



RULES AND REGULATIONS FOR GOOD BEHAVIOUR AND PREVENTION OF MIS-CONDUCT BY STUDENTS RESIDING IN THE HOSTELS AT ALL/VARIOUS CONSTITUENT INSTITUTES/COLLEGES OF THE MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY, NAGPUR

Reference:

In exercise of the powers conferred by section 56 of Maharashtra Animal and Fishery Sciences University Act 1998, the Vice-Chancellor, Maharashtra Animal and Fishery Sciences University, Nagpur is pleased to make following rules namely

Short title: MAFSU Hostel Rules and Regulations and Punishment for Misconduct 2020

Definitions:

1. Institute: means and includes all constituent college or affiliated college and includes a unit or division of the university responsible for imparting instructions and providing teaching, research or extension education programme to the students for any degree awarded by the university
2. Competent authority: means and includes Institute and head of the institute Associate Dean and such authority connected with the affairs of College as may be designated by the Vice-Chancellor
3. Student: means and includes person who is enrolled as such by the University or College or Institute for receiving instructions and qualifying for an degree awarded by the University



Preamble for Hostel Rules and Regulations(MAFSU Hostel Rules and Regulations and Punishment for Misconduct 2020)

PART A

1. Student should read the rules before signing the application form (A copy of rules is attached with the application form).
2. Rules will be displayed in the hostel and college notice board
3. Complaint form/Register will be provided to students.
4. Any cleanliness matter shall be brought to the notice of the Hostel warden
5. Hostel Warden and his team has right to inspect the hostel at will
6. Standard Night out forms will be provided with undertaking. In case of girl students consent be also taken from their parents/guardians
7. Suggestion Box provided in the hostel to be opened every 15 days in the presence of Campus Administrator/ Hostel warden and Student representative.

PART B

Admission Process

- i. Provisional admission will be given in the hostel based on merit/need and availability and the right of decision for admission in the hostel will be with Institute
- ii. Application form with attached one passport size photograph ,photograph and, Aadhar card. Application shall contain information related to illness, blood group etc.(Refer Annexure I)
- iii. Issues Related to Parents/ Relatives/Visitors (to be written on undertaking by parents)
 - a) Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
 - b) Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.



Hostel Rules and Regulations

Disciplinary action as per MAFSU/INSTITUTE Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Institute, under the rules and regulations framed by the Institute which can be changed, altered, modified, varied wholly or partly and can be replaced by Institute at their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.
2. Student shall provide fitness certificate from any Registered Medical Practitioner at the time of admission
3. Any misleading or false statement or information in the application form shall render the admission for termination and on such terminated/expelled ion students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly/legally removed from the hostel.
4. The Institute reserves the right to terminate the occupancy of the student for any willful disobedience or defiance, non-observance or frequent/repeated violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities.
5. Change/Inter-Change of Room: A students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Hostel Warden. The Hostel warden has the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
6. The Hostel Warden and constituted committees for the purpose by institutional authority has the discretion to inspect any room at any time.
7. Students shall not indulge in any political or communal activity or anti-social activity which is detrimental to 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 political or communal matters so that hostel discipline will not be disturbed.
8. Students shall take prior written permission of the Hostel Warden and Head of the Institute before giving any information or interview regarding Hostel/Institute to any member of the Press, Radio, Television or any other media/social media or before making any speech containing any information regarding the Hostel/Institute.



9. A notice in the form of application through his/her advisor/major guide is necessary in case a student wishes to vacate the hostel.
10. Students residing in the hostel will be staying at their own risk, liability and consequences. Similarly Parents shall give undertaking that when student he/she when participating in any type of celebrations outside the Institute/Hostel premises will be his/her own responsibility. Institute/Hostel Warden shall not be held responsible for his/her safety.
11. Student he/she shall maintain **Station Leaving Card [SLC]**. While leaving the station it shall be duly signed by his/her advisor/major guide and followed by signature of parents while returning back to institute after availing holidays or left the station for personnel work or for some other valid reason.
12. Silence: Strict silence shall be observed in hostel from 10.00 pm to 6.00 am. Care shall be taken at all times to ensure that music/ talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities need to be turned off at 10.00 pm.
13. Gambling of any kind shall NOT be allowed in the premises of the hostel.
14. No student shall bring or keep or store any firearm, ammunition, explosive and inflammable goods in the premises of the hostel.
15. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. Similarly students are not expected to enter in the hostel under the influence of alcohol/ intoxicating drink, drug or substance of any kind. The same shall applicable to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
16. Spitting: Spitting in any place/corner/corridor/wall/window of hostel premises is strictly prohibited. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the hostel.
17. Student shall strictly avoid his/her involvement in any kind of criminal activities. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute
18. Any intentional damage or loss of the common property if found in hostel premises, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
19. Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in an allotted rooms of students shall be cared as property of institute. Students shall be required to pay as per current price of any



- item found missing from their room or damaged. Students shall also be required to pay the charges of repair/replacement to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear. Item replaced shall be of same make and specifications or of standard company at par or equal in quality and quantity to the original item.
20. Interchange of Furniture/Fixture: Students shall not interchange any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
 21. Assets in Common Areas/Corridors: Theft of /intentional damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing. In case of theft/intentional damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.
 22. Hostel authorities will not be responsible for theft or missing of money, jewelry, two wheelers, laptop, power banks, cell phones or any other any other valuable belongings of any student. Students are advised not to keep valuable belongings or keep the door locked when outing. Care of their valuable belonging will be sole responsibility of the individual student.
 23. Vehicles/bikes shall be maintained at their own risk only and shall be parked in allotted area specified for the parking.
 24. Ragging: Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law, in addition to rustication from the Institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting it is also an offence. Report any such incident immediately to any member of the Anti-Ragging Committee/ Hostel Warden at any time of the day/night.
 25. Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the Hostel warden/Campus Administrator will have the right to confiscate the gadget. The lights/geyser/taps in the bathroom should be used only as and when necessary and shall not be kept on after use. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am in the night.
 26. Night out Permission: Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Institute may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the Hostel warden through advisor / major guide / professor in writing at least one day before the Night out.
 27. Monitoring under CCTV cameras: All the hostel passages/common places will be under CCTV cameras.



28. Celebration of Birthdays/31st December/Kojagiri/Traditional days
- It shall be with prior written permission of the Hostel Warden and institutional head.
 - It shall be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
 - There shall not be any kind of physical discomfort to other occupants of hostel. Harsh music / DJ sound will not be allowed at any circumstances.
 - No outside guest will be allowed.
 - Violation of the rule shall be penalized.
29. Attendance of Students in Hostel
- Undertaking form will be taken from students for attendance.
 - Any late comer will have to sign in a separate register.
 - The late comers will be fined as per rules.
 - Timings:
 - UG student's 1. Girls hostel: 19.000 hrs
2. Boys hostel: 22.00 hrs
 - PG Students (Boys/Girls): Up to late hrs with prior permission from Guide/Professor of the concerned Department only during research period.
 - Register for Outsiders entering in the Hostel: No outsider will be allowed in hostel. If anybody coming, will be allowed only during day time, provided he/she has to sign in the visitor's register kept at entry point of hostel.
 - Students residing in the hostel shall maintain Clean, Green, Plastic free, Noise free campus/premises of the hostel
30. Cleanliness: Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish anywhere in hostel premises, except dustbin or the place specifically provided for the said purpose.
31. Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, birds, wild animals and so on. Students should desist from pampering stray dog by offering food, petting them etc.
32. Hostel Staff: Students shall treat the staff and housekeeping staff of 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 kind will be given to the staff of the Hostel.
33. Visitors/Parents: Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to



- 8.00 pm on working days between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.
34. Suggestion Box/Register: Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.
35. The Institute has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of prevailing rules and regulations.
36. Food parcels served by private caterers/agencies can be accepted at the gate only maximum upto 22.00 hrs
37. Preparation of food/cooking in the hostel room is strictly prohibited



APPENDIX-A

Acts of Violation and Competent Authorities

Disciplinary action as per MAFSU/Institute Code of Conduct shall be taken against students violating Hostel Rules and Regulations as the authorities specified below

Sr No	Act of Violation of Hostel Rules and Regulations amounts to Misconduct	Competent authority
1	Indulging in any political, communal, immoral, anti social, anti-national or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Institute
2	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco, Gutka and Cigarettes b) Narcotic drugs and Psychotropic substances	Institute
3	Ragging : Any one found indulging in ragging in any form in the Hostel	As per ragging regulations
4	Gambling : No Gambling of any kind shall be allowed in the premises of the Hostel	Institute
5	Wilful disobedience, forging of any kind or all of the types of defiance of authority, nonobservance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities	Institute
6	Indulging in Physical Fights / Quarrels/ Bouts	Institute
7	Damages: If any common property is damaged or lost	Institute
8	Return Hour: Students not returning to the Hostel before the specified time	Institute
9	Not following biometric attendance	Institute
10	Using of Electric Iron or any appliances other than Laptop	Institute
11	Partying and playing loud music inside Hostel Room	Institute
12	Visitors: if taken to room	Institute



APPENDIX-B

The punishments for misconduct in the hostel: The competent authority upon finding the student staying guilty of Violation of Hostel Rules and Regulations amounts to Misconduct, may impose following punishment/fine

Sr No	Act of Violation of Hostel Rules and Regulations amounts to Misconduct	Punishment/fine
1	Indulging in any political, communal, immoral, anti-social, anti-national or untoward activity , any propaganda or publicity of any nature which violates harmony, discipline and the image of the Institute	Rustication from Hostel/Institute or both
2	Drugs/ Alcohol consumption or possession or sale or being under influence of: a) Alcohol, Tobacco, Gutka and Cigarettes b) Narcotic drugs and Psychotropic substances	I time guilty: Rs 3000/- II time guilty : Rs 5000/- III time guilty: Rustication from Hostel permanently
3	Ragging : Any one found indulging in ragging in any form in the Hostel	As per regulations of Ragging act
4	Gambling : No Gambling of any kind shall be allowed in the premises of the Hostel	I time guilty: Rs 3000/- II time guilty : Rs 5000/- III time guilty: Rustication from Hostel permanently
5	Wilful disobedience, forging of any kind or all of the types of defiance of authority, nonobservance of hostel rules, indulging in anti-national or undesirable activities	I time guilty: Rs 1000/- II time guilty : Rs 2000/- III time guilty: Rustication from Hostel permanently
5A	Non-maintenance of cleanliness in the rooms or hostel premises/corridors/passages and items of common utility	Fine Rs 500 each time
6	Indulging in Physical Fights / Quarrels/ Bouts	Rs 3000 fine or expulsion from Hostel or both
7	Damages: If any common property is damaged or lost	Rs 1000 as fine+ Cost of the item as per current market rate Or Replacement of damaged item with same make or with equivalent brand available in the market
8	Return Hour: Students not returning to the Hostel before the specified time [late mark]	1. One late mark fortnightly- warning 2. Three late marks consecutively fortnightly: Rs 500/- as fine 3. Seven days continuous late mark fortnightly : Rs 1000/- as fine 4. More than Seven days continuous



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		late mark fortnightly Rs 3000/- 5. More than fifteen days continuous late mark- shall be entitled for partial or permanent expulsion from Hostel. ❖ Each fine/ late mark shall communicated through advisor
9	Not following biometric attendance	1. First absent fortnightly- warning 2. Three absentee consecutively fortnightly: Rs 500/- as fine 3. Seven days continuous absentee fortnightly : Rs 1000/- as fine 4. More than Seven days continuous absentee fortnightly Rs 3000/- 5. More than fifteen days continuous absentee - shall be entitled for partial or permanent expel from Hostel. ❖ Each fine/ absentee shall communicated through advisor ❖ Absent during official semester break/holidays/absentee with prior permission will not be marked as absent/absentee
10	Using of Electric Iron or any appliances other than Laptop	Permanent Acquiring of item and fine upto Rs 500
11	Partying and playing loud music inside Hostel Room	Permanent Acquiring of item and fine upto Rs 1000
12	Visitors: if taken to room	For first time: Warning For Second time : Fine upto Rs 1000
13	Improper disposal of food waste/Kitchen waste in hostel premises	Fine Rs 3000 and closure of mess on committing such mistakes repeatedly
14	Preparation of food/Cooking in the room	Permanent Acquiring of items used for cooking and fine upto Rs 3000
15	Sticking of any bills/pictures/notices on the walls of hostel	For first time: Warning For Second time : Fine upto Rs 500

Note: 1. Penalties shall be imposed and shall be communicated to parents through advisor/major guide

2. Any misconduct stated in the rules and regulations but not covered under Appendix A and /or B will also amounts to misconduct and competent authority is fully empowered to take decision in such matters and punishment/fine imposed by Institute as competent authority will be final and students residing in the hostel have to strictly follow it



3. The amount recovered under the head 'fine' shall be deposited in the hostel account at the earliest and shall be available for expenditure of hostel matters with the permission of Associate Dean.



Annexure-I

**MAHARASHTRA VETERINARY AND ANIMAL
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COLLEGE OF -----

Hostel-----

Application form for the hosteller students

Recent passport
photo of the
student

Name of the student:

Registration No ;

Enrolment No. :

Semester :

Name of the advisor:

ADHAAR no:

Driving license no :-

Parent/Guardian mobile no:-

Bank account Details

Bank name

Account no

IFSC code

Name of the room partner and enrollment No:-

Complete postal address of the student:

Signature of the student

Name and Signature of the advisor



Annexure-II

**MAHARASHTRA VETERINARY AND ANIMAL
SCIENCES UNIVERSITY NAGPUR**

UNDERTAKING BY THE STUDENT

I.....D/O-S/O, Mr./Mrs

staying in Room No. in Hostel has
read the above Rules and Regulations and I undertake that I will follow biometric
attendance and hostel timings specified for boys/girls hostel (unless exempted) failing
which shall be liable for censure/fine/disciplinary action.

Name of the Student:

Name of the Institute:

Programme:

Room No:

Signature of the Student Date



Annexure-III

**MAHARASHTRA VETERINARY AND ANIMAL
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UNDERTAKING BY THE PARENT

I _____ F/O - /M/O

Ms. /Mr. _____ who is studying in _____ and
residing in _____ Hostel in Room No. _____, has read and understood
the above Rules and Regulations and I undertaken that I will cooperate with the Hostel
Authorities and I will also provide all the medical information, if any, of my ward to the
Hostel Authorities and will be available on call and promise to visit and take care of my
Ward/counsel my ward as and when required.

My Contact Details are:

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and
ensure that my ward shall follow the norms of MAFSU hostel rules and Regulations 2020
while he/she is inside or outside the hostel.

I hereby undertake that my ward when participating in any type of celebrations outside
the Institute/Hostel premises will be his/her own responsibility. Institute/Hostel Warden
shall not be held responsible for his/her safety.

I hereby undertake that my ward when arrived at home for valid work/during official
holidays I will sign Station Leaving Card [SLC] otherwise I will warn him for attending
the Institute without staying at home.

I hereby undertake that my ward will follow strictly hostel rules and regulations
otherwise liable for punishment

I hereby undertake that my ward he will strictly follow hostel rules pertaining to Alcohol
/ Drugs / Smoking: On indulging in such act/behavior shall invite strict disciplinary
action leading to rustication from the Institute.

Name of the Parent: _____

Signature _____

Date: _____



Annexure-IV

**MAHARASHTRA VETERINARY AND ANIMAL
SCIENCES UNIVERSITY NAGPUR**

UNDERTAKING BY THE STUDENT- NIGHT OUT

Name of the Student: _____

Name of the Institute: _____

Room No: _____

Purpose: _____

Night Out: _____

Contact Number: _____

I hereby undertake to return on expiry of the permitted duration. I will be back at
_____ (time) _____ (date).

I hereby notify that I am leaving the hostel for the night (s) of _____
to _____ as PG/Ph.D research readings are to be recorded during night hrs

I hereby undertake that I am solely responsible for the incidents, whatsoever, and
that I shall return on the expiry of the said duration. I shall follow the norms of
MAFSU code of conduct while being outside the hostel.

Signature of the Student _____ Date: _____

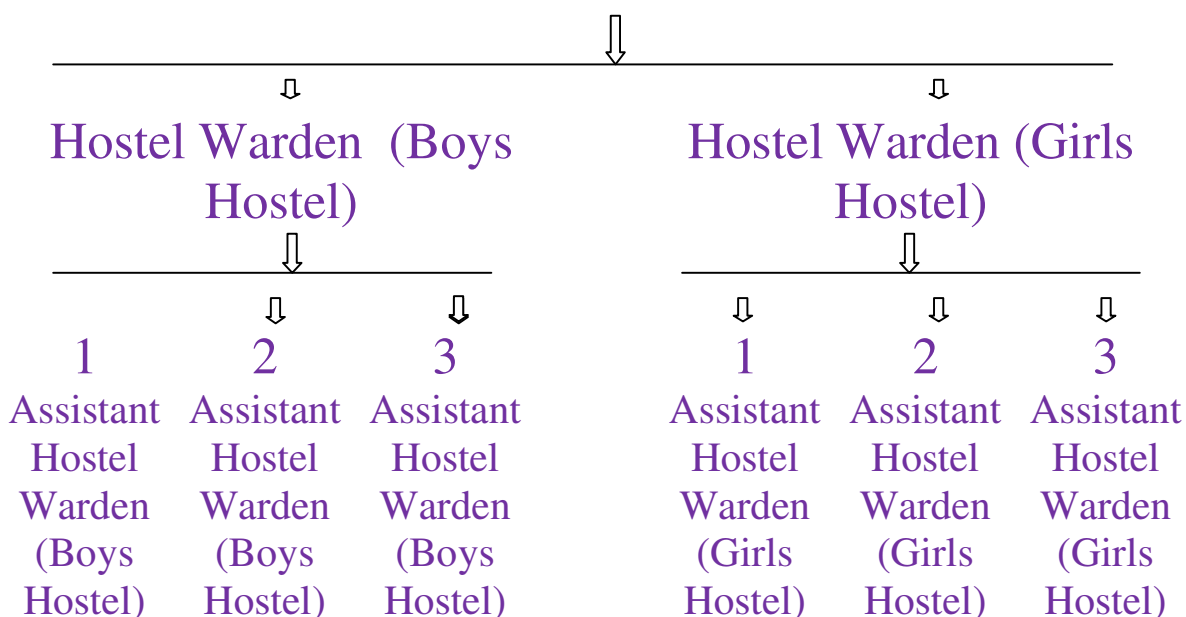
**Tip: Proforma for maintaining in the Hostel office file or to be pasted in the late night
incoming-outgoing register**



Committee has following suggestions/opinion

1. The remuneration for Hostel Warden/Asstt Hostel Warden shall be awarded. The amount per month shall be Rs 5000 PM for Hostel Warden and Rs 3000 PM per Asstt Hostel Warden and shall be subjected to revision from time to time.
2. The committee shall be constituted consisting of Respective Hostel Wardn, his/her team, external member and students representative.
3. There shall be separate establishment for boys and girls hostel in each constituent Institute of MAFSU Nagpur. The sketch/structure shall be as below

Institute/College Administration/Associate Dean



The number of Asstt Hostel wardens to be given the charge shall be subjected to the number of students residing in the hostel and it shall be the discretionary powers of Institute/College Administration/Associate Dean