बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

विद्या विहार, रायबरेली रोड, लखनऊ–226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

Letter No.ACD44578-L**/BBAU/2026** **Date:** 02 / 06 /**2026**

NOTIFICATION

The Academic Council in its 83rd meeting held on 05.05.2026 vide Agenda item no. 20 has approved the updated Hostal Manual of the University. A copy of the updated Hostal Manual of the University is enclosed herewith for necessary action.

Registrar 1/6/26

Copy to:

1. All Dean/Head/Coordinator of Schools/Department/Courses, BBAU, Lucknow for information.
2. All Concerned.
3. Director, BBAU Satellite Center, Amethi Campus, Amethi.
4. Finance Officer, BBAU, Lucknow.
5. Controller of Examination, BBAU, Lucknow.
6. Section Officer to Hon'ble Vice-Chancellor, BBAU, Lucknow.
7. PS to Registrar, BBAU,Lucknow
8. I/c University website, BBAU, Lucknow for its uploading.

Annexure-T

HOSTEL ADMINISTRATION, RESIDENCE AND MAINTENANCE ORDINANCE

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

1. INTRODUCTION

Babasaheb Bhimrao Ambedkar University, Lucknow is a Central University established in 1996. The University distinguishes itself as a socially responsible learning community of high quality scholarship and academic rigor sustained by social justice and equity principles for which Babasaheb Bhimrao Ambedkar worked during his lifetime. The University draws from the cultural, intellectual and economic resources of Uttar Pradesh and other states to enrich and strengthen its educational programs.. It is a multi-campus University in which there are separate Hostels for the stay of both men and women students, to enrich the lives of the students with emphasis on the values of acceptance and equality and accommodative society, having opportunities for healthy interaction and development.

The BBAU Act, 1994 provides for making Ordinances for the conditions of residence of the students of the University under Section 27(1)(h).

2. OBJECTIVES OF THE HOSTEL LIFE

(a) to ensure that the students are able to devote adequate time to their studies and research;

(b) to ensure that students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill; and

(c) to develop a climate congenial for co-curricular and extra-curricular activities of students.

3. ORGANISATION OF THE HOSTEL ADMINISTRATION

As a national University, the BBAU maintains a substantial complex of hostels for students, both for men and women. These are grouped, for administrative convenience, into two parts – Boys Hostels Complex and Girls Hostels Complex.

The Dean, Students' Welfare (DSW) is over-all in charge of the welfare activities of the Students of the University including those residing in the Hostels. The DSW in the University shall look after the general welfare of the Students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room, which contribute to their growth and development as matured and responsible human beings. He shall Chair the Committee formed for making the policies for effective management and enhancing the facilities of the Hostels, which shall consist of the Chief Wardens and such other members as may be appointed by the Vice Chancellor.

HOSTEL ADMINISTRATION

The administration of hostel is an important part of University functioning. The hostels' administrative structure shall comprise of Chief Wardens, Warden and Deputy Wardens. There shall be two Chief Wardens for the Hostels of BBAU Main Campus, one each for the Boys Hostel Complex and Girls Hostel Complex and one Chief Warden for Satellite Centre, Amethi. The respective Chief Wardens will govern the functioning of the hostels through a Warden and Deputy Wardens.

3.1 CHIEF WARDEN

There shall be two Chief Wardens for BBAU Main Campus and one Chief Warden for Satellite Centre Amethi. The Chief Wardens shall be overall administrative head of the Hostel Complexes and shall supervise the affairs of the Hostels including Admissions, maintenance of discipline, ensuring a safe and congenial environment in the hostels, maintenance of hostels and upgradation of facilities, and implementation of policies. The Chief Wardens shall be appointed by the Vice Chancellor and shall hold office for a period of 3 years.

3.2 WARDEN

There shall be one Warden for each hostel appointed by the Vice Chancellor on the recommendation of the respective Chief Warden amongst the members of the teaching staff of the University. The Warden will assist the Chief Warden in all matters related to hostel student's welfare, maintenance of discipline, mess, security of the hostels etc. Apart from the specific duties assigned, the Warden shall keep contact with the inmates and take care of inmates in case of illness.

TENURE

The Warden shall hold the office for a period of three years from the date of appointment. The Warden will be eligible for reappointment.

HONORARIUM

The Warden is entitled for honorarium as per the rate fixed by the University from time to time.

POWERS AND FUNCTIONS

Subject to the general supervision of the Chief Warden, the Warden shall:

1. Allot hostel room,
2. Take measures to prevent incidence of ragging,
3. maintain discipline and supervise the cultural activities of inmates residing in the concerned hostel,
4. grant permission, when it is expedient to do so, for stay of bonafide guest of hostel inmate upto seven days as per hostel norms,
   Explanation: An expelled student or a student of this University against whom there is some disciplinary charge or police case shall not be considered a bonafide guest.

The Warden shall reserve the right to deny entry to any visitor or student guest who, in his opinion is likely to disturb the peace of the hostel.

5. attend the case of misbehaviour and indiscipline of inmates-residing in the hostel,
6. attend the case of illness of inmates residing in the hostel,
7. in consultation with Warden, shall plan and supervise the extracurricular activities including social service,
8. be Chief Executive Officer to implement the decision taken at University level either personally or through Committee as the case may be. He/She shall be the overall incharge of all the establishments of the concerned hostel,
9. expeditiously decide the matter of grievance of inmates. He/She may impose or waive fines and transfer a inmate from one wing of the hostel to another,
10. shall supervise the functioning of the mess and engagement and working of the mess manager, cook, helpers etc.,
11. Shall the payment of mess dues is made by the hostel inmates 10th of every month,
12. stop meal/mess facility to a inmate in case of default in payment of bills and recommend for the appropriate action to DSW,
13. be responsible for sending the confidential report on any matter pertaining to the hostel as and when required to do so,
14. shall make himself/herself available in the hostel office everyday at specific hours (to be notified in the hostel office) to attend the office business and the inmates' problems.
15. in the absence of Administrative Warden, the senior most warden of the hostel will work as Administrative Warden.

3.3 DEPUTY WARDEN

All the Deputy Wardens in a hostel will work in consultation with and assist the Warden. The Deputy Warden(s) will be appointed by the Vice Chancellor on the recommendation of the concerned Chief Warden amongst the members of the teaching staff of the University. It will be responsibility of the Deputy Warden to have proper upkeep and maintenance of properties of the concerned hostel under his/her charge.

TENURE

The Deputy Warden shall normally hold the office for a period of two years from the date of appointment. The Deputy Warden will be eligible for reappointment.

HONORARIUM

The Deputy Warden is entitled for honorarium as per the rate fixed by the University from time to time.

POWERS AND FUNCTIONS

Subject to the general supervision of the Chief Warden and the Warden, the Deputy Warden shall:

1. help the Warden in allotment of rooms to students and all other duties and work related to hostel administration and management,
2. make himself/herself available in the hostel office everyday at specific hours (to be notified in the hostel office) to attend the office business and the inmates' problems,
3. shall bring in notice of the Warden, all cases of misbehaviour, indiscipline and illness of inmates
4. attend all the matter of health, sickness, sanitation and cleanliness of the premises of the concerned hostel,
5. conduct regular inspection of the dining hall, kitchen room and food preparation so as to monitor cleanliness, discipline and food quality along with mess committee and warden.

3.4 OFFICE OF THE HOSTEL

There shall be one office in each hostel having one Matron-cum-Assistant and one Attendant. The office shall ordinarily function from 9:30am to 6:00pm. However, the working hours may be decided by the Hostel Administration.

4. HOSTEL RULES

4.1 OBJECTIVES OF HOSTEL LIFE

4.1.1 To ensure that students coming from different parts of the country live together and strengthen their relations with mutual co-operation and goodwill.

4.1.2 To ensure that the students are able to devote adequate time to their studies and research.

4.1.3 To develop a climate congenial for co-curricular and extra-curricular activities of students.

4.1.4 To develop an environment of community living and sense of social responsibility amongst the students irrespective of their caste, religion, place of living and gender.

4.2 ELIGIBILITY FOR HOSTEL ALLOTMENT

4.2.1 Students admitted to any regular full-time programme of study shall be eligible to apply for hostel accommodation except those who have already availed hostel facility in this University.

4.2.2 Since the hostel facility is limited, hostel will be allotted on the basis of merit prepared as follows:

Preference shall be given to the Divyang students. Hostel allotment to rest of the newly admitted students (UG/PG courses) shall be done on the basis of distance (25% weightage) and their merit in the entrance test (75%weightage) of total seats available.

4.2.3 Allotment shall be given to eligible claimants who have applied on prescribed format before the prescribed date.

4.2.4 Allotment of seats in the hostels, constructed out of the fund provided under Babu Jagjivan Ram Chhatrawas Yojana by the Ministry of Social Justice and Empowerment, will be made on the basis of 50% seats each to SC/ST and Open category students. However, the remaining 50% seats of SC/ST students in these hostels may be adjusted in other hostels.

4.2.5 Allotment of seats in the newly built OBC Hostels shall be made on the basis of 50% seats each to OBC and 50% to open category students. However, the remaining 50% seats of OBC students in these hostels may be adjusted in other hostels.

Note: If two students of a department get same marks in the merit, the marks in qualifying examination will be taken into account for allotment. In case, more than one student gets similar marks in the qualifying examination, distance of his/her place of residence shall be the final criteria for allotment of hostel.

4.2.6 Students belonging to SC/ST categories shall be given reservation in hostel seats as per quota fixed from time to time by the University. Presently it is 50% for SC/ST in the ratio of 2:1, seats are interchangeable between SC and ST Students.

4.2.7 No student shall be eligible for admission to the hostel unless he/she deposits the currently applicable hostel dues/fees in every semester in the Hostel Account. (See list of Rates)

4.2.8 Receipts in respect of payment of hostel dues must be preserved till the end of the course and produced by the student when required.

4.2.9 Students who accept employment or join any course outside Babasaheb Bhimrao Ambedkar University in the course of their study will lose their entitlement to hostel accommodation. The concerned inmate shall be responsible to inform the hostel administration in this regard failing which disciplinary procedures may be adopted against the inmate.

4.2.10 Allotment of hostels shall be done by a Hostel allotment Committee which shall be headed by respective Chief Warden.

4.2.11 Hostel allotment for second year onwards shall be done based on the performance of students in order of merit in the first year (Semesters I & II) examination. If the result of second semester is not declared due to some reasons, then merit of the first semester will be considered for hostel allotment.

4.3 PROCEDURE FOR ADMISSION TO THE HOSTEL

4.3.1 A student seeking admission to the hostel may apply through designated forms along with documentary evidence of registration for a regular program of study of the University and Aadhar Card as residential proof in the Office of the Chief Warden within the prescribed date.

4.3.2 For the admission and continuation of accommodation in the hostel, the student shall deposit the hostel fee receipt in the hostel office by the last date as declared by the Chief Warden office. If he/she fails to do so, the allotment shall be considered as cancelled.

4.3.3 Allotment of hostel shall be made by the Chief Warden or any officer authorized by him. No student shall be entitled for any particular hostel or room as a matter of right.

4.3.4 The students are expected to take possession of the allotted room immediately after allotment of hostels by the Chief Warden office, after paying the prescribed hostel fee, but not later than seven days of such allotments failing which the allotment shall automatically pass to the next candidate in the waiting list.

4.3.5 The allotment of rooms to the students in a hostel shall be made by the concerned Warden.

4.3.6 The allotment of hostel shall not be claimed as matter of right and will depend on the availability of seat.

4.4 NORMS AND RULES GOVERNING HOSTEL LIFE

4.4.1 Allotment of a hostel room/seat shall not confer on the hostel inmate (student) any right to tenancy or subletting and the University shall have right to have the accommodation vacated in the event of breach of rules by the inmate.

4.4.2 The hostel inmates should be back in the respective hostels latest by 10:00 p.m. everyday. Hostel inmates who are found outside their respective hostel premises after the stipulated time and involving themselves in any indisciplined activity or otherwise disturbing the peace on campus and privacy of BBAU community shall be evicted from hostel forthwith apart from any other disciplinary action by the University administration.

Note: In case of Girls Hostel the timings for returning in the hostel shall be 8:30 p.m. in the summer (1st March to 31st October) and 8:00 p.m. in the winter (1st November to 28th February) and the morning exit timing will be 5:00 a.m.

4.4.3 An inmate who wishes to remain absent overnight shall take prior permission of the Warden concerned in the prescribed form available in warden office and shall make the requisite entries in the register available with the security guard.

4.4.4 No visitor shall be permitted to stay in the room of the inmates after 10:00 p.m.

4.4.5 In case a hostel inmate leaves or returns to the hostel after/before the prescribed time, he/she shall enter his/her names in the register kept with the security guard. In case of refusing to do so he/she shall be liable for disciplinary action.

4.4.6 Inmates shall keep their rooms and hostel premises neat and tidy. No sticker/ painting is allowed on the walls of the rooms or at common places.

4.4.7 Rooms shall be subject to inspection and checking by the University authorities at any time.

4.4.8 Hostel inmates shall not misbehave with hostel staff on duty in the hostel premises. Any such indiscipline shall attract severe punishment as per university rules.

4.4.9 Hostel inmates are expected to come to dining hall, common room and the office properly dressed, failing which they shall be liable to disciplinary action as per University rules.

4.4.10 No hostel inmate shall carry on any activity in his/her room which may cause disturbance or annoyance to his/her neighbour or to the hostel or to the University. Appropriate disciplinary action may be taken against such inmates as per University rules.

4.4.11 Male visitors including male students or guests shall not be allowed in Girls' hostels except bona-fide male guests who may be permitted by Warden in the visitors' room of Girls' hostels.

4.4.12 Only men can stay as guests in a men's hostel and only women can stay as guests in girl's hostel on payment of guest charges (Rs. 150/-per day for NON-AC and Rs. 400/- for AC room) for a maximum duration of seven days with prior permission of warden.

4.4.13 The hostel inmates shall make payment of all hostel dues at prescribed intervals as per university rules.

4.4.14 Visitor's stay in a hostel room in the absence of the hostel inmates is strictly prohibited and such visitors shall be treated as trespassers and shall be liable to be dealt with as per university rules.

4.4.15 Any hostel inmate lodging an unauthorized person shall be liable to pay fine and such other disciplinary action as per university rules.

"The hostel inmate(s) on account of harbouring unauthorized person(s) in his/her room would be fined in the first instance Rs. 1500/-. If found guilty second time, the fine will be Rs. 3000/- and if found guilty for the 3rd time, he/she will be evicted from the hostel."

4.4.16 Notwithstanding the above, the Proctor or the Disciplinary Committee may take *suo moto* cognizance of any violation of rules or indiscipline by any student and may impose fine/punishment as it may deems fit.

4.4.17 The hostel administration reserves the right to deny entry into the hostel to any visitor including any student if, in their opinion, the visit is likely to disturb peace and discipline in the hostel.

4.4.18 The hostel inmate shall be given essential furniture (one cot, one table and one chair) in their allotted rooms.

4.4.19 Every hostel inmate shall be responsible for the care of the hostel property he/she uses. Any damage or loss of the hostel property will be charged individually, as the case may be, and shall be deducted from the caution money deposited by the inmate at the time of admission and they will also be liable to disciplinary action.

4.4.20 Hostel inmates shall switch off the lights, table lamps, fans and other electrical gadgets of his/her room while going out.

4.4.21 The hostel inmates shall not remove any property from the dining hall, common rooms or visitor's rooms or any other rooms of the hostels. In case they are found indulging in such activities, they shall be liable for disciplinary action.

4.4.22 The hostel inmates shall not tamper with the electrical fixtures in their rooms or in the hostel premises or use any unauthorized electrical gadgets. Any violation will amount to breach of hostel rules and shall be fined Rs. 1000/- in the first instance, Rs. 2000/- in the second instance and shall be evicted from the hostel if found guilty for the third time.

4.4.23 Students are not allowed to hand over the keys of their rooms to any person other than the Hostel Authorities. Residents are required to keep the room locked and should not keep costly items or large sums of money in the room. They themselves will be responsible for any loss due to their own carelessness.

4.4.24 In view of mounting electricity bills and increasing load on existing installationand past incidents in the hostel, use of any electric appliance such as: Electric heater/convector, electric stove, air conditioner, electric Iron, etc. are strictly prohibited. There is no provision for high power socket in the student's rooms. Violation of this rule will attract severe penalty and lead to summary rustication of the resident from the Hostel.

4.4.25 Students are not allowed to engage any person for personal service. No employee of the hostel should be asked to do personal job by any student.

4.4.26 Students should inform to the Hostel Office of any change in address, email address, Mobile phone number and Telephone numbers of local guardians and parents immediately.

4.4.27 Women students are not allowed to visit Men's Hostel and Men students are not 9 allowed to visit Women's Hostel at any time including festival days. Violation of this rule shall lead to strict disciplinary actions, including eviction from the Hostel.

4.4.28 Students are strictly prohibited to go to the Hostel roof in any case. Violation of this rule shall lead to strict disciplinary action, including rustication from the Hostel.

4.4.29 Further, University Campus/Hostels are No Smoking Zones. Storing or consumption/chewing of gutka, pan masala, flavored tobacco and similar products and smoking Cigarette in the Campus/Hostel premises is also strictly prohibited and, in any case, if found that any student has consumed or stored or became habitual of these products, then strict disciplinary action, including eviction from the Hostel or he/she will be penalized by Rs.700/- on each occasion/violation.

4.4.30 Cooking of food in the rooms is strictly prohibited.

4.4.31 The hostel inmates shall take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of their personal belongings.

4.4.32 No hostel inmate is permitted to take away his/her belongings from the hostel premises without a proper gate pass issued by the Warden.

4.4.33 Use of narcotics, psychotropic substances, consumption of alcoholic beverages and gambling in the hostel premises is prohibited and any inmate found guilty is liable for disciplinary action.

4.4.34 Pets shall not be allowed within the hostel premises.

4.4.35 The hostel inmates shall not hold any unauthorized religious/political meeting (other than related to student's activities) within the premises of the hostel.

4.4.36 The hostel administration reserves the right to take disciplinary action including eviction from the hostel, for violation of any of the above rules.

4.4.37 The University reserves the right to close any or all hostels *suomoto.*

4.5 Hostel Academic-Cultural Committee

4.5.1 Subject to the disciplinary provisions of the Hostel, the students with a specific objective to promote academic/intellectual, cultural and recreational activities in the Hostel will form the Hostel Academic-Cultural Committee according to approved Constitution and nominate the Hostel Academic-Cultural Committee members every year. Once nominated as a member he/she cannot be re-nominated in the next year.

4.5.2 The Warden within the supervision of Chief Warden constitutes the Hostel Academic- Cultural Committee every year.

4.5.3 The nominated Hostel Academic-Cultural Committee members will consist of a General Secretary, Joint Secretary, Common Room Secretary, Mess Secretary, Cultural Secretary and a Health Secretary.

4.5.4 If the nominated General Secretary is absent, then the Joint Secretary will perform the duty of the General Secretary. In the absence of other members, the Hostel Office will fulfill their responsibilities.

4.5.5 The term of Hostel Academic-Cultural Committee executives including General Secretary shall be coterminous with the term of their admission to the Hostel.

4.5.6 The Academic Cultural Activities include celebration of various festivals from different parts of the Country. along with spoken Language classes, communicative English classes, Competitive Exam preparation, Elocution Competitions, Yoga practices etc.

4.5.7 No rule in the Constitution of the Hostel Academic-Cultural Committee shall run counter to University Act, Statutes, Ordinances, Rules and Regulations, decisions of BoM and Academic Councils of the University, However, each student is expected to contribute to the smooth running of the mess, common room, computer room by volunteering their services.

4.6 DURATION OF STAY IN THE HOSTEL

4.6.1 Accommodation in the hostel may be allowed initially for the current semester and will be subsequently allowed subject to continuing registration and fulfilling academic requirements from time to time by the allottee. All occupants should subject themselves to the proof of registration and payment of all hostel dues every semester, including depositing of registration folios with the hostel office/Chief

Warden Office, failing which, he/she will be liable to be vacated/evicted as if he/she was not a registered student.

4.6.2 An Ph.D. hostel inmate may stay in the hostel not exceeding the total period of registration as prescribed in Ph.D. ordinance.

Note: (i) Ph.D. hostel inmates may stay in the hostel maximum for 7 days after the date of submission of their Ph.D. thesis.

(ii) U.G., P.G. and Ph.D. hostel inmates of the University who have vacated the hostel and are required to visit the University again for their Dissertation/Project or viva-voce exam may be allotted accommodation in the hostel, subject to availability for a period not exceeding 7 days on payment of guest charges.

4.6.3 The maximum duration of stay in the hostel is the minimum prescribed duration of the program of studies to which the student is admitted.

4.6.4 Foreign nationals may be allowed to stay beyond the normal period prescribed for the P.G./Ph.D., provided their P.G./Ph.D. viva is likely to be conducted shortly but not later than two months after submission of thesis keeping in view the merit of each case. Stay beyond two months will be on guest charge basis, subject to the prior permission of the Chief Warden on the recommendation of the Supervisor and Head of the Department.

4.7 VACATION OF HOSTEL ROOMS - PROCEDURE

4.7.1 The University hostels, will remain closed during summer vacation.

4.7.2 It shall be mandatory for inmates to vacate Hostel rooms during summer vacation for maintenance.

4.7.3 Subject to the provision contained in para 5.4 above all terminal (Final Year) inmates must surrender their rooms to the concerned warden, maximum one week after completion of the end-semester examination. However, the Chief Warden may grant extension to such inmates in exceptional cases, upon request duly recommended by the supervisor concerned and HoD on guest charge basis.

4.7.4 Those hostel inmates who discontinue their studies in the middle of semester shall submit an application for vacating the hostel in the prescribed form available with hostel office to the Warden concerned at least four days in advance of the date of their leaving the hostel. Permission for vacating the hostel will be accorded by the Warden concerned after the clearance of hostel and mess dues by the concerned inmates is submitted to the office.

4.7.5 Before vacating the hostel, each hostel inmates shall hand over to the Warden the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues. The inmates while vacating or on being evicted from the hostel rooms will have to pay the cost of article(s) found either missing or damaged, allotted in his/her name, keeping in view the original price of the article(s) as decided by the Warden, which shall be deducted from the caution money deposited at the time of admission.

4.7.6 Failure to vacate the hostel room by the due date will render the hostel inmates liable to disciplinary action or fine or both and eviction procedure shall be initiated against the inmates.

4.8 PROCEDURE FOR EVICTION

4.8.1 A hostel inmate may be evicted from the hostel for any breach of disciplinary rules/norms of hostel or mess rules, or not conforming to academic requirements as stipulated in the Academic Ordinance of the University or otherwise notified by the University.

4.8.2 The eviction process will be effected by the Warden in consultation with the Chief Warden.

4.8.3 Before eviction, the hostel inmate concerned will be served a five days eviction notice by the warden so that the inmate is informed of the proposed action and could take care of his/her personal belongings lying in the room, and vacates the room on or before the date fixed for eviction.

4.8.4 If the hostel inmate does not vacate by the date specified in the notice for eviction, the lock of the room shall be broken in the presence of committee consisting of:

a. The Proctor
b. A nominee of the Vice-Chancellor
c. The Warden
d. The Security Officer or his representative
e. The Caretaker/Matron,

4.8.5 For this purpose, the Warden shall inform the concerned officers in advance.

4.8.6 Where the second room-mate is affected by eviction of the defaulting inmate, the second room-mate shall be accommodated by the Warden in another room as may be possible.

4.8.7 If, on breaking open the lock, any personal belonging of the defaulting hostel inmates are found in the room, an inventory shall be prepared under the signature of above committee and disposed off by the Warden as per the recommendation of the committee.

4.8.8 If any furniture articles/fixtures allotted to the inmate found missing or damaged, the cost of article or damage to articles shall be recovered from the inmate, keeping in view the original price of the article which shall be deducted from the caution money or as may be decided by the committee.

4.9 OBJECTIVES OF HOSTEL MESS

4.9.1 To ensure that hostel inmates get a balanced diet at a reasonable cost.

4.9.2 To foster a climate where the inmate from different creeds, languages and food habits sit and eat together harmoniously in a common mess;

4.9.3 To cultivate amongst the inmate co-operation and tolerance

4.9.4 To develop in the inmates capacity to manage the day to day affairs of the mess democratically.

4.10 ORGANISATION OF THE MESS

4.10.1 Each hostel shall have a mess/cooperative mess of its own.

4.10.2 The mess shall be managed by the private contractor engaged by following prescribed procedure.

4.10.3 The warden will be responsible for proper administration and maintenance of discipline in the hostel mess.

4.11 ELIGIBILITY FOR JOINING THE MESS

4.11.1 All bonafide students of the University who have been allotted seats in the university hostel shall have to join their respective hostel mess.

4.11.2 A guest of a bonafide hostel inmate shall be permitted to take meals in the hostel mess on payment of guest mess charge.

4.11.3 The mess facility arranged by the Hostel Administration through the University has to be compulsorily adopted by all inmates. Mess charges shall be paid in advance by the inmates.

4.12 DINING HALL

4.12.1 Each hostel inmate, his/her guest, if any, shall have to take meal in the dining hall. In no case shall inmates be allowed to take the mess food outside the dining hall except with prior permission of the warden.

4.12.2 In case inmates avail continuous leave of more than 04 days with prior intimation to Warden and Mess contractor, the mess fees shall be adjust in the next months(s).

4.12.3 All hostel inmates and guests shall go to the dining hall properly dressed.

4.12.4 Self-service system shall be followed in the mess.

4.12.5 Impersonation i.e. eating against name of another bonafide student is prohibited and defaulter shall be dealt with as per university rules.

4.12.6 Only one inmate shall eat from one plate or thali. More than one person eating from one plate or thali is prohibited.

4.12.7 The Hostel inmates are expected to behave well with the Mess contractor and the mess staff with proper decorum and not enter into any altercation with them. If they have any grievance, they may record the matter in the suggestion book or may bring to the notice of the Warden.

4.12.8 The Warden will check the suggestion book often and sign it with remark.

4.12.9 Smoking or taking alcoholic drinks in the dining hall is strictly prohibited.

4.12.10 Inmates shall not take mess utensils out of the dining hall.

4.12.11 Inmates shall not waste food.

4.12.12 Inmates shall observe cleanliness in the dining hall.

4.12.13 Inmates shall not ask mess employees to prepare special dishes for them.

4.12.14 Other hostel staff not on mess duty shall not enter in the kitchen.

4.12.15 Inmates, including their guests, if any shall adhere to the set timings scrupulously. No complaint shall be entertained if a student fails to report within the fixed hours.

4.12.16 To use dining hall of male's/female's hostel for purposes unrelated to the mess shall require prior permission of the Warden.

4.12.17 Any breach of the above rules shall render the inmate liable to imposition of fine and/or disciplinary action including expulsion from the hostel and removal from the University, etc.

4.13 **The mess timing should be :**

Breakfast – 7:30AM to9:00AM(Inwinter8:00AMto9AM)

Lunch – 1:00 PM to 2:30 PM

Dinner - 7:30 PM to 9:00 PM

Warden may change the timings of mess from time to time in special circumstances.

4.14 GRIEVANCE REDRESSAL MECHANISM IN HOSTEL

4.14.1 Hostel in the University exists to provide the conditions of congenial living to the inmates, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities.

4.14.2 Any grievance from an inmate in the first instance shall be referred to the concerned Warden who shall, depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and in no case later than a week from the date of receipt.

4.14.3 In case the inmate or inmates are not satisfied with action taken by the Warden, the inmates, as the case may be, are free to bring the grievance in writing to the notice of the Chief Warden as soon as the decision of the Warden has been notified and in no case later than one week from the date of decision of the Warden.

4.14.4 The complaint shall be made to the Chief Warden along with the copy of the decision of the Warden.

4.14.5 Inmates may appeal against the decision of the Chief Warden in writing to the Grievance Redressal Committee of the University with a copy of the decision of the Chief Warden and the Warden.

5 LIST OF RATES (SUBJECT TO REVISION FROM TIME TO TIME)

Hostel Fee Structure:

S. No.	Items	Rates
1	Admission fee (per year)	Rs. 1000/-

2	Hostel Caution Deposit (One time payment & Refundable)	Rs. 2000/-
3	Electrical Charges (per semester)	Rs. 600/-
4	Room Rental (per semester)*	Rs. 500/-
5	Services & Maintenance (per semester)	Rs. 600/-
6	Miscellaneous Fee	Rs. 100/-
Total		**Rs. 4800/-**

Note: (a) Hostel Caution Money shall be collected only once during one programme at the time of admission.

*a) The SC/ST inmates are exempted from the Room Rental Charges.

Refund of Hostel Caution Money

Caution money is refundable to an inmate through Bank Transfer after leaving the Hostel within three months, after clearing all dues including deduction of cost of breakage of articles by the inmate if any. Student must submit the prescribed form for this which can be obtained from the Hostel Office or downloaded from the Campus/Hostel Website page.

6. VARIOUS COMMITTEE AT HOSTEL LEVEL

a. COMMITTEE AGAINST SEXUAL HARASSMENT (COMPLAINTS COMMITTEE)

As per the guidelines of the Government of India and the Supreme Court of India, the Babasaheb Bhimrao Ambedkar University maintains that no member of the University community may sexually harass another. Any employee or student may be subjected to disciplinary action for violation of this policy. The university has constituted an Internal Complaints Committee (ICC), for any such complaint.

b. MESS COMMITTEE

Each hostel shall have a Mess Committee comprising of the hostel inmates, Deputy Warden, and headed by the Warden as an *ex-officio* chairperson.

In addition, the hostels shall also have the following Committees:

- Discipline Committee,
- Anti-ragging Committee,
- Sanitation Committee,
- Gardening & Beautification Committee,
- Cultural Committee,
- Community outreach Committee, etc.

The Warden shall be the *ex-officio* chairperson and Deputy Warden shall be one of the members of the above committees.

Wardens shall ensure the participation of inmates in organizing plantation, cleanliness drive etc. on regular basis along with *Shram dan* on weekends (Saturday/Sunday)

Under the "Each One Plant One" scheme all the inmates shall plant a sapling at the time of initial hostel allotment and he/she shall maintain/take care of such sapling throughout their stay in the hostel.

Further, each hostel shall have hostel representative if required in various Committees at the University level.