygiene and Sanitation through the Sanitation / Housekeeping workers.
- (c) Weekly verification of Stores and Hall Property.
- (d) Maintain the Stock Ledger and keep it updated in correlation to the Stores Received Book entries.
- (e) Checking bills, getting them pre-audited and passing them for payment with Warden's approval after recording them in concerned registers.
- (f) Maintain account book of the Hall and put up to the Warden after every entry in the book.
- (g) Safe custody and operation of cheque books.
- (h) Preparation of monthly Bank Reconciliation Statement.
- (i) Maintenance of cash books and inmates' ledgers.
- (j) Preparation of bank reconciliation statement at the close of each month in conjunction with the monthly accounts.
- (k) Stock verification of Hall furniture and other fittings and processing of railway concession forms.
- (l) Preparation of balance sheet every year.
- (m) Maintenance of leave account.
- (n) Attend to the audit observations.
- (o) Render daily report to the Associate Warden/Warden through the Daily Report Register.
- (p) Monitor and ensure smooth admission process.
- (q) Issue of no-dues certificates after verification.
- (r) Monitor general maintenance works in inmates rooms, safe custody of furniture, fittings and such other Hall property and assisting the Warden and Assistant Warden in performance of their duties towards the Hall.
- (s) Maintain inmates' ledger containing personal, Hall and mess details pertaining to each inmate.
- (t) Maintain close supervision over room vacancy.
- (u) Any other duties as may be assigned by the Warden.
- (v) Processing of Vacating Forms received and arrives at the refund of excess balance.
- (w) Assigning duties to other staffs of the Hall.

8. RULES AND REGULATIONS FOR INMATES

8.1 Accommodation

- 8.1.1 All students admitted to the University shall normally reside in the Halls unless permitted otherwise by Dean (SW). All students admitted to the University are required to make payments/ fees as will be prescribed from time to time by the competent authority.
- 8.1.2 The Hall Deposits are refundable only at the end of the programme of study.
- 8.1.3 Hall accommodation shall be made available to the students of the University based on availability.
- 8.1.4 Students are required to vacate their rooms during vacation period unless otherwise authorized.
- 8.1.5 All research scholars after submission of their thesis are permitted to retain their allotted rooms for a maximum period of three months subject to permission of the Warden.
- 8.1.6 All students irrespective of their category or programme of study shall pay Development Fees for the entire semester, including vacation period.
- 8.1.7 Notwithstanding all the above, any student may be removed from, re-allotted, or denied allotment of Hall accommodation by the Competent Authority based on sufficient (disciplinary/other) reasons that may prevail in the respective case(s).
- 8.1.8 Students / Scholars belonging to any category not specifically mentioned above will be given accommodation only if they are full time registered students/ scholars with University Roll No. The decision of the HM shall be final in all such matters.
- 8.1.9 Under special circumstances, the Vice Chancellor/Dean (SW) may permit a student to reside with his Parent/Guardian near to University or within a reasonable distance from the University. Such a student shall, however, be attached to a HoR. However, this permission may be withdrawn at the discretion of the Vice Chancellor/Dean (SW), at any time considered appropriate without assigning any reason.
- 8.1.10 Any inmates with infectious/contagious diseases shall not be allowed to stay in the Hall till the University doctor/pharmacist gives a medically fit certificate.
- 8.1.11 No married accommodation shall be provided to any inmates in the Halls except in such designated Halls.

8.2 Allotment of Rooms

- 8.2.1 The priority followed in providing residential accommodation shall be in the order given below:
 - 8.2.1.1 All registered students/ scholars with University Registration Number
 - 8.2.1.2 Project Staff
 - 8.2.1.3 Visiting students from other Institutes.
- 8.2.2 The Hall Allocation Committee shall prepare the allocation of halls centrally and disseminate the information to all the Halls and students. However, the allocation of room is the jurisdiction of HC.
- 8.2.3 The office of Dean (Academic Affairs) shall provide the student list prior to their arrival to the OHM (CW/DSW). After allotment, the list with roll numbers of students shall be sent to the Halls prior to the arrival of students/ scholars. This list shall also be displayed in the Hall Notice Boards.
- 8.2.4 At the time of admission and at the beginning of every year, each resident is required to submit

a duly completed personal data form, without omitting any field, in the Hall office. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the Hall office in writing, at once.

- 8.2.5 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hall, as well as adhering to the anti-ragging policy.
- 8.2.6 The Hall Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot, table, chair, ceiling fan with regulator and reasonable light fitting.
- 8.2.7 The resident is required to fill in the inventory of the furniture and other items available in the room in the stock inventory card made available by the Hall office. He / She is responsible for any damage to the property in the room during his or her occupancy of that room and will be required to make good the damage if any. The damage to any of the above items has to be reported to the Warden immediately. No modification of these items by the residents is permitted. When he/she changes/vacates the room/Hall, he/she shall get the necessary clearance from the Warden with regard to the Inventory of these items in his/her room.
- 8.2.8 The residents shall not move any furniture or fittings from one room to another. If there are any items other than those mentioned above belonging to the Hall in a room, the occupant of the room shall hand them over to the Warden, failing which he/she is liable to be charged a penal rent as decided by the Warden.
- 8.2.9 Allotment of rooms shall be the sole discretion of the Hall administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.
- 8.2.10 Inmates shall respect the equal rights of their roommates.
- 8.2.11 If there is a paucity of rooms more than one student may have to stay in the same room.
- 8.2.12 In exigencies the Hall Management, without assigning any reason, may shift inmates from one room to another.
- 8.2.13 If the status, on the basis of which an inmate was allowed accommodation in the Hall, changes during the period of stay in the Hall, he/she is required to inform the Hall Warden(s) immediately. Such inmate may be asked to vacate the Hall if the Hall Management finds that he/she is no longer eligible for Hall accommodation.
- 8.2.14 The students are entitled for accommodation in the Hall as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any inmate, whose name has been removed from the Rolls of the University, will automatically cease to be an inmate of the Hall. Such inmates shall immediately leave the Hall.
- 8.2.15 Before vacating the rooms, the inmates have to fill up the prescribed 'Room Vacating form' in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in any item is found to have occurred; compensation as assessed by the Hall Management shall be recovered from the inmate concerned. If the inmate leaves the room without submission of vacating form, no due certificate shall not be issued to him/her.
- 8.2.16 Inmates should vacate their rooms when the HM requires them to carry out routine maintenance work. On such occasion, the HM will try to provide an alternate accommodation. However, any

such maintenance work that requires a inmate to vacate his / her room shall be planned for carrying out during the vacation period. It will be the inmates' responsibility to inform the HM about any maintenance work required in their rooms.

8.3 Leave Rules

- 8.3.1 Inmates should be present within the Hall premises between 10:30 PM to 6.00 AM. No inmate is permitted to stay outside the Hall during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.
- 8.3.2 If any inmate wants to go out to the city/town/any place between 6.00 AM and 10.30 PM, excluding the class hours, he/she should enter the details of the time of leaving the Hall and expected time of return in the register kept with the security guard in addition to biometric attendance.
- 8.3.3 Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and need to be consented by Supervisor/Faculty Advisor/HoD/Head of the School he/she belongs to get mess rebate. Going home frequently is not permitted. He/she should submit a filled up prescribed form indicating the time of leaving the Hall and expected time of return with dates with copy of train/flight tickets (if available). In such cases he/she should submit the completed application form at least 4 days prior to the date of departure.

8.4 Hall Accommodation for Others

- 8.4.1 If available, Hall accommodation may be provided for a limited period to project staffs who are registered for working towards a research degree at the University based on their request. If accommodated, he/she is required to pay all applicable fees and rents and any other charges as decided by the Hall Management. The project staff residing in a Hall is governed by the same rules and regulations as applicable to regular inmate of the Hall and shall not be eligible for HRA. With the approval of competent authorities some Hall accommodation is also given to Project Assistants / Project Associates / Project Officers / Contract staff subject to all rules and regulations of Hall Management.
- 8.4.2 Hall accommodation is provided for a limited period, subject to availability to Project Associates, Project Officer and Research Associates at their request. In the above categories, preference is given to those who are working for a research degree in the University. They will pay all charges as decided by the Hall Management in advance and shall be governed by the same rules as applicable to the residents of the Hall. They shall vacate the Hall whenever they are so notified.
- 8.4.3 Research scholars on a short visit to the University, participants of short-term courses, students joined under any internship programmes and other approved visitors are provided accommodation, if available, as per the charges that are decided by the Hall Management. However, if their stay exceeds 45 days in a semester they are liable to pay Development Fees also.

8.5 Accommodation of Guests

- 8.5.1 Guest room in response to resident's request, will be given only to the parents or a blood relative of the resident. If the father/mother/guardian of an inmate needs accommodation for a short duration (one or two days only), he/she has to intimate the Hall office preferably seven days before the expected date of occupancy. Accommodation will be provided to him/her, subject to the availability of Guest Rooms in the Hall.
- 8.5.2 As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-

first-served-basis.

- 8.5.3 An inmate, whose guests would be accommodated in the Guest Room of the Hall, has to pay the guest charges as per the rates fixed by the Hall Management
- 8.5.4 Day scholars and other relatives of inmates are not permitted to stay in the Hall as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine and expulsion from the Hall. In addition, such cases may be referred to the CHDC/University Disciplinary Committee for further necessary action, as decided by Hall Disciplinary Committee.
- 8.5.5 No person of the opposite sex shall be permitted to stay overnight in any part of the Hall. If any damage is caused to the Hall property by the guests, compensation as assessed by the Hall Management shall be recovered from the host inmate concerned.

8.6 Visitor

- 8.6.1 All visitors to the Hall including the parents / guardian will have to make necessary entries in the visitors' book available at the Hall entrance with the security guard.
- 8.6.2 No girl/women visitors including sisters are allowed entry into a boy's room in a Hall and vice versa. Their visit is restricted to the Hall office/visitors room/dining hall with prior permission of Warden.
- 8.6.3 All visitors must produce their identity proof at the entrance to the security guard.

8.7 Use of Appliances

- 8.7.1 The use of electrical / electro-mechanical equipment, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared and induction cooker, is strictly prohibited by the inmates in or outside the rooms. Private cooking in the rooms or anywhere in the Hall is strictly forbidden. Such appliances, if found, will be confiscated and a fine will also be imposed besides disciplinary action by the Hall Management.
- 8.7.2 The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.
- 8.7.3 When the inmates go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hall Management.
- 8.7.4 Use of personal computer/laptop by a resident for academic purpose is permitted. They should not be used for objectionable purposes including watching movies / playing games.
- 8.7.5 The Hall Authorities shall not be responsible for the loss of any such items.
- 8.7.6 Centralized laundry facility may be availed for washing/ironing of clothes. Washer-men (Dhobis) are not encouraged in the Hall.

8.8 Mess

- 8.8.1 All the residents are necessarily full inmates of the Hall concerned. Accommodation alone is not available in the Halls. No one is permitted to use the Hall for boarding or lodging only. Once a student is admitted to a Hall he/she is deemed to be a member of the Hall Mess until he/she officially vacates the Hall.
- 8.8.2 The weekly menu will be prepared by the HMC and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the HMC.

- 8.8.3 Mess rebate will be considered only when a resident is away on Academic reasons / Medical grounds continuously for more than 3 days, with prior approval of the Faculty Advisor/HoD/HoS / the Warden.
- 8.8.4 Inmates shall conduct themselves properly in the dining halls and shall wear proper dress. Entry into the dining hall is strictly on production of Mess Card with University ID card.
- 8.8.5 Discipline should be strictly maintained in the dining hall.
- 8.8.6 Day Scholars cannot be entertained as guests in the mess on a regular basis.
- 8.8.7 Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Hall Management will make suitable arrangements for his/her food.
- 8.8.8 The inmates should not enter the kitchen.
- 8.8.9 Wasting food which includes missing of food in mess is a social crime. For the first offence of wasting food by an inmate, warning will be issued to him/her. If the offence is committed for the second time a fine of Rs.500/- (Rs. five hundred only) will be imposed on him/her. If the concerned inmate is found repeating the mistake, strict disciplinary action shall be taken against him/her.
- 8.8.10 Suitable fine, as decided by the Mess Committee, shall be imposed on the inmate in case he/she defaults in payment of Mess dues.
- 8.8.11 An advance mess fee as decided by the WC from time to time will be collected and adjusted against monthly dues for a semester. The details of monthly dues shall be available with the Hall office. Vacation students and non-vacation students staying in Hall in vacation with permission from authorities must deposit additional Rs. 1500 for winter vacation and Rs. 5000 for summer vacation (or as decided by WC from time to time) at least 10 days prior to start of vacation in the Hall account. Payment of mess bill has no connection with receipt or otherwise of scholarship. A fine of Rs.250/- is charged for non- availability of sufficient funds in the account. The fine amount is liable to change from time to time. The mess facilities can be stopped to the defaulter.
- 8.8.12 All inmates shall do mess roster duty as allotted by HMC.
- 8.8.13 The mess timing shall strictly be followed. Any inmate shall not ask for food in the mess beyond the mess timings.
- 8.8.14 Mess caterers are not allowed to employ child labour (below the age of 16) in mess and other activities. It is the responsibility of Warden and Assistant Warden to ensure that this illegal exploitation of children does not take place in their halls.

8.9 Exemption from Residing in HoR

- 8.9.1 Accommodation shall be provided to all admitted students as the University is fully residential. However, in case of any exceptional case, for good and sufficient reasons, based on the genuineness of the circumstances cited by the student and non-availability of space based on the number of students residing in the Halls at that point of time, the student may be given the exemption by the DSW.
- 8.9.2 Those students who wish to avail the Hall accommodation but seek exemption for boarding alone may be granted exemption from messing in the Halls based on valid medical or other grounds.
- 8.9.3 Students, who wish to seek exemption from residence in the Halls, will have to make specific application separately for every semester to the DSW, in the prescribed form.

- 8.9.4 Exemptions for lodging or boarding or both shall be applied a month before the start of semester.
- 8.9.5 Internship students who are exempted from boarding and lodging are, however, required to pay the Hall seat rent, electricity charges, and Development fees as applicable.
- 8.9.6 Hall accommodation is provided to the student and not to the spouse or children.
- 8.9.7 The students who are granted exemption from messing alone shall pay all charges except mess fees as prescribed by the Wardens Council from time to time. Such students shall vacate their rooms during vacations.

8.10 Collective Responsibilities

- 8.10.1 General damage of the Hall properties will be the collective responsibilities of all residents. If the students who caused the damage could not be identified, all inmates will be required to make good such damage.
- 8.10.2 Inmates should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 8.10.3 Inmates are required to obey all the rules inside the campus.
- 8.10.4 Inmates are duty bound to report to the Warden / Assistant Warden in case they notice of any unwanted incidents or undesirable activity going on in the Hall or on the campus.
- 8.10.5 Inmates are required to park the cycles only in the space provided for them, in an orderly manner. It is the responsibility of the resident to register their bicycle with the security section. All cycles must bear the token issued by the security section. No cycle should be parked at the entrance or in the corridors.
- 8.10.6 Use of powered vehicle by students is banned. Residents violating this rule shall be liable for punishment. Their powered vehicles will be seized or handed over to the police.
- 8.10.7 Inmates should not arrange any function or meeting within the Hall or outside or within the University campus without specific permission of the Warden / Concerned Authorities.
- 8.10.8 Inmates should not arrange any picnic outside without specific permission of the Warden / Authorities concerned.
- 8.10.9 Inmates are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use "use and throw plastic" items.
- 8.10.10 Inmates should take prior permission from the Warden, before taking any belongings out of the Hall.
- 8.10.11 The inmates of the Hall are responsible for the safekeeping of their personal belongings. They are advised to keep under lock all valuable items such as Laptop, Mobile Phone etc. It is advisable to lock the room when one is out - even for a short period.
- 8.10.12 Day scholars using powered vehicle are allowed to park the vehicle in the designated place and not in Hall premises. Students residing in quarters including wards of staff are also not allowed to use powered vehicle in the Hall zone.
- 8.10.13 Inmates should not take utensils from mess like plate / spoon to their room.
- 8.10.14 Inmates should not bring any pet animal into the rooms / mess halls or encourage such practice.
- 8.10.15 Any complaints / suggestion regarding food and water should be brought to the immediate

attention of the Warden/ Assistant Warden / Residential Assistant Warden/ General Secretary / Mess Secretary for remedial action.

- 8.10.16 The consumption of fast food / packed food delivered to the Hall room by outside / unapproved agencies is not encouraged. In any case, irresponsible disposal of food items outside the Hall room is not encouraged.

8.11 Ragging

- 8.11.1 Ragging in any form is banned. Severe punishment, including expulsion from the Hall and the University, shall be imposed on any resident if he/she is found to have indulged in ragging.
- 8.11.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.
- 8.11.3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hall Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
- 8.11.4 All the inmates are expected to be back in the Halls before 10.00 pm. If any student wishes to be away from the Hall during weekend, holidays or any other time, he / she has to take prior permission from the Warden.
- 8.11.5 Any resident, for that matter any person / student, if are witnesses an incident of ragging, must report the same immediately to the Hall Authorities and/or University Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.
- 8.11.6 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.
- 8.11.7 All inmates and day-scholars attached to the Hall are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit it to the Hall office.

8.12 Code of Conduct

- 8.12.1 All residents are required to maintain standards of behaviour expected from students of prestigious institution such as VSSUT Burla. They are expected to behave courteously and fairly with every one, both inside and outside the campus.
- 8.12.2 Silence must be observed in the Hall premises. All unnecessary noises must be avoided.
- 8.12.3 Modesty in dress is expected from students.
- 8.12.4 All residents are required to always carry their valid Identity Cards issued to them by the University and produce them on demand by the University authorities.
- 8.12.5 The rooms, common areas and surroundings of the Hall should be kept clean and hygienic.
- 8.12.6 Inmates shall not paste any posters / pictures etc., on the walls, doors, windows and shelves. A fine amount proportional to the damage shall be levied by the Warden for the damage caused. Notices must not be pasted on walls. Walls must not be scribbled on.
- 8.12.7 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.
- 8.12.8 Residents must also take care of the Hall and its environment.
- 8.12.9 It will be resident's personal responsibility to ensure that all civil and electrical fittings are serviceable at all times. If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hall premises,

inmates should bring it to the notice of the Hall Authorities.

- 8.12.10 Inmates must cooperate in carrying out maintenance work and vacate their rooms completely when the Hall Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.
- 8.12.11 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hall Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1000/= for each item.
- 8.12.12 In case of any damage or loss of Hall property kept in the common area, the cost of repairing/replacing the same will be recovered from the inmates responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hall, as decided by the Hall Management.
- 8.12.13 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 make the good the damage. The Hall Office shall check the room inventory before issuing No Dues Certificate to the resident.
- 8.12.14 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hall, the occupant of the room shall hand it over to the Hall staff, failing which he/she will be charged a penal rent as decided by the Hall Management.
- 8.12.15 The resident shall not remove any fitting or fixture from any room or common area.
- 8.12.16 The inmates should not screen pirated / unauthorized / unlicensed movies in their computers and common rooms.
- 8.12.17 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.
- 8.12.18 The inmates will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hall Management shall in no way be considered responsible.
- 8.12.19 Engaging personal attendants is prohibited.
- 8.12.20 In the Hall premises Gambling, Intimidation or violence, Willful damage to the property, Entering in an intoxicated state, Using abusive languages, Employing unauthorized persons for personal work such as washing clothes, repair of Hall property, etc, Cooking in the room or on the Hall premises, Use of two-wheelers and/or motor vehicles of any kind are strictly prohibited.
- 8.12.21 Smoking and consumption including possession of alcoholic beverages and/or narcotic drugs in the Hall premises are strictly prohibited. Students shall not enter the Hall premises in an intoxicated state. Severe disciplinary action to the extent of expulsion from Hall and rustication from the University will be taken against the offender.
- 8.12.22 Abnormal activities of any nature, causing disturbance to the neighbours should not be carried out in the room.
- 8.12.23 No inmates/ groups shall observe/ conduct any religious programme/ puja etc. without the prior approval of Warden.
- 8.12.24 No inmates/ groups shall bring out rally or observe any antinational activity in the Hall premises.
- 8.12.25 An inmate cannot sublet the room allotted to him/her.

9. DISCIPLINARY MEASURES

Inmates should follow the disciplinary manual strictly. Any inmate, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hall Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hall Management so considers, the case may be forwarded to the University Disciplinary Committee for further necessary action. Any other violations of code of conduct shall be penalised with a monetary fine, with social responsibility task and intimation to parents or as decided by HDC/WC.

10. GRIEVANCE REDRESSAL

If any inmate feels aggrieved on any matter concerning running of the Hall or its Mess, he/she may approach the Hall Management in writing for help, guidance and/or redressal of the grievance. Depending on the nature of the grievance, the Hall Management may refer the case to the University Grievance Cell for further action.

11. OUTSOURCING OF SERVICES

There are many activities in the hall that need to be outsourced at the beginning of academic session.

1. catering in the mess and canteens
2. security services
3. cleaning of toilets, rooms, corridors and disposal of garbages
4. gardening and cleaning of environment

All outsourcing contracts will be decided by OHM/WC under the guidance of the Wardens. The contract in any area is awarded to a party if terms and conditions set by the hall authority are satisfied. Usual contractual procedures must be followed. Fresh contracts will ordinarily be awarded every year, but extension of contract to the next year may be given if the performance of the contractor is satisfactory. The contract may be terminated from either side at any point of time if conditions are violated. The concerned secretaries must review and evaluate the performance of the contractors and submit the report every month to the Wardens.

12. RIGHTS OF HALL MANAGEMENT

The Hall Management reserves the right to initiate amendment of the rules and regulations stated herein from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the Hall notice boards. Deviations, if any, necessitated by prevailing circumstances shall be permitted by the HM on written recommendation by the Warden concerned. Any breach of these rules will be dealt with by the Intra HDC / HDC to the extent of expulsion, at short notice, from the Hall. All matters not covered in the manual and in case of any doubt with respect to the meaning and connotation of the content herein, the HM shall clarify. The decision / clarification by the HM shall be final and binding upon all those concerned with the HM.

13. APPELLATE AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care of, an inmate may make an appeal to the Dean (SW) through the Warden for redressal. However, the decision of the Vice Chancellor on the matter shall be considered as final and binding.

**Honorable Vice Chancellor
Dean, Students' Welfare**

Wardens Council

DSW
CW
Wardens
Assistant Wardens
Residential Assistant Wardens
All General Secretary
Office of Hall Management
Central Mess Committee (CMC)
Central Hall Maintenance
Central Hall Disciplinary Committee

Hall Mess Committee (HMC)

Assistant Warden (Chairperson)
Residential Assistant Warden
Health and Hygiene Secretary
Councilors
Mess Secretary

**Hall Maintenance and Cleanliness
Committee (HMCC)**

Assistant Warden (Chairperson)
Residential Assistant Warden
Health and Hygiene Secretary
Councilors
Maintenance Secretary

Hall Council

Warden
Assistant Warden(s)
Residential Assistant Warden
General Secretary
Mess Secretary
Maintenance Secretary
Sports Secretary
Social, and Cultural Secretary
Health and Hygiene Secretary
Hall Manager
General Body of the Hall
Hall Maintenance and Cleanliness
Committee (HMCC)
Hall Mess Committee (HMC)
Hall Disciplinary Committee

Hall Disciplinary Committee

Warden (Chairperson)
Assistant Warden(s)
Residential Assistant Warden
Health and Hygiene Secretary
Councilors
Two nominated inmates
General Secretary

Annexure - 2**Sample Attendance Sheet for each Hall**

Name of HoR, VSSUT BURLA, SAMBALPUR							
Attendance Sheet for the Month of ****, *****							
Dated: *****							
Sl#	Date	#of units to be considered	#of actual units	#of units to be charged	Remarks if any		
1	01-04-2024	100	95	95			
2	02-04-2024	95	100	100			
3	03-04-2024	100	100	100			
5	05-04-2024	90	88	88			
6	06-04-2024	100	100	100			
7	07-04-2024	90	85	85			
8	08-04-2024	100	100	100			
9	09-04-2024	100	80	85			
15	.	100	100	100			
16	.	100	90	90			
19	.	100	100	100			
20	.	90	70	77			
25	.	85	80	80			
26	.	100	100	100			
27	27-04-2024	100	100	100			
28	28-04-2024	100	77	85			
29	29-04-2024	100	100	100			
30	30-04-2024	100	70	85			
	Total	2950	2835	2870			

This is to certify that the number of units charged has been considered as per the tender.
The number of units to be prepared per day was informed before day by 10 pm

Vendor Signature

This is to certify that the number of units charged has been considered as per the tender.
The number of units to be prepared per day was informed before day by 10 pm

Mess Secretary**Hall Manager****Residential Assistant Warden****Assistant Warden**

Annexure – 3 (Sample Form)



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY BURLA

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ

(A UGC Recognized State Government University by an Act of Assembly, 2009)

PO: Engineering College Burla (Siddhi Vihar) Dist. – Sambalpur, Odisha – 768018, INDIA

Expenditure statement for Halls of Residence for the Month of

- A. Name of Hall : _____
- B. Number of student [B] : _____
- C. Number of Actual students took food [C]: _____
- D. Number of students to be paid [D]: _____
- E. Mess bill :
 - a) Basic Monthly rate per student: Rs. _____
 - b) No. of students [D]: _____
 - c) Gross Mess bill = (a) x (b) = Rs. _____
 - d) Advance paid : _____
 - e) Other adjustments/fines if any (Details enclosed) = (-) Rs. _____
 - f) Net mess bill to be paid to caterer = [(c)] – [(d) + (e)] = Rs. _____

Rs. _____ may be paid to the caterer M/s. _____

F. Development Fees: (Under the head Development Fees - B)

- a) Sports items and maintenance of Gym Rs. _____
- b) Books, periodical or any expenditure for hall library: Rs. _____
- c) Maintenance of washing machine, water purifier or any relevant: Rs. _____
- d) Festival celebrations: Rs. _____
- e) Common room facilities: Rs. _____
- f) Repair of courts/playing yards: Rs. _____
- g) Snacks and high tea (meetings and any other events): Rs. _____
- h) Miscellaneous expenses: Rs. _____

Total development fees - B = Rs. = ----- [F]

Rs.-----[F] may be credited to the account of the hall.

Note: A copy of this claim is notified on Hall Notice Board. Student-wise records have been compiled and notified in notice board, kept in hall records.

Signature of General Secretary and relevant secretaries of HC, Hall Manager, Residential Assistant Warden, Warden

Approved for payment: Rs. _____

Dean Students Welfare (DSW)

Rs. _____ paid vide cheque No. _____ to caterer M/s. _____

Rs. _____ paid vide cheque No. _____ to Warden.

Office of Hall Management (OHM)