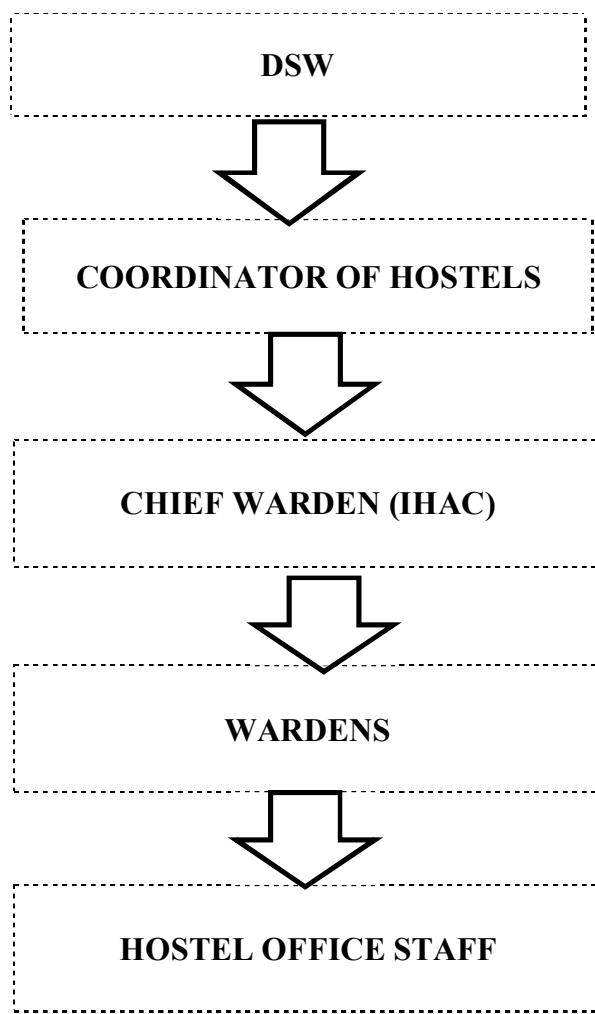


Hostel Manual

Part- I
General Administration
Chapter- 1
University Hostel Administration (UHA)
Student Support

- 1.1 Definition of Hostel:** “Hostel” means a unit of residence, by whatever name called, for students of the University provided, maintained or recognised by it.
- 1.2 Objectives of the Hostel life:**
- a. To ensure that the students are able to devote adequate time for their studies and research;
 - b. To ensure that students coming from different parts of the country and even abroad learn to live together and strengthen their relations with mutual cooperation and goodwill; and
 - c. To develop a climate congenial for co-curricular and extra-curricular activities of students.
- 1.3 Organisation and structure of the hostel administration**
- (i) **Organizational Chart (Hierarchy):**



- (ii) The University Hostel Administration shall come under the umbrella of Dean of Students' Welfare (**DSW**), who shall look after the general welfare of students residing in the hostels, and advise the Coordinators of Hostels/s and the Chief Wardens on matters concerning their functions.
- (iii) There shall be one Coordinator of Hostels for each cluster of hostels comprising of around 4 hostels for the purpose of looking after affairs of the hostels. The Coordinator of Hostels shall advise Chief Wardens on the matters concerning their functions. In case Coordinator of Hostels is not existing, his/her functions and duties shall be performed by the DSW.
- (iv) There shall be a University Hostel Administration Committee (UHAC) at the level, Which shall be the apex deliberating body dealing with matters pertaining to all the hostels, including common menu, if required. The DSW shall be ex-officio Chairperson of the UHAC (refer to clause 1.5.1 for details).
- (v) There shall be three committees at the hostel level, namely, Intra-Hostel Administration Committee (IHAC), Hostel Students Committee (HSC) and Hostel Mess Committee (HMC). The IHAC Shall be the highest deliberating body at the hostel level. The other two committees shall ensure students participation in the hostel administration. The structure and functions of the Committees may be changed by the DSW as per the requirements after approval of the Vice-Chancellor (refer to Clause 1.6 for details)

1.4 Authorities of the Hostel Administration: Functions, powers and entitlements

1.4.1 Dean of Students' Welfare (DSW)

- (i) The DSW shall provide general instructions and guidance to the Coordinator of Hostels and the Chief Wardens on matters concerning to their functions. As far as hostel administration is concerned, the DSW's office shall be engaged in a range of other facilities for hostlers and for other students also.
- (ii) The DSW shall be the Head of the Department so far as Hostels are concerned.

1.4.2 Coordinator of Hostels

1.4.2.1 Appointment

The Coordinator of Hostels shall be appointed by the Vice-Chancellor. The Name Shall be picked by the VC preferably from a panel of names among teachers of the University recommended by the DSW.

The Vice- Chancellor may, however, terminate the assignment of any Coordinator of Hostel anytime without assigning any reason.

1.4.2.2 Tenure

The Coordinator of Hostels ordinarily shall hold office for three (3) Years. He/she shall be entitled for re-appointment, other things being the same.

1.4.2.3 Entitlement/ Honorarium

The Coordinator shall be entitled for honorarium as per rates decided by the University from time to time.

1.4.2.4 Jurisdiction

- a. The Coordinator of Hostels shall work under overall supervision of the DSW.
- b. The Coordinator of Hostels shall look after the affairs of a particular cluster and shall advise the Chief Warden on matters concerning their functions.
- c. All kinds of leave applications of the wardens will be forwarded by the concerned Coordinator of Hostels with their specific recommendations.

1.4.2.5 Powers and Functions

The Coordinator of Hostels:

- i. Shall supervise the hostels in his or her cluster in matters relating to the hostels' overall functioning, the inmate-students' welfare and discipline.
- ii. Shall periodically visit the hostels and be in contact with the Chief Wardens/ Wardens, Staff and students.

- iii. Shall encourage sports, cultural and other activities at the cluster level so as to promote inter-hostel cooperation.
- iv. May impose fines or waive fines up to the limit set in the List of Rates.
- v. Shall sanction leave to the Chief Wardens in the cluster as per rules.
- vi. Shall declare the allotment list for the cluster of Hostels.
- vii. Perform such other functions as assigned by the DSW or an higher authority from time to time.

1.4.3 Wardens (Application to all Wardens including the Chief Warden)

There shall be three Wardens for each hostel. However, if situation demands, the Vice- Chancellor in consultation with the DSW may club Works of two or more wardens, or may appoint additional warden/ wardens.

1.4.3.1 Appointment

- I. Wardens shall be appointed for three (3) years by the Vice- Chancellor from the panel of teachers submitted by the DSW for this purpose. They shall be eligible for re-appointment on the recommendation of the DSW.
- II. The Vice- Chancellor may, however, terminate the assignment of any warden anytime without assigning reason.

Scholarships Schemes

A number of scholarship schemes, as given below, are available for deserving and needy students:

Merit Scholarship to CUCET/ Semester Toppers

The University offers performance based Merit Scholarship to CUCET/ semester toppers under each programme in the University. Merit Scholarship @ Rs. 1,000 pm is awarded subject to minimum 75% class attendance in the following semester.

Merit-cum- Means Scholarship

The University encourages and supports the meritorious students who are in need of financial assistant to pursue their studies smoothly

through Merit-cum-Means Scholarship. The scholarship is awarded in the form of waiver of

Student Welfare:-

The University has an office of Dean Students' Welfare who is responsible to look after the general welfare of students outside classrooms, which contribute to the growth and development of their personality. Various activities and initiatives with respect to the following are coordinated by this office, viz. –

1. Organizing educational tours, excursions and sports activities;
2. Promoting social and cultural activities among students;
3. Organization of student bodies in the university;
4. Student-teacher relationship;
5. Facilitating financial aid to needy students, securing of fellowships or scholarships, students' concession for travel etc.;
6. Health and medical services to students;
7. Student counselling;
8. Special arrangement to be provided, if any, to women students, and differently abled students;
9. Liasoning between university administration and students;
10. Providing student with information related to infrastructural facilities;
11. Liasoning with alumni association

Anti-Ragging Cell:-

Following the UGC regulations 2009 on curbing the menace of ragging in higher educational institutions, ragging in all its forms has been totally banned in the entire University including its departments/centres all its premises (academic, residential, sports, canteen etc.), whether located within the campus or outside and in all means of transportation of students. CUSB takes strict victimization, attendance, charging of fees, conducting of examinations, harassment etc.