



# UNIVERSITY OF MYSORE



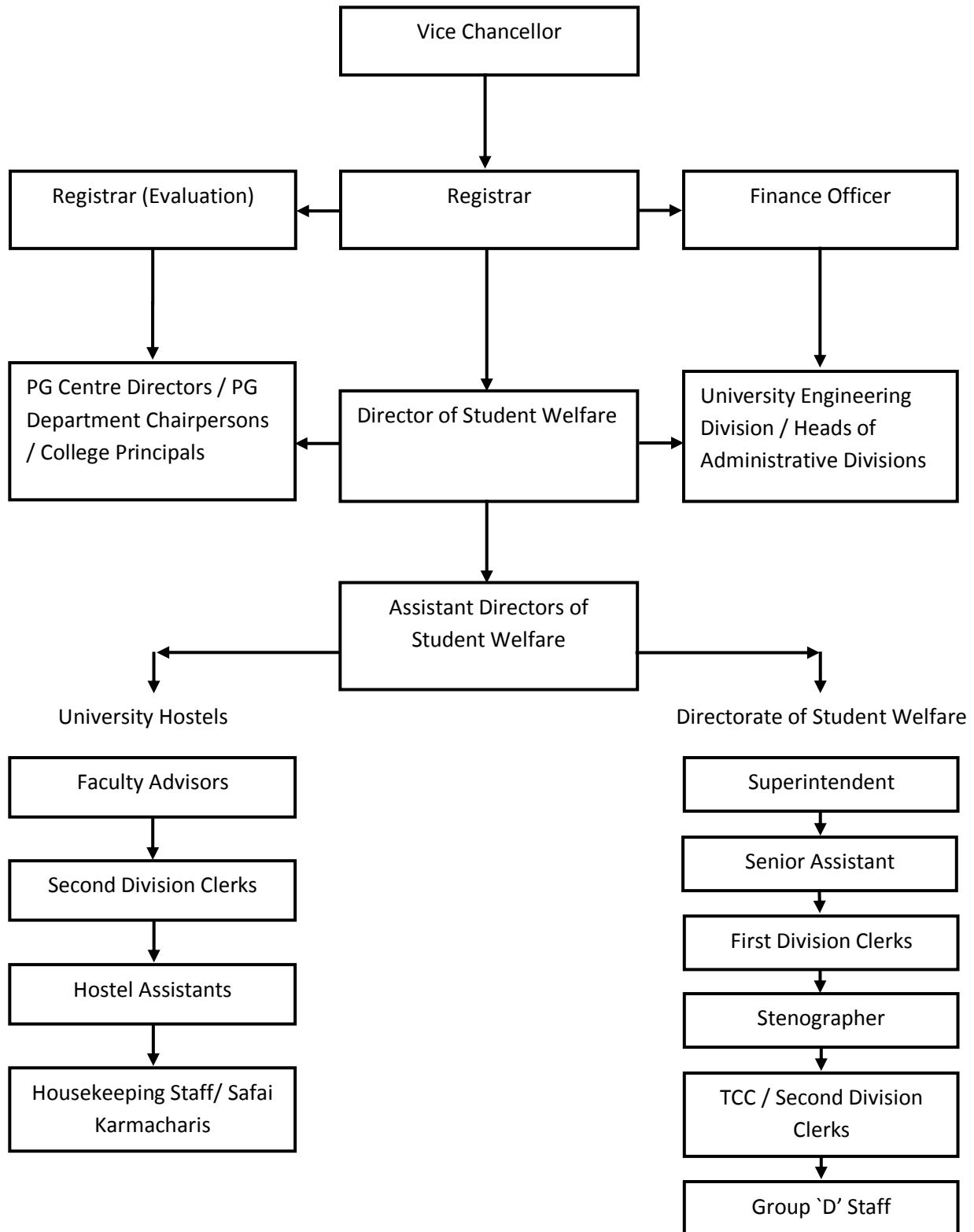
## HOSTEL MANUAL

(Regulations governing the administration and management of university hostels)

**Directorate of Student Welfare**

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

## Organizational Structure of the Directorate of Student Welfare



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 nine districts of Karnataka. Currently, it covers four districts of Karnataka state, namely Chamarajanagara, 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 celebrated the centenary year of its inception.

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 Painting, Mysore Ganjifa Art, Mysore Pak, Mysore Masala Dosa, Mysore Agarbatti, Sandalwood Soap, Sandalwood Oil, Mysore Ink, Mysore Peta, Mysore Beetle leaves, Yoga, Mysore Tanga, Handicrafts made from Rosewood and Ivory are the specialties here. Mysore has a pleasant climate and is about 140 km from Bengaluru, the capital of Karnataka, which is well connected by rail, road, and airways.

The Directorate of Student Welfare, the main body of the University of Mysore, was established in 1968. Prof. U.Ka. Subbarayachar was the first Student Welfare Director, who served for several years, providing a firm foundation to DSW. The Director of Student Welfare's position is a statutory position as per the Karnataka State Universities Act- 2000. The Director of DSW is a member of the Academic Council. Two Assistant Directors assist the Director of DSW in the office administration.

DSW serves as a bridge between students and the administration. For the students' overall development, literary and cultural competitions are organized by the DSW frequently. The winners of these competitions represent the University as cultural ambassadors at the South Zone, National and South Asian Youth Festivals. Every year three best magazines published by the constituent and affiliated colleges of the University are awarded cash prizes. DSW implements the student centric programs of central and state governments. The 'Earn While You Learn' scheme has been started by DSW for the well-being of the needy students. As per the government or university's direction, conferences, workshops, orientation programs, and competitions are organized. On behalf of the University, DSW celebrates national festivals like Independence Day and Republic Day. In coordination with the Special Cell for SC and STs, brainstorming workshops, training programs for competitive examinations, Spoken English and computer training classes are conducted. DSW handles UGC Online Student Grievance Redressal Cell. For the effective prohibition of ragging and sexual abuse cases, necessary measures are taken at both undergraduate and postgraduate level.

For the benefit and wellbeing of the hostel inmates newspaper facility, CCTV cameras, R.O units and multi-gym facilities are provided. Yoga training is offered to the residents of the hostel in

collaboration with the Directorate of Sports. The University also provides facilities like a health centre, swimming pool, tennis court, badminton court, etc.

19 hostels are under the control of DSW. Nine hostels are run exclusively for postgraduate students, nine hostels for undergraduates, and one hostel for working women. The 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 to the students of UG, PG, Diploma, M.Phil, and PhD programmes. These hostels (excluding working women's hostel) operate following the guidelines and instructions of the University Hostels' Administration and Students' Welfare Advisory Committee. The hostel's faculty advisors act as drawing officers. The University Syndicate determines whether the mess facility in the hostels should be run by private contractors or through faculty advisors.

<b>Sl. No.</b>	<b>Hostel Names</b>	<b>Intake Capacity</b>
1.	Maharaja's 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's 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

## **Committees for Administration and Management of Hostels:**

### **1. University Hostels' Administration and Students' Welfare Advisory Committee:**

The Hon'ble Vice-Chancellor is the Chairman, the Registrar is the Vice Chairman, the Registrar (Evaluation), the Financial Officer, a Syndicate Member, the Director of College Development Council, the Director of P.M.E.B, the Director of Physical Education, two senior Professors, the Principals of Maharaja's and Yuvaraja's College, the Administrative Officer of Manasagangotri, the Deputy Registrar of SC/ ST Cell, the Coordinator of OBC Cell, the Executive Engineer of the Engineering Division and the Chairman of the University Hostels' Supervision Committee are the members of this Committee. The Director of Student Welfare is the member secretary of this Committee. The Committee frames the policies and recommends the University Syndicate on hostels issues, demands, budget, hostel admission fee revision, mess menu revision, admission date, mess fee, and tender process.

### **2. University Hostels' Supervision Committee:**

A Senior Professor chairs this Committee, and the Director of Student Welfare is the member secretary. Two faculty members, Manasagangotri AO, Deputy Registrar of SC/ ST Cell, and the Executive Engineer of Engineering Division, are the members. This Committee visits the hostels, identifies the grievances, and submits the recommendations to the Registrar.

### **3. Disciplinary Committee:**

In case of any misbehavior by the inmates in the hostels, this Committee shall conduct inquiry and recommend appropriate action against them. The Chairman/Principal of the Department/College in which the accused student is studying is a member of this Committee; if a research student is accused, then his/her guide, a senior professor, and an officer will be in this Committee. The Director of Student Welfare implements the recommendations of this Committee.

#### **4. Food Quality Evaluation Committee:**

This Committee is chaired by the Food Science and Nutrition Department's faculty. One more faculty member and one officer will be in this Committee. The Committee reviews the quality of the raw materials purchased and food prepared in the hostels by physically visiting the hostels. Then the raw materials/food items will be checked in the laboratory and recommendations will be given to the Directorate of Student Welfare.

#### **Responsibilities of the Directorate of Student Welfare:**

- To provide guidance regarding admission process in the hostels.
- To invite tenders to arrange mess facilities in the hostels.
- To provide necessary staff to the hostels, i.e., faculty advisors, hostel clerks, hostel assistants, night duty staff, cleaning staff, and safai karmacharis.
- To conduct regular meetings with various committees and hostel staff to facilitate the smooth functioning of the hostels.
- To issue letters, orders, notifications, official reminders, official notices, and circulars related to hostels from time to time.
- To supervise hostels through inspection.
- To provide infrastructural facilities to the hostels in collaboration with the Engineering Division of the University.
- To provide assistance to meet the cost of dining for SC /ST students residing in the hostels in collaboration with the SC/ ST Cell of the University.
- To provide EBL expenses to Category - 1 students residing in the hostels.
- Dealing with hostels' demands through various heads of accounts provided in the budget for DSW.

#### **Responsibilities of the Engineering Division:**

- To carry out repairs related to hostel buildings, its electricity supply, water supply, sewage system, dining hall, etc., during each academic vacation.
- To install and maintain bore wells and motor pumps in the hostels.
- To clean hostel sumps and overhead tanks every six months.
- The Assistant Engineers allotted for hostels should visit the hostels weekly and take appropriate action to check the repair and maintenance works.
- To respond timely to the complaints regarding the hostels routed through DSW.

### **Responsibilities of Faculty Advisors:**

- Hostels are in the direct control of faculty advisors; and the hostel staff is under their control. In view of the hostels' smooth management and disciplinary administration, faculty advisors have the authority to assign the work; supervise the work; schedule the work (by applying biometric system); and issue warning notices to the hostel staff who violates the duty norms.
- To recommend to the Director of Student Welfare to take necessary actions as per K.C.S.R. against the staff members who have been absent for more than 90 days unofficially.
- Faculty advisors are responsible for executing the rules and implementing the orders related to the hostels issued by the University and the Directorate of Student Welfare.
- To handle the process of admission to the hostels and allocate rooms to the students.
- To organize an orientation program in the hostel at the beginning of each academic year to bring awareness among the students admitted to the hostel about the facilities, rules, regulations, and other essential information.
- To take necessary steps towards sanctioning of scholarships given by central government and E.B.L given by government of Karnataka to SC-ST students by their scrutinizing and forwarding the applications to authorities concerned.
- To issue no due certificate to the students after verifying whether they have to pay any dues to the hostel before vacating.
- To visit the hostel regularly and monitor its activities. To meet the hostel inmates once a month and review their problems, demands, and complaints and discuss it with the hostel clerk and take necessary action.
- To manage the hostel through the hostel clerk.
- To instruct the hostel clerk to maintain the original receipts and cash book related to the hostels' administration, management, and dining arrangements. To facilitate the AG audit / S.A.D. audit and give compliance to any audit queries, and carrying out recovery of amount if needed.
- To grant leave to the hostel students based on their personal and educational reasons.
- To attempt to find solutions to the problems hostel residents face. If the issues are not resolved, consult the officers concerned to find the solution.
- To carry out correspondence with the Directorate of Student Welfare related to the hostel's management and administration through letters.
- To conduct correspondence with the university authorities only through the Director of Student Welfare.
- To inform the Director of Student Welfare before going out of station.
- To ensure that the residents are in disciplined and harmonious state in the hostel by taking necessary steps in preventing ragging and sexual abuse cases.
- To make recommendations to the Director of Student Welfare to expel the students from the hostel who violate the rules, act unethically, damage the hostel property, and allow unauthorized persons in their rooms to stay.

- To take disciplinary action against the unauthorized occupants in the hostel rooms. To break the lock and seize the room if it is locked unlawfully. To take legal action against the persons who misconducts with the hostel staff.
- To recommend the Director of Student Welfare for further action about the hostel staff who take unauthorized leave without prior approval, delay on duty, or violation of duty norms. Before this the faculty advisor should have given three notices to such hostel staff.
- Faculty Advisors in each hostel are required to create a Mess Supervisory Committee. The hostel's faculty advisor chairs the committee. Three students selected by him/her and the hostel clerk will be the committee members. Students on the committee must be changed every three months. This committee shall supervise the dining arrangements of the hostel.
- To note that an alternate arrangement has been made before granting leave to the hostel staff; instruct the hostel clerk to ensure that another staff member is on duty in the place of person who has taken leave.

#### **Responsibilities of the Hostel Clerks:**

- To assist the faculty advisor in the management of all the activities of the hostel.
- To handle all the files, bills, and 14 different types of registers related to the hostel.
- Orders, notifications, letters, and circulars related to the administration and management of hostels issued by Directorate of Student Welfare/ various divisions of the University / government from time to time must be brought into the notice of the faculty advisor and should be filed properly.
- To provide information sought by the Directorate of Student Welfare.
- Supervising the functioning of all the hostel staff.
- To identify the repair works needed to be addressed in the hostel building, including power supply, water supply, drainage system; and drafting letters to the divisions concerned, and complying with the complaint until the complaint resolves.
- To maintain the cash book and handle the annual stock verification.
- To publish the instruction and information related to the residents on the notice board.
- To timely submit the temporary staff's attendance certificates and bills to the Directorate of Student Welfare for approval and order.
- To collect the mess fees monthly and provide receipts to those students for whom scholarships and extra boarding and lodging charges are not granted from the government.
- When repair needs to be done to the water purifier or other equipment installed in the hostel, contact the service centre, inspect the repair work from the concerned, and obtain the estimated cost for repairing/servicing from the company, obtain permission from the Directorate of Student welfare in this regard and carry out the needful.



- To prepare DC Bill related to GM students' security deposit, SC/ST students' University EBL, SC/ST students' dining amount during the examination period when mess facility is closed and University EBL of Category-1 students.
- To supervise the store room and issue necessary food items to the clerk who looks after the dining system, as per students' attendance.
- To receive the complaints from the hostel students in verbal or written form and try to solve it initially. If the problems are not resolved, then bring them to the faculty advisor's notice.

### **Responsibilities of the Clerks Assigned to Supervise the Dining Facility:**

- The clerk assigned to oversee the dining arrangement should work on shift basis.
- To check the expiry date of the groceries supplied to the hostel.
- To see that the meals are provided as per the prescribed mess menu.
- To take the signatures of the students who arrive at the dining hall during breakfast, lunch, and dinner.
- To take proper care about the ingredients used to cook meals and to see there are no discrepancies in the meal preparation process.
- To bring the groceries' and vegetables' demand to the notice of the hostel clerk and assist him/her in the timely preparation of the indent.
- To ensure various items related with the dining system are not misused, wasted or spoiled.
- To monitor the work and performance of the cooking /catering staff.
- To take proper care of the cleanliness of the dining hall and the cooking utensils.
- To receive the complaints in written/oral form about the problems faced by the residents during other than the office hours. After receiving the grievances of the residents it should be immediately brought to the notice of the faculty advisor and the hostel clerk.

### **Responsibilities of the Hostel Assistants:**

- Must work on shift basis.
- To supervise the works performed by housekeeping staff and safai karmacharis in the hostel.
- To protect the physical property of the hostel.
- To manage motor pump in the hostel.
- To cut the grass grown inside and outside the hostel premises.
- To control persons getting unauthorized entry into the hostels.
- To involve in food distribution.
- To involve in tapal duty.
- To carry out other necessary works related to the hostel as directed by the faculty advisor and hostel clerk.

## **Registers to be maintained by the Hostel Clerk:**

### **1. Student's Admission Register:**

Admission details of the students who got enrolled into the hostel should be entered into the admission register. After receiving the necessary documents from the students, passport size photographs of them should be affixed in the admission register and signatures of them should be taken.

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

Regarding the SC/ST students admitted to the hostels, details of scholarships given by the Government of India, Extra Boarding and Lodging (EBL) Charges given by the government of Karnataka and EBL given by the University (claimed amount, granted amount with cheque details and pending amount) should be entered in this register. Monthly and yearly consolidated statements as well as the details of amount deposited in the H.M.M. Account should be mentioned in this register.

### **3. Caution Money Register:**

Apart from the students belonging to SC /ST Category and Category -1, caution deposit should be taken from others during the time of admission. The details related to the caution deposit amount should be entered into this register. While vacating the hostel, the caution deposit amount should be returned to the students concerned and signatures of them must be taken in this regard.

### **4. Staff Attendance Register:**

Details of the staff working in the hostels should be entered into this register. Signatures of the staff members should be taken twice every day, once as soon as they come to the duty and once before leaving from the duty.

### **5. Students' Attendance Register:**

It is compulsory to get the signatures of the residents in this register during the time of breakfast, lunch, and dinner.

### **6. Bill Register:**

Details of all the bills submitted through the hostel should be entered into this register.

### **7. Food Stock and Issue Register:**

Food items like a) groceries, b) vegetables, c) milk/yoghurt, chicken, etc., should be purchased as per the orders/circulars issued by the Directorate of Student Welfare from time to time.

The items mentioned above should be recorded separately in the following registers.

A) Day Book

B) Issue Book

C) Monthly Expenditure Book

**8. Permanent Stock Register:**

The details of furniture, electrical equipment, and utensils purchased by the hostels or procured and supplied through the DSW should be entered into this register. Annual stock verification should be conducted every year based on the instructions from the University authorities.

**9. Rotational Stock Register:**

The details of phenyl bottles, brushes, broomsticks, tube lights, stationeries, etc., purchased by the hostels or procured and supplied through the DSW should be entered into this register.

**10. Dead Stock Register:**

The details of the waste/trash items in the hostels should be entered into this register. Annual stock verification should be conducted every year based on the instructions from the University authorities. Disposal of waste/trash should be done according to the rules prescribed by the university.

**11. Newspaper Register:**

National level / State Level / District level newspapers purchased for the benefit of the residents of the hostel should be entered into this register.

**12. Inspection Register:**

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

**13. Visitors' Register:**

This register documents the opinions of the dignitaries/visitors during their visit to the hostels.

**14. Movement Register:**

If the hostel staff has to go out of the hostel premises on various official works, the details of their mobility must be entered in this 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 should also be followed.

**Rules Applicable to 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 hostel and college/ department.

1. Only the available facilities in the hostel will be provided to the students, and they should not be considered as rights.
2. After the room has been allotted; residents cannot 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 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. Residents 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, and it is subject to the availability of rooms.
5. During the inspection, identity cards must be produced, and room accessibility should be given to the University Authorities, Faculty Advisor, and hostel staff.
6. Residents should not create any nuisance in the hostel. They should not damage the hostel's property. They should behave decently and politely with the Faculty Advisor, University 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 from the hostel, and all the cooking materials will be seized.
8. Gambling, consuming narcotic drugs, smoking, consuming alcohol, watching porn, and indulging in undesirable activities by hostel students are strictly prohibited. Anyone found to have been involved in such activities will be expelled from the hostel.
9. If any complaints regarding ragging and sexual harassment are received against any resident, they must 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 cancelled.
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 their degree program between the academic year (to join any professional course or any job), they need to pay the amount spent on facilities for them. Otherwise, '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 to solve the problem.

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

14. The residents must mandatorily take the mess facility provided in that hostel. The residents who are not receiving Government Scholarships 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 to them.

15. Students will be given conditional admission when it is necessary to accommodate more than the intake capacity. Residents who have already occupied the room should agree to this arrangement and co-operate with the students of conditional admission.

16. The resident should not leave the hostel between the academic year, without bringing it to the notice of the Faculty Advisor and without paying the dues to the hostel. Hostel admission will be terminated as soon as the completion of the final examination of every resident in that academic year. A student should vacate the hostel within three days after the completion of the examination. Otherwise, disciplinary action will be initiated. If a resident has locked the room after a 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 kept in that room.

17. Residents should come to the dining hall at the stipulated time for breakfast, lunch, and dinner. Only the hostel residents are allowed inside the dining hall. Residents should themselves bring the plates and tumblers required. Students should not trespass into the kitchen. Students should not seek any special service/favours 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 that 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 rooms. 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 properly 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 else 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 disturbs 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 in the hostel premises without the Faculty Advisor's prior permission. Collecting funds, donations, and involvement in political activities are strictly prohibited in the hostel premises.
25. If a student fails to obtain 75% of attendance in the College / Department, their hostel admission will be cancelled, 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, they should give 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, the applicable Government Scholarship and E.B.L. amount for that period will be reimbursed to SC/ST residents only after the due technical process. Hostel administration or University will not be responsible for this.
28. Circulars related to the 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 hostels should pay the revised admission fee at the beginning of every academic year.
30. Neither the students nor the research scholars can release a press statement or go for a protest without getting prior permission from the University authorities. Students or researcher scholars should resolve their problems in consultation with senior officials of the University, no matter what their issues are.