



UNIVERSITY OF MYSORE



HOSTEL MANUAL

(Regulations relating to the administration and management of hostels of University of Mysore)

Directorate of Student Welfare

E.M.R.C. Building, Manasagangotri, Mysuru 570006



His Highness **Shri Krishnaraja Wadiyar - IV**
(1884-1940)

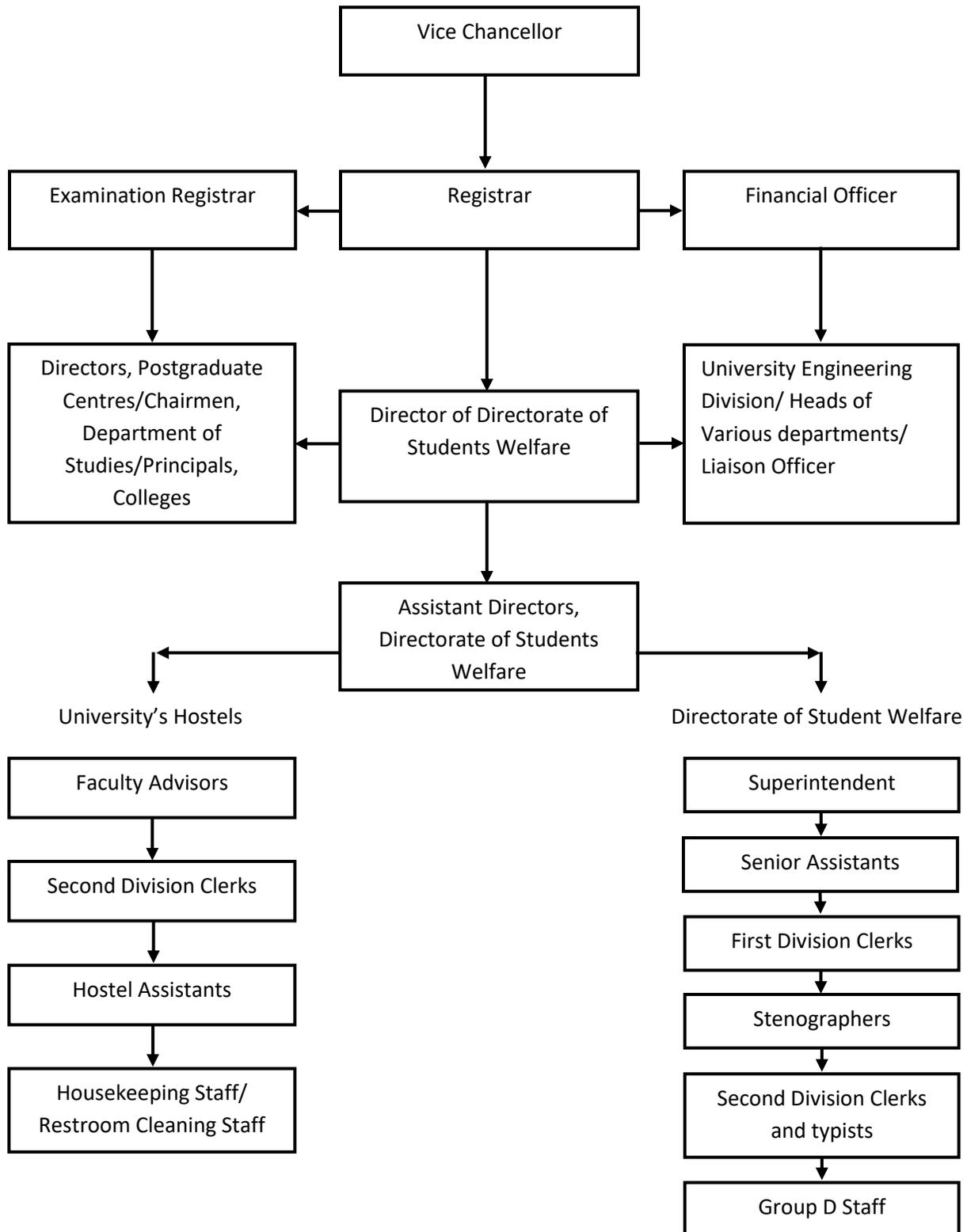


Diwan **Sir M. Visvesvaraya**
(1860-1962)

The **University of Mysore** was established on **July 27, 1916**. It is the sixth oldest in the country and the first in the state of Karnataka. In a sense, it is the first university in the country to be established outside the limits of British India. The university was founded due to the efforts of the benevolent and visionary Maharaja of erstwhile Princely State of Mysore, His Highness **Shri Krishnaraja Wadiyar - IV** (1884-1940), and the then Diwan **Sir M. Visvesvaraya** (1860-1962). The University of Mysore was granted autonomy in 1956 by the University Grants Commission (UGC). Initially, it covered 9 districts in the state of Karnataka. It currently has four districts in the south of Karnataka, namely **Chamarajanagar, Hassan, Mandya, and Mysuru**. It was the first university to be accredited by NAAC in **2000** with **five-star status**. In **2016**, the University of Mysore had celebrated the centenary year of its inception.



Organizational Structure of the Directorate of Student Welfare.





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The University of Mysore is in **Mysuru city - the cultural capital of Karnataka**. Mysore is a tourist destination with magnificent historical monuments and unique sculptures. Mysore Dasara, Mysore Silk, Mysore Jasmine, Nanjangud Rasabalehannu (a variety of Banana), Mysore Ganjifa Art, Mysore Pak, Mysore Masala Dosa, Mysore Agarbatti, Sandalwood Oil & Sandalwood Soap, Mysore Ink, Mysore Peta, Mysore Beetle leaves, yoga, Mysore oxen-cart, Bete tree, and Elephant ivory crafts are the specialties here. Mysore has a pleasant climate and is about 140 km from Bangalore, the capital of the state of Karnataka, which is well connected by rail, road, and airways.

The Directorate of **Student Welfare** was established in **1968**, the main body of the University of Mysore. **Prof. U.Ka. Subbarayachar** was the first director of the Directorate of Student Welfare, who served for several years, providing a Directorate's firm foundation. Directorate of Student Welfare's position is a Statutory position as per **State University Act- 2000**. The Director of the Directorate of Student Welfare is a member of the Educational Council. Two (2) Assistant Directors will assist the Director of Directorate of Student Welfare in official work.

Directorate of Student Welfare serves as a bridge between students and the administration section. For the students' overall development, literary and cultural competitions are organized by the Directorate of Student welfare. The winning contestants represent the university as cultural ambassadors at the **South zonal, National and South Asian Youth festivals**. Every year the best three magazines published by the University departments and its constituent colleges are awarded. The Directorate will implement the centralized student programs of Central and State governments. For the well being of the needful students, **the 'Earn while you Learn'** program has been implemented. As per the direction of the government or University, **Conferences, Workshops, Orientation programs, and Competitions** are organized. On behalf of the University of Mysore, National festivals such as **Independence Day, Republic Day** are

celebrated. In coordination with SC/ ST Special Cell brainstorming workshops, training programs for competitive examinations, Spoken English and Computer training classes are conducted. UGC online student grievance redressal cell is maintained. For the effective prohibition of ragging and sexual abuse, necessary measures are taken at both Undergraduate and Postgraduate levels.

Newspaper facility for the convenience of the hostel students in university hostels, CCTV cameras for security purposes, R.O units for clean drinking water, multi-gym facilities is provided. Yoga training is offered in collaboration with the sports science department. The university also provides a health center, swimming pool, tennis court, badminton court, etc.

Mysore University's Directorate of Student Welfare has **19** hostels. Out of these, **9** hostels are run exclusively for Postgraduate students, **9** hostels for Undergraduates, and **1** hostel for Working women. The other 18 hostels (besides a working women's hostel, which runs in association with the Department of Women and Child Development, Government of Karnataka) are providing accommodation and dining arrangements in accordance with the University regulations to students seeking admission for the student hostels while studying in UG, PG, diploma, M. Phil, and Ph. D courses. These hostels (excluding working women's hostels) operate following the guidelines and instructions of the University administration, management, and student welfare advisory. The hostel's faculty advisors act as Executing officers. The university syndicate determines that Private Contractors or Faculty Advisors should operate the dining arrangements in the hostels.

Sl.no	Name and Address of the Student hostels	Intake capacity
1.	Maharaja College Hostel, Mysuru	280
2.	Yuvaraja's College Hostel, Mysuru	288
3.	Undergraduate Village Hostel, Manasagangotri, Mysuru	220
4.	Dr. B. R. Ambedkar Hostel, Manasagangotri, Mysuru. **	120
5.	Gautam Hostel, Manasagangotri, Mysuru. **	294
6.	University Hostel -2, Saraswathipuram, Mysuru	149
7.	Physical Education and Sports Science Hostel, Mysuru	060
8.	Yuvaraja's College Women's Hostel, Mysuru	070
9.	Maharaja and Physical Education College Women's Hostel, Mysuru	082
10.	PG Men's Hostel Block-1, Manasagangotri, Mysuru	250
11	PG Men's Hostel Block-2, Manasagangotri, Mysuru ***	225

12.	PG Men's Hostel Block-3, Manasagangotri, Mysuru	148
13.	PG Women's Hostel Block-1, Manasagangotri, Mysuru ***	310
14.	PG Women's Hostel Block-2, Manasagangotri, Mysuru	320
15.	PG Women's Hostel Block-3, Manasagangotri, Mysuru	188
16.	Working Women's Hostel, Mysuru	068
17.	PG Men's Hostel, Hassan	050
18.	PG Men's Hostel, Mandya	064
19.	SC /ST Hostel, Chamarajanagar **	150

* – As per the data available up to 09/02/2018

** – Hostels reserved for SC/ ST students (In remaining hostels also SC/ST students are admitted).

*** – Hostels allotted for Research scholars (Postgraduate students are also admitted in this hostel).

Various committees on administration and management of student hostels

1. University's Committee on Hostel administration, management, and Student Welfare Advisory Council:

The honorable Vice-Chancellor is the Chairman, and the Registrar is the Vice President, the Examination registrar is the Financial Officer, a Syndicate Member, the Director of the Collegiate Development Board, the Director of the P.M.E.B, the Director of the Physical Education Department, two Senior Professors, the Principals of the Maharaja and Yuvaraja's College, Deputy registrar of the Scheduled Caste/ Scheduled tribe Special cell, Coordinator of the Backward Classes special cell, the Executive Engineer of the Engineering Division of the University, the Liaison Officer and the Chairman of the Student Grievances Review Committee are the members of this council. Director of Student Welfare is the member secretary of this council.

The committee recommends the University Syndicate on policy regarding student hostels issues, demands, budget, hostel admission fee revision, admission date, dinner fee, and mess menu revision.

2. Grievances Review Committee of the University Student Hostels:

A Senior Professor chairs this committee, and the Director of Student Welfare is a member secretary. Two faculty members, Manasagangotri Administrator, Deputy-registrar of Scheduled Castes / Scheduled Tribes special cell, and Executive Engineer of Mysore University Engineering Division, are the members.

The committee visits the student hostels, identifies the grievances, and submits the recommendation to the Registrar.

3. Disciplinary Committee:

In case of any misbehavior by the students in the hostels, the committee shall conduct inquiries into the above complaint against him/her and recommends appropriate action. The Chairman or Principal of the Department of Studies or college in which the accused student is attending is a member of this committee; If the research student is accused, then his / her mentors, a senior professor, and an officer will be in the disciplinary committee. The Director of student welfare implements the recommendation of this committee.

4. Food Quality Review Committee:

This Committee is chaired by the Food Sciences and Nutrition department's faculty, with one faculty and one official as its members. The committee reviews the quality of the meals/food prepared in the laboratory and recommends the Directorate of Student Welfare.

Responsibilities of the Directorate of Student Welfare concerning hostels are:

- Guiding the admission process in hostels.
- Inviting tenders to arrange dining facilities in hostels.
- Providing necessary staff for the hostels, such as faculty advisors, hostel clerks, hostel assistants /Wardens, nightshift working for staff, cleaning staff, and restrooms cleaning staff.
- Conducting regular meetings with various committees and hostel staff to facilitate the smooth functioning of hostels.
- Issuing Letters, Orders, Notifications, Official Reminders, Official memorandums, and Circulars from time to time concerning hostels.
- Supervision of hostels through inspection.
- Providing infrastructure facilities to the hostels in collaboration with the Engineering Division of the University and performing necessary repairs.
- Assistance to meet the cost of dining for Scheduled Caste /Scheduled Tribes students residing in the hostels in collaboration with the Scheduled Caste/ Scheduled Tribes Special cell of the University.
- Taking action to provide extra dining expenses by the University for the students belonging to Category - 1 residing in hostels.
- Dealing with hostels' grievances through various headings in the university's financial department's budget allotted to the Directorate.

Responsibilities of the Engineering Division:

- Carrying out repairs related to building, electricity supply, water supply, sewage, dining hall, etc., during each academic holidays.
- Installation and maintenance of bore wells and motor pumps in hostels.

- Cleaning of hostel sumps and overhead tanks every six months.
- The Student Hostels' Assistant Engineers visit the Student Hostel weekly and take appropriate action to check the grievances.
- Responding timely to the complaints regarding student hostels coming through the Directorate of Student Welfare.

Responsibilities of the Hostel Liaison Officer:

- Overseeing the work and obligations of the University's Engineering Division and the hostels.
- Coordinate with faculty advisors of hostels.
- To make sure that the facilities provided in hostels are accessible to hostel students.

Responsibilities of Faculty Advisors:

- Hostels are in direct control of Faculty Advisors, and the Hostel Staff is under their control. Faculty advisors have the authority to assign regulatory work, supervise work, schedule work (by applying biometric systems), and issued warning notices to staff who are subject to defect to keep the view of the smooth management and disciplinary administration of hostels.
- Recommending to the Director of Student Welfare to take necessary actions as per K.C.S.R. rules against the staff who have been absent for more than 90 days illegally.
- Faculty advisors are responsible for executing rules and regulations issued by the University and Directorate of Student Welfare.
- Conduct the process of admission to the hostels and allocate rooms for students in the hostels.
- Organizing an "Orientation program" at the beginning of each academic year brings awareness among the students admitted to student hostels about the facilities, rules, regulations, and other essential information.
- Taking required actions on scholarship and E.B.L sanction by forwarding to the concerned authorities for review of Central Government Scholarship and State Government E.B.L applications for the expenses of dining of SC / ST students.
- Issuing of No due certificate only after verifying whether the hostel student have to pay any dues to the hostel? When vacating the hostel.
- Visit the student hostel regularly and monitor the activities. Meeting with hostel residents once a month and reviewing their problems, demands, and complaints with the hostel clerk.
- Managing the resident students through hostel clerks.
- Instructing the hostel clerk to maintain the receipts related to the administration, management, and dining arrangements of the student hostels. Performing the AG Audit / S.A.D Audit and answering any audit queries and carrying out reimbursement works if there are any.
- Grant of leave to hostel students who wish to vacate the hostel for personal and educational purposes.
- Attempting to find solutions to the problems of hostel residents face. If the issue is not resolved, consult with the contact officer to find a solution. Conduct correspondence with the University authorities through the Director of Student Welfare regarding hostels.

- Carrying out correspondence with the Directorate of Student Welfare related to the hostel's management and administration through letters.
- Conduct correspondence with the university authorities through the Director of Student Welfare for hostels.
- Informing the Student Welfare Director to leave the center in case of inevitability.
- Ensure that the hostel residents are disciplined and maintain harmony by preventing ragging and sexual abuse cases.
- Making recommendations to the Director of student welfare to identify students who violate the rules, act unethically, damage the hostel property, and allow unauthorized persons in their rooms to stay.
- Disciplinary action against unauthorized occupants of the room. If the rooms are locked unlawfully, breaking the lock and seizing the room. Legal action will be taken against the misconduct, if necessary.
- Recommending the student welfare director for further action if the Faculty Advisor does not see any improvement in hostel staff even after the issue of a three-day warning notice for those hostel staff who took leave without prior approval, delay on duty, or otherwise make a mistake.
- Faculty Advisors in each hostel are required to create a Dining supervisory committee. The hostel's Faculty Advisor chairs the committee. The three presiding students selected by the Faculty Advisor and the hostel clerk are the committee members. Students on the committee must be replaced every three months. This committee shall supervise the dining arrangements of the hostel.
- Note that an alternate arrangement has been made before granting holidays to the hostel staff, instructing the hostel clerk to ensure that another staff member is on duty regularly.

Responsibilities of Hostel Clerks:

- Assisting the Faculty Advisor in the management of all student activities.
- Handling all files, bills, and 14 different registers related to the hostels.
- Orders, memorandums, letters, and circulars about administration and management of hostels issued timely by Directorate of student welfare/ various departments of University / Government must brought into the notice of Faculty Advisor.
- Provide information sought by the Directorate of Student Welfare.
- Supervising the functioning of all the Hostel staff.
- Identify the repairs needed in the building, power supply, water supply, drainage system, and kitchen, writing letters to the concerned person, and complying with the complaint until the complaint resolves.
- Maintaining cash book and managing the review of annual stock.
- Publish the instructions and information related to the students on the Notice board.
- Timely submission of temporary staff attendance certificates and paying bills to the Directorate of Student Welfare for approval and order.
- To collect the dining fees monthly and provide a receipt for those students for whom scholarships and extra dining expenses are not granted from the government.

- When repairing the water treatment plant and various equipment and equipment installed in the hostel, contact the service center, inspect the repair work from the concerned, and obtain the estimated cost for repairing service from the company, securing permission from the Directorate of Student welfare in this regard and carrying out the needful.
- Regarding the general merit students' security deposit, about SC / ST students' extra dining costs, about SC / ST students' holiday dining cost, concerning the additional dining cost of CATEGORY-1 students preparing D.C. bill on time.
- Supervise the storage and delivery of the necessary ingredients to prepare daily meals to the clerk who looks after the dining system, as per students' attendance.
- Receiving the statements of problems/issues the hostel students face in the verbal or written form as a complaint or a request and try to solve in that level itself as a preliminary step. If the problems or complaints are not resolved, then bring it to the Faculty Advisor's notice.

Responsibilities of the clerk assigned to supervise the dining facility:

- The clerk assigned to oversee the dining arrangement should work on a shift basis.
- The expiry date of the grocery supplies supplied to the student hostel should be checked.
- Meals should be provided according to the accepted mess menu.
- The students' signatures should be taken in the dining hall during every breakfast, lunch, and dinner.
- Proper care should be taken so that the ingredients used to cook meals are of high quality and look after no discrepancies occur in the meal preparation process.
- The need for groceries and vegetables should be brought to the notice of the clerk of the hostel and assist in the timely preparation of the demand list.
- Ensuring that the various items associated with the dining system are not misused or spoiled.
- Monitor the work and performance of the cooking /catering staff.
- Taking proper care of the cleanliness of the dining hall and the cleanliness of the utensils.
- The first step is to receive complaints in writing in the form of oral and non-verbal first-hand information about problems faced by dormitory students during office hours. Grievances and teacher advisors should be immediately notified of their complaints.

Responsibilities of the Hostel Assistant of the Hostel:

- Must work on a shift basis in the hostels.
- Supervising the work performed by housekeeping staff and restroom cleaning staff of the hostels.
- Making the protection of hostel property.
- Monitoring the maintenance of a water motor pump.
- Cutting grass in the outer and inner courtyard of the hostel.
- Controlling unauthorized entry to the hostels.
- Assisting in the delivery of meals.
- Proper handling of Postages.

- Carrying out other necessary works related to the hostel as directed by Faculty advisors and clerks.

Registers to be maintained by the Hostel Clerk:

1. Student's Admissions Register:

Entering the admissions registration details of the students admitted in the student hostels upon receipt of all the documents by the student, enter the registration details and paste the student's passport size photograph and take the student's signature.

2. D.C.B. (Demand Collection Balance) Register:

Regarding SC/ST students admitted into the hostels, whose scholarships are provided from the Government of India, Extra dining expenses from Karnataka State government and grants given by the University for excess dining expense details [Claimed amount, granted amount, (with the Ordered Bill, non-granted balance amount) should be registered in this register. Recording the annual total summed amount and amount deposited in the H. M.M account are done in this register.

3. Caution Money Register:

Apart from SC /ST and Category -1 students, from remaining students admitted to University hostel, Caution money is deposited at the time of admission. When vacating the hostel, this caution money deposited must be repaid as per the student's rules, and the signature must be taken in this regard.

4. Staff Attendance Register:

Registering the details of Staff working in the hostels. Obtaining signatures of staff every day as soon as they are on duty and before leaving.

5. Students' Attendance Register:

It is essential to maintain this register in each student hostel. Getting students to sign up during breakfast, lunch, and dinner.

6. Bill Register:

All bills will be entered in this registry by registering them in order with numbers.

7. Food Stock and Issue Register:

Purchase of food items such as A) groceries, B) vegetables, C) milk/yogurt, chicken, etc., as per orders/circulars by the Directorate of Student Welfare issued from time to time.

The three different items mentioned above are separately recorded in the following three registers.

A) Day Book

B) Issue Book

C) Monthly Expenditure Book

8. Permanent Stock Register:

Registering the details of furniture, electronic equipment, and utensils purchased for the university's hostels and the Directorate of Student Welfare. Conducting annual inspection based on circulars issued by the university every year.

9. Rotational Stock Register:

Registering the details of Phenyl, Brush, Broomsticks, Tube light, stationeries, etc., purchased for the university's student hostels and by the Directorate of Student Welfare.

10. Dead Stock Register:

Registering the details of waste/trash obtained from hostels. An annual inspection is done based on circulars issued by the university every year. Mandatory disposal of garbage as per rules is carried out.

11. Newspaper Register:

Registration of details of National level / State Level / District level newspapers purchased for enhancing residents' mental ability in the student hostel.

12. Inspection Register:

This book documents the problems and opinions of the university officials during their visit to the hostels.

13. Visitors' Register:

Registry of visitors to enter the delegates /visitors' opinion to record their views at the time of their visit.

14. Movement Register:

In cases where the hostel staff has to go to various offices for hostel work, the details must be entered in the mobility register.

In addition to the rules set out in this manual, all other rules set by the Directorate of Student Welfare from time to time are also followed.

DISCIPLINARY RULES FOR THE RESIDENTS OF THE HOSTELS

Hostel Admission is bound by the statutes of the University of Mysore. The following rules shall apply to both MALE and FEMALE residents residing in the University Hostels. Violation of any rule will make the resident liable to disciplinary action, including expulsion from the hostels and the College/University.

1. Only the hostel's available facilities will be provided to the students, and it should not be considered their rights.
2. After the room has been allotted, and residents are not permitted to interchange their rooms with other residents. Boarding and lodging facilities are provided only to the students who have taken admission in that hostel.
3. If any unauthorized persons are found to have taken boarding and lodging facilities, disciplinary action will be initiated against them and also against the authorized students who have entertained such persons.
4. Resident of the hostel should not bring visitors inside the hostel rooms. The visitors (Parents/Guardians) may get prior permission from the Registrar through the Faculty Advisor concerned to stay in the University Guesthouse based on applicable room charges. It is subject to the availability of rooms.
5. During the inspection, identity cards must be produced, and room accessibility should be given to University Authorities, Faculty Advisor, and hostel staff.
6. Residents should not create a nuisance in the hostel. They should not damage the hostel's property. They should behave decently and politely with Faculty Advisor, Officers, and hostel staff. One who misbehaves will be expelled from the hostel.
7. Preparing food in the hostel room is strictly prohibited. If anyone is caught in this act, they will be expelled, and all the cooking materials will be seized.
8. Gambling, consuming narcotic drugs, smoking, consuming alcohol, watching porn, and indulging in undesirable activities by the hostel students are strictly prohibited. Anyone found to have involved in such activities will be expelled from the hostel.
9. If any complaints regarding ragging and sexual harassment are received against any resident, he/she has to face inquiries and legal actions.
10. Residents who are not receiving Government Scholarship and E.B.L. (Extra Boarding and Lodging Charges) need to pay the mess bill within the stipulated date of the month. Otherwise, such students' admission to the hostel will be canceled.
11. Due to any technical reasons, if the Government Scholarship and E.B.L. of the students belonging to SC/ST categories are not released in time, such residents need to pay the prescribed amount and obtain the 'No Due Certificate.' If a hostel resident discontinues his/her degree program between the academic year

(to join any professional course or to join any job) needs to pay the amount spent on facilities for him/her. Otherwise, the 'No Due Certificate' will not be given.

12. If any problems arise in the hostel, a written complaint should be given to the Faculty Advisor in this regard and get the problem solved.

13. If any resident of the hostel encounters any kind of health issue, he/she needs to utilize the free facilities of the University Health Center. In case of emergencies, Faculty Advisor/Manager/hostel staff may assist, but all responsibilities, including medical expenses, should be borne by the residents and their Parents/Guardians.

14. The residents must take the mess facility provided in that hostel. The residents who are not receiving Government Scholarship and E.B.L. should pay the mess bill every month. In this regard, the resident is not entitled to any concession during that academic year. If a resident is absent due to personal reasons, fee concession will not be given for that period. Even for the students belonging to SC/ST Category, there will be no vacation/leave during an academic year as far as the mess is concerned. Also, scholarship funds during the period of absence will not be reimbursed for SC/ST students.

15. Students will be given conditional admission when there is a necessity to admit them more than the intake capacity. Residents who have already occupied the room should agree to this arrangement and cooperate with the students of conditional admission.

16. The resident should not leave the hostel in between the academic year, without bringing it to the notice of the Faculty Advisor and without paying the dues to the hostel. Hostel admission of a candidate will be terminated as soon as completing the final examination of every resident in that academic year. A student should vacate the hostel within three days after the completion of examinations. Otherwise, disciplinary action will be initiated. If a resident has locked the room after the stipulated time, University has all the rights to break the lock and take the room into custody. University staff will not be responsible for the things in that room.

17. Residents should come to the dining hall at the stipulated time for breakfast, lunch, and dinner. Only hostel residents are allowed inside the dining hall. Residents should themselves bring plates and tumblers required. Students should not trespass in the kitchen. Students should not seek any special service/favors from the hostel staff. Mistakes committed by the hostel staff should be brought to the notice of the Faculty Advisor in writing.

18. Residents, while taking leave from the hostel, must take permission from the Faculty Advisor. Any concession in the mess bill will not be given for this period.

19. Hostel residents should maintain the cleanliness of the room as well as the hostel premises. Residents are responsible for the furniture and electrical fittings in their room. These things should be returned in good condition while vacating the room. If there are any breakages or loss of items, disciplinary action will be initiated.

20. Residents should adequately make use of the toilets and bathrooms in the hostel. Care should be taken to avoid wastage of electricity and water.
21. Residents are responsible for their belongings and expensive items. If they are lost by any chance, no one is responsible for it.
22. Usage of water heaters, electrical coils, gas cylinder and stove, induction stove, and other electrical/electronic equipment in the rooms are strictly prohibited.
23. Using loudspeakers and shouting, which creates disturbance to the other residents, is strictly prohibited. Residents should wear decent clothing. They should not involve in any such activities which can bring embarrassment and create problems for others.
24. Residents should not organize any functions /programs on the hostel premises without the Faculty Advisor's prior permission. Collecting funds, donations, and involvement in political activities are strictly prohibited on the hostel premises.
25. If a student fails to obtain 75% of attendance in the College / Department, his/her hostel admission will be canceled, and dues will be recovered.
26. Residents must be present in the hostel from 7 P.M. to 6 A.M. on any given day. If any resident needs to go outside the hostel on a necessary basis, he/she should provide a representation in writing and seek the Faculty Advisor's permission.
27. In unavoidable circumstances, if the hostel mess is stopped, students should make alternative arrangements. In such incidents, applicable Government Scholarship and E.B.L. of that particular period will be reimbursed only after the technical process to SC/ST residents. Hostel administration or University will not be responsible for this.
28. Circulars related to hostel residents will be displayed on the hostel's notice board from time to time. It is assumed that every resident notices it. Separate intimation for each resident will not be given in this regard.
29. Research scholars residing in the hostel should pay the revised admission fee at the beginning of every academic year.
30. Neither the students nor the researcher scholars can make a press statement or protest without the university's permission. Students or researcher scholars should resolve their problems in consultation with senior officials of the university, no matter what their issues are.