

JAMIA HAMDARD

HAMDARD NAGAR

New Delhi-110062

BYE LAWS FOR INTERNATIONAL HOSTEL (BOYS)

1. Hostels:

Jamia Hamdard offers hostel facilities to foreign students. In view of the limited hostel accommodations, the candidates should note that the grant of admission to University would not ensure allotment of hostel accommodation and that the accommodation will be offered to the eligible applicants subject to availability.

There is only one Boys Hostel for foreign students, having the capacity of 174 seats.. Apart from hygienic food, hostels provide recreational facilities which include Television, Indoor-games, reading room, common room and mini gym etc. Each hostel has its live in wardens, a member of faculty who administer the hostel.

2. Admission:

Only a limited numbers of seats are available in International Hostel of Jamia Hamdard. Admission in the hostel is made strictly according to the merit and need of the applicant.

(i) Eligibility:

- (a) Students admitted to a full-time course of study in the University, and who are not employed anywhere, shall be eligible to apply for accommodation in the Hostel;
- (b) Allotment of Hostel accommodation shall be based on merit and need.

Note: Depending upon the need and requirement of the University, Post-doctoral Fellow Research Associate and Medical/Essential staff can also be accommodated in the hostel as a special case with the approval of the Vice-chancellor.

(ii) Admission Priorities:

Besides academic merit, the following order of preference shall be observed.

- (a) Those foreign students who are willing to stay in the hostel.
- (b) Actual NRI students / NRI Sponsored students who are not resident of Delhi, Noida, Faridabad, Ghaziabad etc.
- (c) Student in self-financing courses of Jamia Hamdard subject to availability of seat and by paying pre scribed hostel fee.
- (d) General students subject to availability of seats and by paying prescribed fee.

Note: Resident students, whose parents have shifted to Delhi, Noida after admission to the Hostel, may have to vacate the hostel.

(iii) The final decision regarding Admission/Re-admission to Hostel shall be made by a committee consisting of the Provost and Wardens.

(iv) Disqualification:

The following categories of students shall not be eligible for admission/readmission to the Hostel for the session.

- (a) Those who have violated Hostel Bye -laws or have been found guilty of breach of Hostel Discipline and have been reprimanded, fined, or punished in any other way by the PROCTOR/PROVOST/WARDEN or the COMMITTEE constituted under Para 1(iii) above.
- (b) Those who have not paid the hostel dues as per prescribed schedule on time.
- (c) Those who are involved in irregular payment of Mess Charges or those who do not join the Mess.

(v) *Procedure of Admission:*

- (a) Application for admission or re-admission to International Hostel shall be submitted in the Provost Office on the prescribed form, available on payment of Rs. 10/- in cash.
- (b) A committee, consisting of Provost and warden, may conduct a personal interview with applicants for allotment purpose.
- (c) A students when admitted to the Hostel, shall be permitted to occupy the Hostel seat on production of cash receipt towards Hostel fee in the Provost Office or Warden of the Hostel.

3. *Vacating seat/room and duration of stay:*

- (i) A students shall be eligible for consideration to stay in the Hostel for the duration of the course for which he is registered at the time of his admission to the Hostel.
- (ii) All the residents shall vacate the Hostel within fifteen days of successfully completing the course
- (iii) In the event of vacating the Hostel seat during a session, prior notice shall be given by the resident.
- (iv)
 - (a) The total duration of stay in the Hostel shall, in no case, exceed the total duration of the course in which the candidate is admitted, except in case of PhD students, who shall be governed by Para 2, sub-Para [iv] (c) below:
 - (b) Every student shall have to seek fresh admission on the prescribed application form from the Provost office at the time of joining the new course in the University.
 - (c) In case of PhD / MD students, the duration of stay in the Hostel shall not exceed the period of tenure of the fellowship/5 years, whichever is earlier or submission of their thesis, whichever is

earlier. In no case they will be allowed to stay after submission of the thesis/viva.

- (d) Internees who do not complete the Internship within stipulated period on account of their own problems and desire to stay further in the hostel shall have to pay an additional amount of Rs. 2000/- (two thousand) per month in advance. This amount will increase to Rs. 3000/- (three thousand) if the Internee stay more than three months in addition to the stipulated period of the Internship but in no case he will be allowed to stay in the hostel more than 12 months.
- (e) Students of M.Sc, M.Pharm, MCA and MBA who retain the seats in the hostel in addition to normal duration of their course, for training purpose outside Delhi or in Delhi. Will have to pay an additional amount of Rs. 2000/- per month in advance with the prior permission of hostel authority. This amount will increase to Rs. 3000/- (three thousand) if they stay more than three months
- (f) In case a student remains absent from the hostel for more than fifteen days for reason other than university holidays without intimation to the hostel authorities, the room allotted to him is liable to be vacated by the hostel authorities.

4. Discipline:

Hostel residents are expected to observe the rules and regulations prescribed for them as well as all the requirements of corporate life and the social norms that living together demands. They have to follow the provisions of students discipline and conduct Bye- laws of Jamia Hamdard.

- (i) All resident students shall be issued a “Resident Identity Card” from the Provost office. Each hosteler must keep on his person this Card and must produce the same on demand by Hostel Authorities.
- (ii) In case of loss, a duplicate card may be issued on payment of Rs. 50/-
- (iii) Every hosteler shall be responsible for the care of allotted room and its belongings.
- (iv) Hostelers found responsible for damage to the hostel property shall pay the full cost, including installation charges, if any. In addition he would be liable to fine.
- (v) At the end of each academic year, assessment will be made by the Hostel authority of damages to common utilities and a GENERAL Fine may be imposed on hostelers.
- (vi) The use of electrical gadgets, like Air-condition Heater, Heat convector Immersion Rod, Blower, Desert Cooler, Electrical Kettle, Iron, T.V., VCR, and LPG etc. is prohibited. Use of Air-condition could be allowed approval of the Vice-chancellor. However, monthly charges to be determined by the university for the use of Air-condition would be paid by the concerned student. Any forbidden gadgets, found in a Hostel Room, shall be confiscated and a Fine of Rs. 1000/- may be imposed on the owner for the First violation,

Rs. 2000/- for the second, and Rs. 3000/- on third violation and expulsion thereafter.

- (vii) Cooking inside the room is strictly forbidden;
- (viii) Transistors and tape-recorders may be used in rooms provided room-mates and neighbors do not object. Any violation of this rule shall lead to the confiscation of these articles for the duration of stay in the hostel. In addition the hosteler shall be liable to fine.
- (ix) No hosteler shall carry on any activity in his room, which may cause disturbance or annoyance to his neighbors or to the hostel or the University Authority. Appropriate disciplinary action may be taken against such students by the hostel's authorities.
- (x) Meal timings will be notified from time to time. All hostelers shall adhere to these timings.
- (xi) All hostelers shall record their daily attendance in the evening as per time and manner prescribed by the Hostel Authorities. These shall be notified from time to time.
- (xii) Hostelers shall keep their rooms and hostel premises neat and tidy. Rooms shall be subject to inspection and checking by the hostel authorities at any time.
- (xiii) Hostelers shall not misbehave or manhandle hostel staff on duty. Any such misbehavior shall attract severe punishment.
- (xiv) Hostelers are expected to come in Dinning Hall, Common Room and in the office properly dressed, failing which they shall be liable to disciplinary action.
- (xv) Hostelers should return to their hostel by the time fixed by the authorities from time to time. No students shall visit places/areas declared by the Competent Authority as out of Bound.
- (xvi) Students are not allowed to loiter in the University Campus after the sun set.
- (xvii) Students are not allowed to drink or smoke in the campus.
- (xviii) All the students are required to maintain decency, sanctity and discipline at all times and maintain the ethos and traditions of good culture. They should also follow the dress culture of Jamia Hamdard.

5. Visitors:

No female visitors shall be allowed in the International hostel except guardian/mother. Others visitors shall be entertained only in the visitor room.

6.. Guest:

- (i) Guest shall not be permitted to stay in the hostel; except with prior written permission of the Warden, and in no case for more than three days. The same person shall not be allowed to stay in the Hostel as guest of different hostelers.
- (ii) No outsider shall be allowed in the International Hostel after 9:00 p.m.

- (iii) It shall be the responsibility of the hostelers to ensure that no unauthorized guest is present in their room.
- (iv) Hostelers keeping unauthorized guests in their rooms shall be punishable, with a Fine of Rs. 500/- on the First instance, and Rs. 1000/- on the second instance and expulsion thereafter.

7. General Information:

- (i) Hostelers are required to bring their own bedding and other items of personal use;
- (ii) Furniture items, as admissible, shall be handed over to the student at the time of allotment or occupation of seat.
- (iii) No items from place of common use shall be taken to rooms. A defaulter in this regard may attract a Fine of Rs. 500/- per item and in case of loss or damage shall pay the full cost of the item(s).
- (iv) Hosteler shall hand over to the Warden all the Furniture and Equipments in their room before leaving and must obtain a Clearance Certificate.
- (v) The hostelers should switch off all electrical points not in use. Otherwise they will be suitably fined.
- (vi) Hostelers will be responsible for their own belongings and the University shall not be responsible for any loss or theft of any articles from their rooms.
- (vii) No interchange or shifting shall be allowed without prior permission of the hostel authorities.

8. Hostel Welfare Committee:

- (i) Hostelers shall be provided ample opportunities to help in the smooth functioning of the hostel and to contribute to its corporate life;
- (ii) There shall be Hostel Welfare Committee in the hostel, to be constituted by the Provost. The members shall be nominated by the Provost in consultation with the Warden for a period of one academic year or till further orders.
- (iii) All activities of the Committee shall have the prior approval of the Provost.

9. Leave:

- (i) Hostelers (foreign students) may be granted night leave for Saturday or Sunday preceding or succeeding any university holidays to anywhere in Delhi or outside Delhi.

10. Dining Hall:

- (i) The mess will be run on contract basis by contractor.
- (ii) Meals shall be served in Dining Hall only during the prescribed hours, as notified from time to time;

- (iii) No food shall be taken out of the Dining Hall.
- (iv) Sick hostelers may be allowed by the Warden to have special meals in their rooms on the advice of their Doctor.
- (v) Hostelers desiring to entertain a guest in the Dining Hall shall, with the permission of Warden, purchase a COUPON per meal from the contractor. The prices of the coupon may be fixed by the warden time to time depending upon the escalation in commodities from prices.
- (vi) Joining the Hostel mess is mandatory for all the resident students and they will be required to take meals in the Dining Hall only.

11. Mode of payment of Hostel Charges:

- (i) Annual Hostel fee will be charged as mentioned in the prospectus of session at the time of admission in the hostel.
- (ii) Students already residing in the hostel and got admission in Ph.D, programe shall be considered as fresh admission and shall pay the current Hostel fee of the session as mentioned in the prospectus
- (iii) Students selected for admission to the hostel shall deposit the hostel charges in one instalment for one academic session at the time of their admission. But if a student is getting allotment in the month of January (or winter vacation) he will deposit half of the room rent and other hostel charges will be paid in full. It will remain valid up to 31st May, in the next session after completing the formalities of renewal, the candidate will deposit the hostel fees for full session.
- (iv) In case, a student does not join the hostel, but informs the Provost Office within a week after payment of hostel fee about his withdrawal, then the hostel charges will be refunded after deducting amount in Rupees equivalent to \$40 (forty dollar), and if he withdraws admission within one month joining of the hostel, fee will be refunded after deducting 25% of total amount deposited. In any other case, no fee except Caution Money is refundable, which will be refunded to the hosteler after he has paid all dues and vacated the hostel.
- (v) The Hostel caution Money is to be claimed within a period of three month after leaving the hostel. No Caution Money shall be refunded if hosteler vacate the hostel without information to the Provost office.
- (vi) All fees and charges are subject to revision even during the session.

12. Admit Card for Exams:

Every hosteler shall obtain a Clearance Certificate from the Provost Office before the commencement of Annual Exam and submit the same to the concerned Deans other wise he shall not be issued Admit Card.

13. Mess Charges:

Students who are given admission in the hostels are required to join the mess. The mess offers simple meals at moderate rates which may vary from time to time depending on the cost of the meals served. Every hosteler shall pay mess fee as fixed from time to time by competent authority for three month in advance.(i.e. in four installments the first installment has to be paid at the time of admission in the hostel, second by October 10, third by January 10 ,fourth installment by April 10.)

Mess fees shall be deposited in Finance Office by the date fixed by hostel's authority. If a student does not deposit mess fee by the date fixed a fine of Rs. 5/- per day shall be imposed along with prescribed fee. If a student intentionally does not deposit mess fees continuously for three months, he/she may be expelled from the hostel/debarred from appearing in examinations /result may be withheld. Mess fees shall be submitted in Finance Office only, no student shall deposit mess fee directly to the contractor.

(i) Mess Rebate:

The mess rebate will be allowed only in very genuine conditions. The mess rebate will be given only in following condition:

- (a) Winter and Summer vacations.
- (b) Official closing of the University for five or more days.
- (c) Duration, of official closure of the mess.
- (d) Initial days of not joining the mess by the hostelers at the beginning of the new session (i.e. July) but this should not go beyond 15th July.
- (f) Absence from the hostel due to illness, supported by Medical Certificate.
- (g) Duration of academic tours duly approved by University, supported by Dean and prior intimation to the warden/mess-incharge before leaving the hostel and at the time of joining the mess.

(ii) Claim of Mess Rebate:

Mess Rebate may be reimbursed by given written information to the concern warden/Mess-incharge before leaving the hostel and at the time of joining the mess.
