



SHREE JAGANNATH SANSKRIT UNIVERSITY
SHREE VIHAR, PURI-3, ODISHA

MANNUAL FOR HOSTEL RULES

- a) Students, desirous of residing in the Hostel, will have to mention clearly in the application form for the admission under the appropriate head without mentioning the name of any hostel. No student can claim, as a matter of right, to stay in a particular hostel or in a particular room.
- b) Students living in the hostel will be under the direct supervision of the Superintendent.
- c) Hostel furniture shall be issued to the boarders and the boarders shall be held responsible for any damage. In case of damage to electric installations, the boarders in that particular room shall be held jointly responsible. Any damage to the hostel properties by a boarder after inspection will be recovered from caution money or boarder if exceeds.
- d) Roll call and attendance will be taken daily at the end of the evening prayer at 6.30 p.m. in the dining hall by the Matron/Assistant Superintendent. All the boarders should be present during the roll call and in the prayer class.
- e) The hours fixed for the study are: **i. 6.30 a.m. to 9.00 a.m. ii. 7.00 p.m. to 9.00 p.m. iii. 10.00 p.m. to 11.00 p.m.**
- f) Viewing Mobile during study hours is not permissible. No boarder shall ordinarily be allowed to leave her room during study hours.
- g) No boarder shall go out of University Campus without the permission of the Superintendent. All boarders should be in the hostel from **6 p.m. till 6 a.m.** Absence from the hostel during these hours without permission of the Superintendent is strictly prohibited and will be treated as an act of indiscipline.
- h) Authorized visitors are allowed to visit the boarder in the hostel during visiting hours only. They have to sign in the visitor's book along with other necessary entries before meeting their ward. They may, however, visit the boarder in the hostel beyond the visiting hours with specific permission from the Superintendent only on the ground of the boarder's ill health of requiring urgent attention or on any urgent business, to be determined at the discretion of the Superintendent.
- i) Visiting Hours
 - Monday to Saturday **4.00 p.m., to 6.00 p.m.**
 - Sunday **8.00 a.m. to 5.30 p.m.** Visitors will be received only in Visitor's room.

- j) Parents of boarders are allowed to visit their wards on any day with due permission from the Superintendent. No boarder will be permitted to leave the Hostel without a letter of authority from the parents or local guardian concerned.
- k) No boarder will be permitted to go home during the working days. Under special circumstances, she will be allowed to go home on production of a letter from her parents or natural guardian only. She may, however, be allowed to travel during day time, alone, at her own risk, on production of an authorization letter from her parents or natural guardian, addressed to the Superintendent / telephonic conversion with parents.
- l) No boarder will be allowed to go home either alone or with an escort between 9.00 p.m. to 5.00 a.m. Boarders are not allowed to stay overnight with local guardians unless otherwise specifically permitted by their parents.
- m) Boarders cannot stay in the hostel during any vacation except in special circumstances like exams. The hostel remains closed during the Puja and summer vacation.
- n) If a boarder wishes to return to the hostel after the summer vacation, she must inform the Superintendent in writing before she leaves the hostel at the time of vacation.
- o) No boarder shall leave the hostel permanently unless she obtains the permission of the authorities. An application for the purpose shall be made through the Superintendent of the hostel, who will ascertain that all dues in the Hostel have been paid, and that she is not responsible for damaging hostel property; before forwarding the application with a "No-Dues" clearance certificate, the application shall be made by the parents or local guardian.
- p) Male visitors are not allowed to enter the hostel. Female visitors and Day Scholars are also not allowed to enter the Hostel Rooms without the permission of the Superintendent.
- q) All letters and communications to and from the boarder will pass through the Superintendent.
 - i. Continuous absence from the Hostel for a period of one month will lead to forfeiture of the seat in the hostel.
 - ii. Boarders are allowed to visit their local guardians twice a month strictly on holidays and Sundays from 8.00 a.m. to 5.00 p.m., on the production of an application by the natural or local guardian to the Superintendent.
 - iii. Boarders should in all cases, obtain the permission of the Hostel Warden/Chairman. P.G. Council through the Superintendent before joining or taking part in any association or meeting outside the college.
 - iv. All activities by the students, either for calling a meeting or circulating notices or raising subscriptions must receive the sanction of the Superintendent.

v. The Superintendent has the power to censor all reading materials brought into the hostel. Possession and/or circulation of objectionable reading matter in the hostel will be regarded as a breach of discipline.

vi. The following will also be considered as breach of discipline:

- Absence from the Hostel without leave request.
 - Continuous neglect of the study.
 - Spitting around the rooms and verandahs and littering the hostel premises.
 - Lack of cleanliness and tidiness in the room.
 - Absence from the hostel in the evening without prior permission of the Superintendent.
 - Writing on or disfiguring the walls, doors or windows of the buildings.
 - Holding any special meeting in the Hostel without the approval of the Superintendent. **No** to the groupism against the hostel matters that degrade image.
 - Bringing in guest to their rooms without clearance from the Superintendent
 - Keeping of pets, transistors, cameras, valuable ornaments and heaters, stoves, burners, electric and/or non-electric.
 - Nonattendance during prayer without prior permission.
- r) The boarders shall have to pay Rs.1500/- as advance for Meal charge at the time of admission in shape of BD/DD drawn in favour of Superintendent , Brahmi Ladies Hostel SJSU, Puri. Rs.100/- late fee will be imposed, if the candidate is not able to deposit at the time of admission.

Hostel Management and Superintendent

The internal management of the Hostel rests with the Superintendent

- a) The Superintendent shall be in charge of general administration, finances and discipline etc. of the Hostel.
- b) The Assistant Superintendent shall be in overall charge of the Hostel Mess and perform other duties assigned by the authorities.
- c) The Superintendent shall nominate one suitable boarder as the General Secretary to help her see to the inmates discipline and wellbeing, cleanliness of rooms on the hostel premises, supply of water, electricity and all other amenities provided in the hostel.

d) The Superintendent has power to punish any boarder for breach of discipline such as involvement in any case of ragging and theft. In all cases of gross misconduct, matters shall be reported to the Hostel Warden and P.G. Council Chairman by the Superintendent.

- Use of mobile phones by the boarders should be restrained and judicious, and by no means should be a source of disturbance to fellow inmates.

- No boarder is allowed to entertain their University classmates in the hostel. However, they are free to meet them only in the visitor's room.

10. Expulsion from Hostel

a) Students may be expelled from the hostel on the report of the Superintendent regarding violation of hostel rules.

b) In case of communicable diseases, the hostel authorities may expel the student from the hostel if she refuses to be isolated.

c) Prolonged and unauthorized absence from the hostel and regular non-payment of hostel dues shall invite expulsion from the hostel.

11. Students representatives will be selected 05 numbers for 05 floors.

12. Attendance Registrar should be strictly maintained.

13. Rs.450/- caution money will be refunded after completion of the Course.
