



SIKKIM UNIVERSITY

Revised Rules for Hostel Residents

A. General

1. Every resident of hostel is expected to act in a manner conducive to a healthy environment in the hostel.
2. Residents are required to read all notices that are put up on the Notice Boards from time to time.
3. The hostel Warden or relevant authorities of the University have full authority to check any room in the hostel at any time.
4. Every student shall stay in the room allotted to him/her. Exchange of rooms after final allotment is not allowed. However, the Warden may allow, as a special case, on valid and reasonable grounds any change in rooms.
5. Hostel inmates are supposed to keep Identity cards with them and must present the same to Warden or any relevant authorities of the University when asked for.
6. Hostel inmates must abide by the decisions of the Wardens with respect to enforcement of the hostel rules, failing which strict disciplinary action may be taken. No inmate shall leave the hostel without permission of the warden. He/she shall have to apply in advance to the Warden stating the reason for leaving and address of destination in the prescribed form. Those students who leave hostel without permission shall be deemed to be missing and Parent/ Guardian/ Police will be intimated in consultation with higher authorities.
7. Hostel inmates desiring to go out of station or return late must obtain permission from the Warden concerned before going out.
8. No permission shall be given to a student to stay in the hostel after his/her final semester examinations are over or he/she has submitted his/her thesis.
9. Once admitted he/she has to pay the room rent for the full academic session. The amount will be forfeited if the inmate decides to leave the hostel in mid-session.
10. Daily attendance of all the hostel inmates by the Prefect shall be mandatory. The students must make entry in the "In/Out Register".

11. Allotment of room furniture etc will be entirely at the discretion of the Warden.
12. Any complaint from neighbours /residents of the area will result in disciplinary action against the defaulter.
13. Hostel accommodation can be changed or cancelled by the management, if found necessary, at any point of time.

B. Ragging

1. Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the University as well. University administration shall also report incidents of ragging to the Police for taking appropriate action under the law.

C. Guest & Unauthorized Persons

1. Unauthorized person or outsiders in the hostel rooms are strictly prohibited. Any student keeping unauthorized person in his/her room will be liable to disciplinary action amounting to expulsion from the hostel. Guest may be allowed on prior written permission of the Warden.
2. Guests are not permitted to stay overnight in the room of the students.
3. All visitors to the hostel including parents/ guardians will have to make necessary entries in the Visitors' book available at the entrance with the security guard.

D. Do's & Don't for Hostel Inmates

1. Consumption of alcoholic drinks, cigarettes, tobacco, drugs or any other intoxicants is strictly prohibited in the hostels. Anyone found consuming such things or found in a drunken state will be expelled from the hostel immediately.
2. No student shall keep any fire-arm, lethal weapon, poisonous thing or intoxicants of any kind in the Hostel. No student should take law into his/her own hand, but must report all disputes to the hostel Warden. All kinds of shouting, fighting, gambling, stealing, maltreating or abusing are strictly prohibited. In such cases offender will be handed over to the Police immediately and expelled from the hostel.
3. Cooking food in the hostel room is strictly prohibited. In order to avoid fire hazards, no fire producing equipment in the room is permitted.

4. In their own interest, students are advised not to keep excess cash or valuables in their hostel rooms. Extra money must be deposited in their bank accounts. They are cautioned to be very careful about safety of their belongings. They should close their rooms securely when they leave the room, even for a short period or when they are sleeping. Each student will be responsible for his/her belonging. University shall not be responsible for the loss or theft due to his/her negligence. However, in the case of theft, the matter shall be immediately reported to the concerned Warden.
5. While leaving the rooms, it must be ensured that the light and fans are switched off, failing which he/she will be liable for imposition of fines.
6. Tampering with and alteration of electrical fittings are strictly prohibited and such action is liable for punishment.
7. All inmates of hostel must keep their rooms, washrooms etc neat and clean.
8. No inmate will be allowed to have more furniture than entitled to as per University rules of allotment.
9. All inmates shall treat their fellow inmates, hostel staff and mess staff with dignity and decorum.
10. No notice shall be put in the hostel by any student directly unless such permission has been granted by the Warden.
11. No inmate shall raise or assist others to raise any subscription in the hostel on any account without prior permission of the warden.
12. No one shall use the belongings of other inmates without their consent.
13. Employment of personal servant or attendant or keeping a pet animal etc in a hostel is not allowed.
14. An Inmate shall not enter the room(s) of other(s) who are not in their rooms.
15. A student shall not hand over the keys of his/her room to any other student/person except the Warden or person authorized by him/her.
16. One key of each room will be submitted to the warden's office. The change of lock must be intimated to the warden and a copy of new key submitted to her, which may be required for any emergency.
17. Any inmate going out of station shall be required to submit the room key to warden.
18. It is mandatory for all hostel inmates to take food from the hostel mess. This condition is exempted only on medical grounds duly certified by the University doctor. Every inmate shall pay the mess bill and other charges as per the schedule failing which fine, as decided by the University, shall be imposed.

19. Vehicles owned by the students cannot be parked in the hostel premises without prior permission of the Warden.
20. Girls are not allowed to enter the Boys' hostel and Boys are not allowed to enter Girls' hostel, except the place earmarked for guest meeting.
21. Closing time of hostel gate is 9:00 PM in summer (April to September) and 8:00 PM in winter (October to March). Opening time of Hostel gate is 5:00 AM in summer (April to September) 6:00 AM in winter (October to March).
22. Water should be used properly and water taps must be closed when not in use.
23. In case of any kind of emergency, Warden must be informed.
24. Formation of association of students on the basis of region, caste, or creed is not permitted, during their stay in the hostel
25. No inmate of hostel is permitted to invite any outside person to address any meeting in the hostel without written permission of the Dean of Students' Welfare. No function or celebration shall be organised in the hostel premises except with the permission of the Warden.
26. Students are prohibited from screening/ keeping obscene literature/ video films in their possession. Any violation in this regard will invite disciplinary action.
27. Students are not allowed to take common room newspapers to their rooms at any time.
28. No student shall use the services of a hostel housekeeping person for personal work.
29. Garbage & wastage to be put at garbage box available in the hostel premises.
30. Playing music/record player etc. loudly to cause disturbance to his/her neighbour (s) is prohibited. Defaulters will be punished/fined. Repeat act will render cancellation of allotment of Hostel room.
31. The residents must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.
32. No resident is permitted to take away his/her belongings from the hostel premises without a proper 'gate pass' issued by the Warden
33. Telephone connection /television sets shall not be permitted in hostel rooms.

E. Penalties

1. Damage to hostel property such as doors, windows, electrical fittings, toilet fittings, tabs etc. may lead to fine, disciplinary action, and even expulsion from the hostel. A general deduction from the hostel security deposit will be made at the end of the course, towards the breakage other than those charged against the individuals.
2. Room furniture and electric fittings are required to be maintained by the inmates in a good condition. At the time of allotment of room and leaving the hostel for vacation, every student must take-over and hand-over respectively the hostel property carefully. Any loss or damage will be borne by the concerned inmate(s).
3. Penalty for violation of hostel rules will be decided by the hostel authorities considering the severity of the offence/ violation of rules/ act of indiscipline.

F. Norms Governing Hostel Life

1. The University reserves the right to close any or all hostels.
2. Any hosteller who is subsequently found to be a working man/woman (and not on study leave) shall forfeit his/her hostel seat. A working man/woman should produce an attested copy of his/her leave letter along with the application for hostel accommodation. The original certificate should also be produced at the time of admission for verification.
3. Graduate/Post-Graduate students shall be required to vacate their rooms within seven days of completion of the end semester examinations and M.Phil and Ph.D. scholars within seven days of final submission of their dissertation/thesis for evaluation. Those who discontinue their studies/research shall be required to vacate their rooms forthwith.
4. Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel to the Warden concerned at least four days in advance of the date of leaving the hostel.
5. Permission for vacating the hostel will be accorded by the Warden concerned after the clearance of hostel and mess dues by the student concerned is submitted. Mess security refund may be made as per procedure.
6. Before vacating the hostel, each resident must hand over to the Caretaker the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned.

7. Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
8. Ordinarily no graduate/postgraduate student shall be permitted to stay in the hostel during the winter vacation. The Dean of Students' Welfare may, however, at his discretion permit a postgraduate student to stay during the winter vacation for a specific period not exceeding 10 days.
9. The maximum duration of residence shall ordinarily be as follows:
 - a) Three academic years/4 academic years (6 Semesters/8 semesters) for UG students
 - b) Five academic years (10 Semesters) for integrated courses
 - c) Two academic years (4 Semesters) for postgraduate students and M.Phil scholars.
 - d) Five academic years for Ph.D. scholars + 1(one) Semester.
10. A research scholar who does not occupy his/her hostel seat for a continuous period of three months or more shall ordinarily forfeit his/her seat.
11. The University reserves the right to withhold the results of any semester/course of a hosteller who does not clear all hostel fees/dues in time. The Dean of Students' Welfare shall bring such cases to the knowledge of the Controller of Examinations for necessary action.
12. The students who have back paper in the last two semesters will not be allowed to stay in the hostel.
13. The Prefect may either be the seniormost student or the one the warden chooses.
14. The leave accorded to the students is two days in a month and two weekends in a month. If a student is applying for leave for 10 days or more, then it should be forwarded by the HOD of the respective department.

G. Complaints / Grievances:

1. Any complaint / grievance from a resident student or students in the first instance should be referred to the Warden of the Hostel who will, depending on the nature of the complaint ensure that it is processed by him / her as speedily as possible.
2. In case the resident student or students are not satisfied with the action taken by the Warden, the student / students, as the case may be, may bring the grievance in writing to the notice of the Provost as soon as the decision of the Warden has been made known and in no case later than three weeks from the date of decision of the Warden.