

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



Circular No. 286

REGULATIONS FOR HOSTEL STUDENTS (Men and Women)

(Under Section 75(1)(f) of the Maharashtra Public Universities Act, 2016)

WHEREAS as per Section 75(1)(f) of the Maharashtra Public Universities Act, 2016, the Management Council of the University may make regulations providing for all non-academic matters for which provision is necessary for the purposes of the Maharashtra Public Universities Act, 2016 Statutes or Ordinances;

THEREFORE, the Management Council of the University hereby makes the following Regulations for hostel students (Men and Women):

1. Short Title and Commencement:

- (1) These Regulations shall be called as the Hostel Students (Men and Women) Regulations, 2023.
- (2) These Regulations shall come into force with immediate effect.

2. Definitions:

- (1) "Student" shall mean and include Men and Women students in the hostel;
- (2) "University" shall mean Savitribai Phule Pune University, Pune.

3. Eligibility for Admission to Hostel:

- (1) Admission will be given in the hostel based on the academic merit at the time of admission to the respective course as per the University norms.
- (2) Hostel accommodation is available to a student, who is registered in the University as a regular student. Accommodation will not be provided to any student whose registration is cancelled.
- (3) Hostel facilities will not be provided to Research Assistant/Teaching Assistant (RA/TA) unless they are enrolled for M.Phil./Ph.D.

- (4) Students who have availed of the hostel facility previously on the University Campus, for a Master or Bachelor Degree, shall not be eligible to hostel facility after seeking admission to another Master/Bachelor Degree respectively.
- (5) Students pursuing Certificate or Diploma courses in the University are not eligible for hostel admission.
- (6) A student of the University who is seeking admission in the University hostel shall not be employed on full time or part-time basis in Government/Semi-Government, public or private sector.
- (7) Admission given is provisional and will be confirmed by the University only after a medical examination and clearance given by the Residential Medical Officer of Health Centre of the University.

4. Admission Process:

- (1) Hostel admission form duly completed shall be submitted online by the student at the time of admission in the University Department. The admission process will be monitored using online mechanism.
- (2) At the time of admission of a student into the hostel, each student is required to submit a duly completed student profile. E-mail ID and contact number of the student and parents/local guardian shall also be provided. Any change of address/contact number of the parent/local guardian, at any point of time shall have to be intimated by the student to the Hostel Office in writing.
- (3) At the time of admission to the hostel, every student shall sign an undertaking that the student shall follow Rules and, Regulations laid down by the University. In case of breach of any of them the student shall be liable for the disciplinary action.
- (4) Students are asked to approach hostel office to occupy the room, only after the payment of hostel fees. In case, if the students are not allotted a hostel seat, as per the rules, no temporary accommodation is available to such a student. Students are appealed to co-operate with the hostel administration.
- (5) Student shall get the Medical check-up done, according to the schedule of dates fixed by the Hostel office/Health Centre. Students are required to disclose all past medical

history at the time of admission to the hostel. Any non-disclosure of past medical history is at the risk of the students.

- (6) Ph.D. students can avail hostel facility only if they have In House Guide. (Guide must be from the University campus only).
- (7) Students are required to pay the hostel fees in the first month of each term i.e. in July and January. M.Phil./Ph.D. student shall pay the hostel fee in the first month of each term (six months) as per the date of (M. Phil./Ph. D) registration. If the student does not pay the hostel fees on time, a late fee of Rs. 200/- per month will be charged.
- (8) Students are required to sign an Anti-Ragging Undertaking as per Guidelines of the University Grants Commission, at the time of admission to hostel.
- (9) If any student provides any misleading or false statement or information in the hostel admission form, the students admission shall be liable to be cancelled. On such cancellation, the student shall not be entitled to stay and/or enter in the hostel or part thereof. If the student does not leave the premises of the hostel, he/she shall be liable to be forcibly removed from the hostel and the appropriate disciplinary action will be initiated against the same.
- (10) In case, the student surrenders the hostel accommodation anytime during the course of time, is not eligible to get the hostel admission once again for the same course. However, if seats are available, such cases may be considered.

5. Allotment of Room:

- (1) Allotment of the rooms will be made randomly using suitable mechanism.
- (2) The student will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- (3) Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of the Rector.

6. Code of Conduct:

- (1) Students are not allowed to leave the hostel after 10.30 p.m. and before 6.00 a.m.
- (2) Students are mandatory to return to the hostel, latest by 10.30 p.m. A student shall take prior permission of the Rector, in case reaching to the hostel after 10.30 p.m., by filling an application form in advance for 'Late Pass'. Such permission will be

granted only up to 12 midnight and maximum **four times** in a month. It is mandatory to fill up the out pass/late pass while leaving the hostel for vacation/study tours/field visits or for any other valid reason.

- (3) Students shall obtain permission of the Rector or associate, for emergency arrival or departure.
- (4) Students are required to maintain cleanliness inside the room and surroundings.
- (5) No gambling of any kind shall be allowed on the premises of the hostel.
- (6) Students are not allowed to keep any pets in the premises including fish, cats, dogs, and so on. Students shall avoid from pampering stray dog by offering food, petting them, etc.
- (7) Students shall treat the staff, housekeeping staff and every person in the Hostel with due courtesy at all times. Service of the housekeeping staff shall not be utilized for private or personal work. No tips in cash or any kind shall be given to the staff of the hostel.
- (8) Students shall cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the room for this purpose.
- (9) Students shall not indulge in any violent, destructive, damaging, harmful as such behaviour which is detrimental in the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including unfair matters. Students from one hostel are not allowed to enter in the premises/building of the other hostel on routine basis except under unavoidable circumstances. Students shall not indulge in practices/activities, which may endanger their own personal safety as well as that of others.
- (10) Students shall switch off all the electrical / electronic appliances, water tap and lock their rooms, before going out of their rooms.
- (11) Students shall not arrange any picnic or any functions or meeting within the hostel premises without prior written permission of the Rector.
- (12) Students shall not remove any fittings from any of the room or common area and get them fitted in their rooms.

- (13) Students on no account, whatsoever, shall take food outside the mess. They shall also not take mess utensils such as plate, spoon, tumblers, etc. from mess to their rooms.
- (14) Students shall not keep plants/flower-pots, shoe-rack or any other furniture in the corridor of the hostel.
- (15) Students are not allowed to exchange rooms without prior permission of the Rector.
- (16) Students shall be responsible for maintenance of the hostel property in their occupancy. They shall not disfigure walls, doors and furniture in any way, including driving in nails or sticking/drawing pictures on them. If any damage is noticed, walls, doors or furniture, as the case may be, will be repainted/polished and the expenses for the same will be recovered from the students. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property.
- (17) Students have to observe discipline in the hostel and ensure that no wasteful or improper use is made of water, electricity, toilet facilities and any other amenities.
- (18) Students shall not give the key of their room to any other person, whether staying in the hostel or outside.
- (19) Students shall not keep any valuable articles, ornaments or cash in their rooms. If they do so, it will be entirely at their own risk. Students shall not leave their rooms unlocked or unattended.
- (20) Ladies students are not allowed to enter the Gents Hostels and the Gents students are not allowed to enter the Ladies Hostel.
- (21) Unauthorized campaigns/events which disturb the discipline of the hostel are not allowed in the hostel premises. Sticking of public posters/pamphlets/brochures/circulars/photographs are not permissible within the hostel campus.
- (22) Students suffering from critical illnesses/contagious diseases should not stay in the hostel. Taking care of such students is not the responsibility of hostel administration.
- (23) Students are appealed to report to the Hostel Office in case they notice any untoward incident, theft or undesirable activity going on in the hostel or on the campus.

(24) The maximum permissible period of stay in the hostel for students is:

- (a) Masters: Minimum duration of the master's degree course.
- (b) M.Phil. student: One and half year from the date of admission.
- (c) Ph.D. student (directly registered): Four years from the date of registration.
- (d) Ph.D. student (registered after doing M. Phil and availed hostel facility): Three years from the date of registration.

Under any circumstances, the above-mentioned permissible period shall not be extended.

Penalties/Punishments:

- (25) Students are required to pay the hostel fees in the first month of each term i.e. in July and January. M.Phil./Ph.D. student shall pay the hostel fee in the first month of each term (six months) as per the date of (M. Phil./Ph. D) registration. If the student does not pay the hostel fees on time, a late fee of Rs. 200/- per month will be charged.
- (26) Students shall not use in their rooms any appliances such as induction cooker, hot plates, electric iron, etc. In case of use of such appliances, the student will be confiscated by the University and fine Rs. 500/- will also be imposed upon the student, failing which hostel admission of the student shall be liable to be cancelled. In case of repetition of such misconduct, the student shall be liable to be expelled from the hostel.
- (27) Students shall not play a radio transistor, record player or cassette or any other audio/video devices in the hostel/hostel premises which may cause a nuisance to fellow students. In case of violation of this, a student shall be imposed a fine Rs. 200/-.
- (28) Cooking food in the room is strictly prohibited and defaulters will be imposed a fine Rs.500/- for the first default and next default will lead to cancellation of the hostel admission.

- (29) Students shall vacate their room and report to the hostel office within seven days after their final examination is over. In case of violation of this, a student shall be imposed a fine Rs. 200/- per day.
- (30) Video recording and/or photography by any means is strictly prohibited in the hostel premises. Violation of this will be treated as a serious misconduct and strict disciplinary action will be taken against the student if found guilty.
- (31) Students are required to hand over charge of their room keys and furniture to the Rector/associated staff of the Hostel, before leaving for vacation, failing which they will be charged a penalty Rs. 100/- per day, for the entire duration of vacation.
- (32) In continuation with the clause 6 (1 and 2), the student who has been found to be defaulters consecutively two times within a month for late pass/outpass is liable to be penalty of Rs. 200/-. In such cases there would be cancellation of further approval of late passes or the hostel admission would stand cancelled and the information may be given to parents/guardian.
- (33) If a key is lost and/or if the lock is replaced with a new one, the cost of repair or replacement will be recovered from the student.
- (34) Research students (M. Phil/PhD students) must vacate the hostel room within one week of the date of submission of their dissertation/thesis or before the expiry of the maximum permissible period of stay, whichever is earlier.
- (35) No unauthorized person (Guest/relatives/student) are allowed to stay in the hostel or in the hostel room. If any unauthorized person is found in the student's room a fine Rs. 2000/- will be imposed upon the student concerned and hostel admission of such student shall also stand cancelled.
- (36) Students are not allowed to bring and/or consume alcoholic and narcotic products or any other prohibited substance. Students shall not be allowed to enter the hostel premises after consumption of drugs/alcohol/or any other prohibited substance. Hostel admission of such student will be cancelled.
- (37) Ragging of students admitted to the hostel is totally banned. Any violation of this by the students will be dealt with very strictly as per the law.
- (38) In case, the student is expelled from the hostel or permissible period as mentioned in Clause 6 (24) above is over, the student shall vacate the hostel room

within seven days. If the student fails to do so, the room will be locked and sealed by the security and the student shall also be liable to pay the fine Rs. 100/- per day within 15 days. The seal will be removed and lock will be opened only after the payment of penalty. If a student fails to pay the penalty, the security officer will remove the lock and open the seal of the room and the belongings of the student will be confiscated in the presence of security, representatives of hostel office and other two hostels students. The hostel office/University will not be responsible for any loss/damage of belongings of the student.

7. Cancellation of Admission to Hostel:

- (1) The student can cancel the hostel admission at any time (or in the beginning of the academic year), if wishes. However, the hostel fee, if paid will not be refunded.
- (2) Any student who is expelled from the University will automatically cease to be a hostel student.
- (3) If a student's attendance is below 75% for the admitted academic course or not satisfactory as certified by the Head of the Department, hostel admission will stand cancelled and such student will not be eligible for hostel admission to the next term of the academic course as well.
- (4) If a student who has been allotted a hostel room, remains absent from the hostel for a continuous period of 15 days or more, without a valid reason or without prior permission of the Rector, that room/seat will be considered as vacant and will be allotted to some other student as per merit/quota.

8. Hostel Administration:

- (1) For security reasons, officials of the University may inspect/check hostel room or belongings of the students at any time of the day or night. The students are expected to behave fairly and co-operate the process.

- (2) Complaints related to the loss of personal, valuable articles including laptop, mobile, vehicle, cycle etc. will not be entertained by the University or hostel office. Ensuring safety of personal belongings will be that of the students.
- (3) In the interest of privacy and safety of students, external/internal personnel attending to the repairs will be permitted between 8.00 a.m. and 8.00 p.m. only. Any such male personnel will be permitted in Ladies Hostel only in presence of a woman hostel attendant.
- (4) Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel office/premises, Suggestion form is also available in the Hostel office.
- (5) Students are provided with ample parking for two wheelers. Students are asked to take their own vehicles at the time of vacating the hostel premises. Vehicles lying for more than 10 days after vacating the hostel will be considered as 'Unclaimed vehicles' and procedure of discarding the same will be started.

9. Mechanism to address problems faced by students:

- 1) Problems related to hostel admission: To address the problem related to hostel admission, students are asked to approach Hostel Office through 'Teacher Hostel Co-ordinator' from the department and Head of the Department. The best possible solution will be found out in consultation with the team from their academic department and hostel office. If required, the issue may be brought out into the notice of higher authorities for further guidance/ direction.
- 2) Problems related to infrastructural facilities: To address these problems, hostel students are asked to register a complaint in the complaint book arranged in the hostel premises. The immediate action will be started to address the complaint. To address the problem an appropriate time is required. Students are appealed to keep patience.

10. Disciplinary Action:

- (1) A student shall be liable for the disciplinary action for wilful disobedience or defiance of authority, for non-observance or frequent violation of any of the conduct rules or hostel rules and regulations, for indulging in undesirable activities such as ragging, physical assault, etc. or for indulging in anti-national or violent, destructive, damaging,

harmful, activities causing damage to person or property or for committing any act of indiscipline or misconduct.

- (2) All powers relating to disciplinary action against the students residing in the hostel shall vest in the Vice-Chancellor of the University. However, the Vice-Chancellor may delegate his disciplinary powers to the Rector or any other representative.

11. Amendment and Interpretation of Regulations:

- (1) The University may alter, suspend, and/or amend any of these Regulations, any time without any prior notice. Students are deemed to have read these Regulations and to have agreed to be bound by them, including any changes that may be made therein, from time to time.
- (2) The interpretation of these Regulations by the Vice-Chancellor shall be final and binding on all concerned.

Ref. :-SPPU/Hostel/2023/198

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