RULES AND REGULATIONS OF THE HALLS OF RESIDENCE

(As made by Halls Management Committee with the Approval of the Director of the Centre with effect from the Academic Year 2017-18)

1. THE SCOPE

1.1.1 These rules and regulations of the Halls of residences/Hostels will come into effect from the Academic Year 20017-18 and will be enforceable until further amended or replaced by the new rules of the competent authorities at the Centre. In addition to the rules herein after mentioned, inmates of the Halls at the Centre shall be bound to follow other rules made by the competent authorities from time to time regulating the conduct and enforcing discipline at the Campus of the Centre.

1.1.2 These rules are applicable to all the inmates of Halls/Hostels, for both boys and girls except the rules contained in the Para 13 and 14.

1.1.3 The rules and regulations contained in the Para 13 and 14 are applicable to the girl inmates and boy inmates respectively of the Halls of residence at the Centre.

2. WHO IS ELIGIBLE FOR ADMISSIONS?

2.1 A Bonafide student of the Centre undergoing degree/integrated degree, P.G., diploma courses and research, may be entitled for the residential facilities at the Centre, provided the Rules of the Centre is followed.

2.2. Temporary Hall/Hostel accommodation may be given at the discretion of the competent authority with such condition, limitation and as to payment of such costs as may be determined by the authorities.

2.3. The allotment criteria for the Halls of residence/Hostel shall be determined on the basis of the distance from the Centre, merit and rank in the entrance test and such other conditions which may be specified from time to time by the competent authority. A Student hailing from Perinthalmanna town and nearby places, within a radius of 15 kilometres from the Centre can be given accommodation in the Halls only if rooms are available after admitting students from far off places.
2.4. Any student of the Centre who is permitted to reside in any one of the Halls/Hostels and who has paid the hostel fees will be termed as a resident/inmate of the Hall.

3. **ADMINISTRATION OF HALLS OF RESIDENCE**

3.1. The Provost shall be the head of the management of all the Halls at the Centre and there will be two wardens for each Hall. One warden in each Hall shall be a Resident Warden.

3.2. The Hall administration is guided by the Halls Management Committee (HMC) which shall consist of the following members:
   a. The Director as the Chairman
   b. The Provost as the Vice Chairman
   c. The Proctor
   d. One of the Wardens as Convener, nominated by the Director
   e. Other Wardens as members
   f. Teacher in Charge of the Mess of the both Halls as members
   g. The senior most matron of the girls Hall

3.3. The HMC shall be empowered to lay down rules and regulations regarding allotment into the Halls, proper management and administration of Halls and its inmates. However, such rules/regulations will be enforceable only after getting proper approval of the Director of the Centre.

3.4. The HMC shall be empowered to take action and impose reasonable fine against inmates on the breach of any of the rules and regulations of the Halls of the Centre after giving a reasonable opportunity of being heard. The HMC decision on such matter will not be binding unless it has been properly reported and approved by the Director of the Centre.

4. **HOSTEL ADMISSION PROCEDURE TO BE FOLLOWED**

4.1. The Application form for admission to the Halls must be obtained from the Office of the Provost.

4.2. The prescribed application form should be duly filled-in by the student, affixing a passport size photograph. All the details must be furnished neatly and the application must be signed by the student countersigned by his/her parent or local guardian.

4.3. Before allotment of the room at Halls of the centre, student must give an undertaking in the prescribed form for the good conduct in or outside the Halls and also for knowledge of the current rules and regulations applicable to the inmates of the Halls and strict observance of the same. He or she also must undertake to the forfeiture of the residential facilities once he or she is found to be committing breach of any of the rules /regulations of the Halls or Centre concerning inmates or
students. In addition, parents/guardians must also give a separate undertaking of the
good conduct of their wards and regular supervision and taking feedback from the
concerned authorities of the Halls.

4.4. Rooms will be allotted either by the Provost or by the resident warden only on the
recommendation of the respective Coordinators of the departments, for one year,
after which re-admission has to be taken as per rules. Allotment of rooms for newly
admitted students will be made subject to availability of rooms on First Come First
Serve basis.

4.5. Allotment of rooms will be confirmed only after showing the Receipt of the
payment of fees for Hostel, undertakings and Mess fees to the Provost Office. The
mess fee includes the fee for the month in which allotment is made plus two months
advance fees for the fresh admission and in case of readmission, students will be
bound to pay fee for the month in which readmission into the Halls is requested plus
one month’s advance fee. In addition to it, on fresh admission a student is required to
pay Mess Maintenance Charge as may be determined by the Mess Management
Committee of the Concerned Halls.

4.6. The student admitted to Halls of residence must note down that allotment of
residence facilities in the Halls is only for the session for which it is made. So, the
continuing students must renew their admission to the Halls of residence and their
renewal of Hall of accommodation is subject to their past record in terms of good
academic performance, proper discipline, good conduct, payment of Mess Bills,
Room Rent, Electricity and Water Charges etc. on time.

4.7. The inmates should get re-admission for every year during the first week of the
beginning of the academic calendar after remitting the Hall dues, Room Rent and
Mess Charges and submit the undertakings in the prescribed format. No re-
admission into the Halls of the residence at the Centre will be made after expiry of
two weeks of re-opening of the Centre. In exceptional cases, on the orders of the
Director extension of time for allotment of rooms may be made. Further, on
readmission allotment of same room in the same block cannot be claimed as a matter
of right. Any student found residing in the Halls of residence without re-admission
will be liable for disciplinary action and may permanently be debarred from availing
the residential facilities at the Centre.

4.8. Those students who have paid all the dues during the semester alone are eligible to
continue for the succeeding semester in the Halls.

4.9. Failure to clear dues will be intimated to the appropriate authority at the Centre i.e.
to the Co-ordinator for appropriate action and to the parents for information. Names
of such students will be put on the notice board of the Halls and the Departments to
which the defaulting students belong.
4.10. All the residents of the Halls/Hostels have to vacate the hostel, once the allotment period is over and during summer vacation and for the purpose of hostel maintenance.

4.11. 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 Director on the recommendation of the Supervisor and Co-ordinator of the concerned department to which he or she belongs on payment of such fee as may be fixed by HMC from time to time. Such fee must be deposited before occupying the room of the Halls of the residence at the Centre.

4.12. If any student is found of unauthorized stay in any of the Hall of residence during the summer vacation or during the vacation, if he or she keeps the room locked without submitting the key to appropriate person as may be directed by authority of the Halls of the residence, he or she shall be levied a room rent of Rs. 1000 per month and a penalty of Rs. 2000 including denial of admission to the Halls of residence for the next academic session.

4.13. If a student is expelled from the Centre for any reason, the same shall be intimated to the parents with immediate effect. His/ her continuation in the hostel in such cases will be treated as illegal occupation.

5. HALL FEES, OTHER CHARGES AND DEPOSITS

A bonafide student of the Centre who wants to take admission in the Halls of residence is bound to pay the following fees besides other fees payable at the time of admission to the opted course for that academic session:

i. Halls Caution Money refundable as may be decided by the proper authority of the Centre for the session.

ii. Electricity Charge on monthly basis as may be fixed by the collecting authority of the Centre from time to time

iii. Water Charge on monthly basis as may be fixed by the collecting authority of the Centre from time to time.

iv. Mess Fee on month to month basis as fixed by the Mess Management Committee in addition to the advance money deposited before the allotment of the room. However, certain number of the financially weak students may fully or partially be exempted from the payment of Mess Fee or advance money. Criteria for such exemption may be laid down by the Mess Management Committee in consultation with the Students’ Mess Committee, the Warden, the Provost and the Director.

v. Mess Maintenance Charge as fixed by the Mess Management Committee after consultation with the Students’ Mess Committee payable at the time of the initial admission.
6. RULES AND REGULATIONS REGARDING MESS

6.1. The Centre has two Messes run by the Students’ Mess Committee (SMC) each under the direct supervision of the Teacher in Charge of the Mess. However general and overall supervision of each Mess is with the Mess Management Committee (MMC) of the each Hall of residence. The Wardens will monitor the expenditure, etc., every month.

6.2. The MMC of each Halls of Residence consists of:
   i. The Provost as chairman
   ii. All Wardens as members
   iii. Teacher in Charge of the Mess as Convener
   iv. The senior most Matron in case of the Girls’ Mess as a member
   v. Both the Senior Halls of residence
   vi. Both the Student Mess Secretaries.

6.3. The general supervision of the MMC includes timely selection and constitution of the SMC, discipline, health hygiene, supervision of the Mess Menu and suggesting better modalities to the HMC of the Halls of residence. The MMC may recommend for disciplinary action against any student committing breach of any rules or regulations applicable to Mess to the HMC of the Halls of Residence. The modalities regarding each Mess must be made in consultation with the MMC.

6.4. The SMC of the each Mess shall consist of following student members:
   i. Secretary as Convenor
   ii. Three boys as members from boys’ Halls of Residence
   iii. Two girls as members from the Girls’ Hall of Residence

6.5. The SMC shall be constituted by the MMC through the selection process of conducting interview. Notification for selection process should generally start with second week of the opening the session and may be completed not later than third week of every session. Such selection will not be officially notified without proper approval of the Director of the Centre.

6.6. The SMC will advise the MMC in fixation of the Monthly Mess Fees, Advance Fee, Mess Maintenance Charge and Fixed Cost and such fixation will not be binding unless it is approved by the Director of the Centre. Apart from above responsibility, SMC will collect the Mess fees, dues, prepare Mess Menu, make arrangements for all the facilities required for cooking, keep proper accounts of the receipt and expenditure and place it before the MMC for audit on monthly basis.

6.7. Mess is compulsory for all the inmates of the Halls of the residence at the Centre. An inmate has free choice to join either of the two Messes at the Centre.
6.8. An inmate may however, on medical ground with permission from the Teacher In Charge of the Mess may be exempted from Mess but such inmate will be bound to pay Fixed Cost as may be determined by the MMC after consulting with SMC.

6.9. Inmates of the Halls of the residence at the Centre have to deposit Mess Fees to the Students Mess Committee on or before 10th day of each month. Failure to pay Mess Fee on the above said date will result in imposition of a fine of Ten Rupees per day. If an inmate does not pay his/her Mess Fee even after 20th day of each month, he or she shall be debarred from taking food from the Mess. However, fine will continue to be imposed even after the above said date till the full payment of the dues. Again, the inmate has to pay any additional Mess fee in case of shortage of amount during the semester as per notified schedule, failing which fine will be imposed by MMC.

6.10. An inmate may be entitled for the approved rebate from the monthly Mess Fee if stoppage of Mess is not less than seven days in a month and such stoppage is for out station leave with the prior permission of the Co-ordinator of concerned Department to which he or she belongs. A student who is leaving Centre for any training, field visit or on educational tour for more than seven days with the permission of the his or her concerned Coordinator of the Department, may also be entitled for rebate. In all cases where rebates are claimed, as per the above rules, prior intimation should also be given to the concerned Teacher in Charge of the Mess and the Provost Office in writing mentioning the exact period of out of station.

6.11. Inmates are expected to return from winter and summer vacation on the date of reopening of the Centre. Any inmate, if absent after the date of reopening without prior permission in writing from the Warden concerned, he or she shall be charged for dining from the date of the start of the Mess.

7. DISIPLINE INSIDE THE MESS

7.1. Food will be served in the dining area of the Mess and inmates are prohibited to take food to their rooms. However, on production of the medical certificate before the Teacher in Charge of Mess, Sick diet may be prepared and served in the room of the sick inmate. Further, inmates cannot take any edible and non edible items from the Mess. However in case of medical emergency this may be allowed with the prior permission of the Teacher in Charge of the Mess.

7.2. No inmates shall enter inside the kitchen area of the Mess and shall not keep any personal edible and non edible items in the Mess or in the refrigerators of the Mess. However, keeping of certain edible and non edible items other than cooking material shall be allowed during working hours of the Mess, with prior permission of the Teacher in Charge of the Mess. If any inmate keeps prohibited items or keeps permissible items in the Mess beyond the permitted time then such item may be confiscated apart from disciplinary action.
7.3 Cooking inside the rooms, Halls or Mess premises by inmates of the Halls of the residence is completely prohibited. Any inmate, if found to be cooking, he or she shall be debarred from the Halls of the residence for a month and may also be liable for a fine which may not be less than 1000 rupees.

7.4 Time slots for breakfast, lunch and dinner shall be notified on the notice board of the Mess. Inmates of the Halls of the residence are strictly bound to follow the notified time slots. Serving of food beyond notified time slot is prohibited except in case of emergency and special occasions. Inmates going for school training or being part of any function other than private function may be served food beyond time slots only with prior information to the Teacher in Charge of their Mess.

7.5 Food will be served as per the following timings:

<table>
<thead>
<tr>
<th>Term</th>
<th>All Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6.50 a.m. To 7.50 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.45 p.m. To 2.15 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>7.30 p.m. To 9.30 p.m.</td>
</tr>
</tbody>
</table>

7.6 Inmates or day scholars shall behave properly with the Mess staffs, member of SMC, Teacher in Charge of the Mess and other officials. Rough handling of the Mess properties such as furniture, utensils or fittings of the dining Hall is strictly prohibited. Proven cases of misbehaviour and rough handling may lead to disciplinary action resulting in debarring from Mess or Halls of residence and also imposition of heavy fine.

7.7 In addition to the above rules, an inmate shall be bound to follow other rules or guidelines issued by MMC from time to time for the proper functioning of the Mess. Such rules shall not be officially notified unless approved by the Director of the Centre.

7.8 Any inmate or student committing breach of any of the above rules and regulations, then disciplinary action shall be taken by HMC on the recommendation of the MMC. Any student, if found guilty of committing breach of such rules then he or she shall be debarred from Mess and/or Halls of residence for a duration which may not be less than one month and may be liable to fine which may not be less than Rupees 1000/-.

7.9 Students should avoid to roam outside Hostels at night so as to avoid snake bites and insect bites. Using of musical instruments and other such devices are not permitted in the Hostels, except common room instruments, at permitted places and during permitted timings.
8  OCCUPATION OF THE ROOM

8.1. Before occupying the rooms, the inmates should check the furniture, electrical fittings, etc. issued to them and sign in the register. Inmates 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 total cost of repair of the equipment will be levied from the inmate or 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 from their pocket or from their Caution Deposits.

8.2. Exchange or shifting of furniture or other items from one room to another room by inmates of the Halls is strictly prohibited. Such shifting or exchange can be done only with the prior permission of the Wardens of the Hall/Hostels of residence.

8.3. Inmates shall occupy the rooms allotted to them and shall not exchange rooms without the permission of the Provost or Resident Warden. However, the Provost or Resident Warden shall have right to change the rooms of the residents on medical or administrative reasons.

8.4. Money, goods and valuables kept in the room of the Hall of residence is at the personal risk of the occupants. The Centre shall not be responsible for any lose, damage or theft. However, such cases, if any, should be immediately reported to the HMC in writing.

8.5. The authorities of the Hostel/Hall of Residence/the Centre/ the University reserve the right to inspect any room at any time in any of the Halls/hostels, whenever required.

9  STAY OF GUESTS IN THE HALLS

9.1. 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 Provost or Resident Warden, select guests such as parents, real brother, sisters or guardians of the wards of an inmate may be permitted to stay in the room only after duly paying the Guest Charge fixed by the Office of the Provost. Except under the above special circumstances, no guest will be permitted to stay in the Halls/ Hostels of residence for more than two days and no female guest will permitted to stay in boys’ Hall/hostel of residence and vice versa at any cost. In case, if an unauthorised/undeclared guest is found in the room of an inmate, a fine of not less than Rs. 1000/- shall be levied on the inmate hosting the guest.

9.2 No resident will be allowed to have a day scholar as his/her guest in the room except on special occasions, such as Annual Day, Sir Syed Day, etc, with prior permission.

9.3 Guests staying in the hostels are required to strictly follow the rules for the Halls/hostels of residence.
10 HALL WELFARE COMMITTEE

10.1 The committees may be constituted to monitor the smooth functioning of the Halls/Hostels of Residence and implement developmental activities of Halls/Hostels. The aims and objectives of the committees are the welfare of students and creation of a conducive academic environment. Apart from the HMC at the Centre Level, MMC and SMC at each Hall level, there shall be a Hall Welfare Committee (HWC) consisting of selected inmates in each Halls/Hostels of Residence.

10.2 The HWC shall consist of the following members:
   a. The Provost as Chairman
   b. Wardens as Vice Chairpersons
   c. Mess Secretary as a member
   d. Senior Hall as Convenor
   e. Sport Secretary as a member
   f. Literary and Cultural secretary as a member
   g. Reading Room Secretary
   h. Block Representatives as members.

The decisions of all the Committees with regard to the Halls/Hostels of Residence shall be subject to approval by the Director.

10.3 Student Members from clause d) to h) under para 10.2 of this rule shall be selected by the HMC. Selection process shall ordinarily be initiated within two weeks from the reopening of each academic session and shall be completed not later than the fourth week. Selection criteria laid down by the Aligarh Muslim University for the selection of the Halls’ Posts shall apply. However, a student against whom a disciplinary action has been taken shall not be eligible for any such Hall posts. List of the selected members shall be officially published after getting approval from the Director of the Centre. A member once selected shall ordinary hold such post for the entire session. However, the post holders of the previous session shall continue to be members of the SMC until new members are inducted through the selection process.

10.4 The SMC shall work under the guidance of the HMC, and shall perform such tasks as may be assigned. Members shall help the Hall Administration and the Centre Administration in implementing academic, cultural, sports and developmental activities inside and outside the Halls. A member who is inactive and not supporting the Halls or Centre administration may be removed from the membership of SMC as well as the Hall Post by HMC. Such removal shall not be effective unless approved by the Director of the Centre.

11. COMMON DISCIPLINARY RULES

11.1 Every resident shall maintain a high standard of discipline, have respect for the traditions of the Aligarh Muslim University at the Centre and conduct himself or herself in a dignified manner within and outside the Halls/Hostels. He or She shall respect the Warden, the teachers, officers and staff of the Centre and maintain proper decorum. Visitors to the Halls should be shown due attention and courtesy.

11.2 Furniture and fittings in the rooms should not be moved out of the room for any purpose without the prior permission of the Provost or Wardens.
11.3 The premises are not to be littered, nor the walls and doors defaced. The environment is to be kept clean and pollution-free. Writing, pasting of notice/pamphlet or any other thing on the walls or the doors of the rooms, corridors, and bath rooms are strictly prohibited.

11.4 The water outlets/WC should not be blocked with waste/paper/napkins, etc. Shampoo pouches, plastic bags, bottles, hair bunch, food waste and all thrash have to be thrown only in the garbage bin placed for the purpose. Bio degradable and non degradable wastes should be put in separate bins arranged for the purpose. Wash basins should not be clogged.

11.5 Lights and fans should be switched off when not required. The use of electrical gadgets like water heaters, stoves, etc., is strictly prohibited. Cooking in the room is also strictly prohibited.

11.6 No pets, cats or dogs, etc., should be kept in the room. No animal is to be fed or encouraged.

11.7 Inmates are strictly prohibited to bring or keep their Vehicles inside or onside the premises of the Halls/Hostels of residence. They should keep and park their vehicles in the earmarked places only after getting a registration number from the Office of the Proctor.

11.8 Residents are expected not to create any 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. till morning 7 a.m.

11.9 The act of intimidation or violence, willful damage to the property or drunken and riotous behavior will be treated as punishable offence and such cases may be reported to Police and the delinquent may also will be liable to rustication and expulsion from the Halls of residence and the Centre. In other cases of damages to the property of the Halls of residence, students may be liable for fine for the recovery of the cost of damage in the following manner:

i. If any individual or group is identified to have caused the damage, a minimum of double the cost will be recovered from the individual/group.

ii. If damage is done in anyone of the rooms and the person(s) is/are not identified then a minimum of double the cost will be recovered from all the roommates collectively.

iii. If a damage is done outside the room i.e., in common places like corridors, bathrooms, recreation halls, mess etc, and the person(s) is/are not identified, then a minimum of double the cost will be recovered, Block-wise or on the whole, as the case may be.
iv. Repetition of damage causing to the Hall/ hostel property will result in expulsion from the Hall/hostel.

11.10. Grouping of the students on the basis of race, caste, religion, and region, inside or outside the Halls of residence is strictly prohibited and any inmate found involved in such activity shall be immediately debarred from the Halls/hostels of residence and may be liable to disciplinary action under the relevant rules of the Centre. Violent actions, if any, reported from any inmate, will be reported to the Police for urgent and immediate action.

11.11 Stringent action will be taken against the defaulters who return late or go out of station at night unauthorised and resurface back into the Halls/Hostels of residence during day time.

11.12. All the inmates are required to carry their identity Cards and show it wherever and whenever needed. No visit of female student to male Hall of residence and vice versa is allowed at any cost.

11.13. No notice shall be put up or distributed, or no meetings, parties, dinners, etc., should be held in the premises of the Halls of the Residence without the prior permission of the Provost or Resident Warden.

11.14. When residents go for vacation, they should vacate their rooms completely and surrender the keys to the hostel office to enable the Centre to carry out repairs, white-washing, etc. Residents who go on tours/excursions/field trips, etc. should submit official request to the Warden with all the details of the trip endorsed by their Supervisor or Coordinator of the Department. The Centre will not be responsible for any out station visit of any of the inmates without the knowledge and without permission of the concerned authority of the Hall/Hostel of residence or the Department.

11.15 Students shall not be permitted to stay in the hostel after the prescribed duration of their course. However exceptional circumstance he may be allowed with permission from the Provost or Resident Warden for a short duration.

11.16 Consumption of alcohol and narcotics is prohibited in the Campus/ Centre. If anybody is found consuming any of the intoxicating drugs or liquor, it will be considered as a serious offence and he/she will be booked, disciplinary action will be initiated followed by expulsion from the Centre and the person concerned will be handed over to the Police.
Smoking in the campus and in the hostel premises is also prohibited. Fire-arms should not be brought to the hostel/hall, in any case.

11.17 In addition to the specific disciplinary action mentioned under Para 12 of this regulation, breach of any of the above disciplinary rules may lead to expulsion from the Halls/Hostels of Residence or fine or both. An inmate shall be permanently
debarred from the Halls/Hostels of Residence in case of repeated breach of rules. Moreover, action under these rules shall not be a bar from taking any other action under relevant disciplinary rules of the Centre /AMU/the State.

11.18 Inmates are duty bound to report to the Provost or Wardens, in case they notice any unwanted incident or undesirable activity taking place in the Halls/hostels.

11.19 Inmates desirous of consulting the Provost or Wardens about their day to day problems can do so at the time specified by the Provost or wardens. Any representation or complaint to the Director/ the University or Higher authorities should be brought to the notice of the Warden and routed through proper channel.

12  REFUND OF HOSTEL CAUTION MONEY AND OTHER DEPOSITS

i. Student’s requisition letter for refund of Caution Deposit and Final No Dues Certificate should be sent through the Coordinator/Head of the Department to the Provost Office.

ii. Original Hostel Caution Deposit Challans issued to the individual must be produced to the individual bank accounts only.

iii. Request for refund will be accepted only after clearance of all dues and vacating the room.

iv. 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.

13. OUTING AND OTHER SPECIAL RULES FOR GIRL INMATES OF THE HALL

In addition to the common rules mentioned in Para 1 to 12, the following rules shall apply to inmates of the Girls’ Hall of the residence:

i. All inmates are expected to be in the Hall’s premises 15 minutes before Maghrib. In case of any emergency, special permission shall be taken from the Resident Warden.

ii. No inmate shall be allowed to go out of Hall’s premises after Maghrib. Attendance of all the girls shall be recorded every night after Maghrib on Roll Call Register by the Matrons of the concerned Block. Any absentee must be immediately reported to Wardens.

iii. Inter-blocking will be allowed till 12:00 midnight only. If any girl wants to stay in other Block for some emergency purposes after 12:00 midnight, she may be allowed only after seeking written permission from Warden/Assistant Warden/Matron in advance. It is the duty of the respective Matron to lock the concerned Block strictly at 12.00 midnight every night.
iv. Normally outing is allowed upto 5 hours on Sundays (in between 10:00 AM and 6.00 PM) only in the interest of better academic standards of the students. But in exceptional cases permission may be granted by the resident Warden only if she is convinced of the necessity.

v. Inmates shall not leave the hostel without written prior permission of the Warden. They shall have to take permission in the prescribed form in advance stating the reason for leaving and the address of destination. Request for the permission shall be submitted 24 hours before the departure or leaving the hostel. Nevertheless in exceptional circumstances such as medical emergency, any emergency at home etc. permission may be granted by Warden/Assistant Warden in writing.

vi. Outing on weekends or holidays may be allowed upto five hours only after the issuance of OUTING SLIP signed by the Warden at least one day before. They will be required to make proper entry in the IN/OUT REGISTER kept with the Matrons.

vii. Parents or guardians may be allowed to take their wards for weekend outings provided they come in person and accompany them throughout.

viii. Local inmates shall be allowed by the Wardens for visiting their parents on Sundays or on holidays only after getting the confirmation from the parents or authorized family members, for which they have to submit an undertaking for risk of journey at their own hand to the Warden signed by their parents.

ix. In case if a hostel inmate is going for outstation events that demands overnight stay, the presence of the mother of at least one of the inmates is to be ensured. In such cases, the Wardens should obtain confirmation from the non-accompanying parent. However, all the hostel inmates who are going for outstation participation shall have to get permission for the same from the Provost and Resident Warden at least one day before their departure and they will permit to leave only when an inmate has proper permission from the Coordinator of her Department.

x. Inmates intending to leave for homes after winter or summer vacations or in the midst of the session, shall only be allowed after receiving confirmation from their parents. They will be allowed to leave the Hall only after getting the confirmation message or call or email to the respective Wardens from their parents.

xi. In case of need for hospitalization, inmate shall immediately inform Wardens or Matrons according to their availability. If vehicle is necessary in case of emergency, any matrons, wardens or inmate shall contact the Provost at the earliest. Matrons and in acute cases a girl student also shall accompany such female patient and they can be only caretaker during such period of hospitalization. Visit of the female inmate’s room or wards of the hospital by any male student shall not be allowed, unless otherwise approved by the Director.
xii. Inmate shall be permitted to stay in the Centre’s guest house only if their parents/spouse/female relative will be staying in the Guest House. They have to produce clear identity proof before the Wardens.

xiii. An inmate shall immediately intimate to the Provost or Resident Warden, if there is any change in address and contact number of her Parents or Guardians.

In addition to the specific disciplinary action mentioned under these rules, breach of any of the above disciplinary rules may lead to expulsion from the Halls of the residence or fine or both. An inmate shall be permanently debarred from the Hall of residence in case of repeated breach of the rules. Moreover, action under these rules shall not be a bar from taking action under relevant disciplinary rules of the Aligarh Muslim University/the Centre/the Hall/Hostel.

14 OUTING AND OTHER RULES REGARDING BOY INMATES OF HALLS OF RESIDENCE

In addition to the common rules mentioned in Para 1 to 12, the following rules shall also apply to inmates of the Boys’ Hall of the residence:

i. All inmates are expected to be in the Hall’s premises before 10 PM. After 10PM, no outing is allowed except for going to reading room or library for study purpose within the Campus. In case of any emergency, special permission shall be taken from the Provost or Resident Warden. The Centre shall not take any responsibility for the bad or criminal conduct of an inmate who is out of the Campus after 10 PM, without the knowledge and permission of the Provost or Warden. Repeated cases of late coming shall be reported for disciplinary action to higher Authorities and the parents or guardian of the inmate shall be immediately informed.

ii. Inmates shall not leave the Hall of residence for outstation event, tours, workshops and for training program that demands overnight stay without giving prior information in writing to the Provost or Wardens provided that they have proper permission from the Coordinator of the concerned Department for such participation or journey. Such formalities shall be completed well in advance at least 24 hours before the start of their journey. Nevertheless in exceptional circumstances such as medical emergency, any emergency at home etc. permission may be granted by the Provost or Wardens.

iii. Inmates wishing to leave for homes after winter or summer vacations or in the midst of the session shall inform in writing to the provost or Wardens, well in advance before leaving the Campus. In case the visit is in the midst of the session, the Wardens must ensure that such inmates have permission from the Coordinator of their Departments for such visit.

iv. In case of need for hospitalization, inmate shall immediately contact the Provost or Wardens according to their availability. If vehicle is necessary in case of emergency an inmate shall contact the Provost at the earliest. Female students shall not accompany such
male students. Visit of the male inmate’s room or wards of the hospital by female students shall not be allowed.

In addition to the specific disciplinary action mentioned under these rules, breach of any of the above disciplinary rules may lead to expulsion from the Halls of the residence or fine or both. An inmate shall be permanently debarred from the Hall of residence in case of repeated breach of the rules. Moreover, action under these rules shall not be a bar from taking action under relevant disciplinary rules of the Aligarh Muslim University/the Centre/the Hall/Hostel.

15. **PUNISHMENTS**

An inmate committing breach of any of the rules and regulations shall be punished keeping in view of his or her past conduct, seriousness of the matter and impact on peaceful academic environment and on the following ways:

i. If any specific punishment is mentioned under, any specific Para of these rules under which disciplinary action is taken, then the punishment specified.

ii. If no punishment is mentioned, he or she shall be punished with fine or expelled from Halls/Hostels of residence for certain durations.

iii. If an inmate violates the Rules of the Centre/University/Hostel/Hall, then he may be permanently debarred from the Halls/Hostels of residence.

iv. Moreover, action under these rules shall not be a bar from taking disciplinary action under any relevant disciplinary rules of the Centre.

16. **PROCEDURE FOR DISCIPLINARY ACTION**

The following procedures may be observed in case of any disciplinary action taken against inmates of the Halls/Hostels of residence for breach of any of the rules contained in these rules and regulations of the Halls of the Centre:

i. A show cause notice in writing duly signed by the Chairman or member of the HMC may be served giving details of the incidents and charges under specific para and giving him reasonable time to explain the charges against him. Provided that, the offender may immediately be barred from either Halls or Mess or both, during pendency of such enquiry by the HMC, where charges are serious and immediate action is required.

ii. After receiving the explanation to the show cause notice in writing and after giving him or her a reasonable opportunity of hearing in person, if circumstances demands and considering other evidences, HMC shall take a final decision in the matter in writing.

iii. If any inmate does not give explanation to show cause notice or has not replied within the time specified in the show cause notice, it shall be deemed that he or she has admitted the charges against him in term of the show cause notice and accordingly final decision in writing will be taken by the HMC.
iv. Final Decision of the HMC shall not be binding unless approved by the Director of the Centre.

v. The Director of the Centre may change or revise any decision on a subsequent appeal by an inmate and in such cases the opinion of the HMC may be obtained.

vi. The final decision so arrived at shall be communicated to the guilty inmate, his or her parents or guardian.

vii. Once the final decision debarring a student from the Hall/Hostel of residence is communicated to an inmate, his or her stay in the Hall/Hostel after such date of communication shall be illegal and he or she shall leave the Hall premises within twenty-four hours of the communication. If such inmate does not vacate the Hall/Hostel premises, within such time, then the Police may be called for his or her arrest.

viii. In case an inmate has committed an offence in or outside the Halls, apart from the disciplinary action by HMC, the case may be referred to the concerned Police Station of the area with prior approval of the Director of the Centre. In such a case the parent of the accused inmate shall be intimated immediately by the HMC.

ix. The HMC shall be the final authority to interpret any of the rules and regulations, other than the Director.

17. PROHIBITION OF RAGGING IN HALLS OF RESIDENCE

17.1 Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Halls of the residence and disciplinary action may culminate in his or her expulsion from the Centre as well. Administration of the Centre may report incidents of ragging to the Police for taking appropriate action under the law.

17.2 If anyone is found guilty, he or she will be prosecuted under Kerala Prohibition of Ragging Act, 1998 which will result in a minimum punishment with imprisonment for a term which may extend up to two years and shall also be liable to a fine of minimum Rs. 10,000/- and maximum Rs. 50,000/-.

17.3 UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009
   A. What Constitutes Ragging – Ragging constitutes one or more of any of the following acts:
      i. Any conduct by any student or students by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
ii. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generation a sense of shame, or torment embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;

vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfit to fresher or any other student;

ix. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

B. Administrative action if found guilty of Ragging : Any or all of the administrative actions may be taken by an authority at the Centre:

i. Suspension from attending classes and academic privileges.

ii. Withholding/withdrawing scholarship/fellowship and other benefits.

iii. Debarring from appearing in any text/examination or other evaluation process.

iv. Withholding results.

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

vi. Suspension/expulsion from the hostel.

vii. Cancellation of admission.

viii. Rustication from the institution for period ranging from 1 to 4 semesters.

ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

x. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

17.4 Students can report the instances of Ragging to the anti-ragging Committee at the Centre or call the toll free no. 1800-180-5522 or email to helpline@antiragging.net

18 COMBATING SEXUAL HARASSMENT AND VIOLENCE AGAINST WOMEN

The Centre will take strict disciplinary action including expulsion from the course of study and dismissal from the Centre, if any student is involved in sexual harassment and violence against
women. The affected female 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**

Will be issued separate.