Ordinance 13 (XIII)

HALL OF RESIDENCE

1. There shall be Halls of Residence for resident students. Each Hall of Residence shall, consist of as many Hostels as may be allocated by the Majlis-i-Talimi (Academic Council) from time to time.

2. Each of the Hall of Residence and Hostels may be given such names as decided by the Majlis-i-Talimi (Academic Council),

3. Students will be admitted to the Halls of Residence/Hostels subject to availability of seats,

4. The students residing in the University Hostel shall pay such fees as may be prescribed by the Majlis-i-Muntazimah (Executives Council) from time to time.

5. Each Hall of Residence shall have a provost who shall be appointed by the Shaikhul Jamia (Vice-Chancellor) for a period of three years on such terms and conditions as may be prescribed by the Majlis-i-Muntazimah (Exccutivc Council) from time to time.

6. Each Hostel shall have Warden(s), who shall be appointed by the Shaikhul Jamia (Vice-Chancellor) on the recommendation of the provost for a period of three years, on such terms and conditions as may be prescribed by the Majlis-i-Muntazimah (Executive Council) from time to time.

7. The Provost may, if necessary, designate one of the Wardens in a Hostel as Senior Warden, Warden (Mess), Warden (Sports), Warden (Common Room) etc.

8. The Provost and the Wardens shall be entitled to such honorarium as may be decided by the Majlis-i-Muntazimah (Executive Council) from time to time.

9. There shall be upto a maximum of four Wardens for each Hostel for two hundred students.

10. The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.

11. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The warden shall also be required to vacate the room before proceeding on leave for a period excceding 90 days during his/her tenure, unless he/she is granted- special permission by the Shaikhul Jamia (Vice-Chancellor) on the recommendation of the Provost concerned for retaining the room.

12. Every Hall of residence shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.

13. Every resident shall have to observe discipline as per the hostel rules.

14. Power and Functions of the Provost:

The Provost shall:

(1) supervise the Hostels in his/her hall in matters relating to the Hostels overall functioning, the resident students' welfare, and discipline;

(2) inspect periodically the Hostels and be *in* contact with the Wardens, staff and students;

(3) permit stay of any guest according to the Hostel Rules;

(4) have the power to take punitive action, including the ordering of eviction of a resident from the Hostel;

(5) prepare the budget of the Hall of residence and operate it after it has been duly approved by the Shaikhul Jamia (Vice-Chancellor);

(6) Sanction leave for Wardens *in* the Hall;

(7) Disbursement of various grants:

(8) ensure maintenance of discipline and decorum in the premises of the halls of residence; "

(9) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;

(10) supervise the functioning of the Mess and the working of the Mess Staff;

(11) superwise the system of purchases of mess stores and provisions etc.;

(12) ensure the correctness of receipts, issuance of mess stores, crockery etc. and or /the stock balance.

(13) attest all entries in the relevant Stock Register and check the valuation of the closing stock;

(14) check and certify the bills rcceived from suppliers with reference to the Stock register;

(15) be responsible for drawl and adjustment of temporary advance;

(16) suspend mess facilities in respect of resident students defaulting payment of Mess Bills; and

(17) be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University-

15. Powers and Functions of Wardens :

The Wardens of Hostels shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to specific duties assigned by the Provost, the Wardens shall:

1. be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;

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2. ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel;

3. have the right to inspect Hostel Rooms;

4. be individually and collectively responsible for the smooth functioning of the Hostels;

5. ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to tIle Provost all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;

6. be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;

7. be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge;

8. allot and supervise Hostel Rooms and Guest Rooms;

9. check the Resident Student's Register and the Guest Room Register;

10. if desirable pennit stay of a resident student's guest upto a period of 3 days;

11. take disciplinary action against a resident student for keeping any unauthorized guest;

12. order double-locking or rooms of resident students and their re-opening, when required;

13. take action for the eviction of resident students in consultation with the Senior Warden; and

14. periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.

16. Warden's Leave:

1. The prior approval of the Provost shall be necessary for a Warden to go on leave.

2. When a Warden is on leave. his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

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