

Dr. Ram Manohar Lohiya
National Law University

HOSTEL RULES



L.D.A., Kanpur Road Scheme, Lucknow – 226 012

Hostel Rules

1. These Rules shall be known as the Dr. Ram Manohar Lohiya National Law University, Lucknow Hostel Rules.
2. Every boarder of the Dr. Ram Manohar Lohiya National Law University Boys' Hostel & Girls' Hostel shall abide by these Rules.
3. **Admission:**
 - a. Students who have joined a regular course of law in the University shall be eligible for hostel accommodation for the duration of his/her course. However, allotment of the Hostel to the students shall not be a matter of right and the University shall have discretion to allot or not to allot the Hostel accommodation to a particular student or a group of students based on the parameters of suitability and need, in the broader interest of the academic environment of the campus.
 - b. Allotment of the hostel generally shall be made on the double sharing basis. However, in especial cases Director, on the recommendation of the Warden, may consider single room allotment on the payment of such higher fee as may be decided by him.
 - c. The hostel admission shall be renewable at the start of each academic year.
 - d. Every boarder shall be admitted or re-admitted to the hostel within fifteen days of the opening of the University. Thereafter, no admission or readmission shall be allowed except with the prior permission of the Director.
 - e. Every boarder shall vacate his/her room within three days of the completion of his/her End-Term examinations.
 - f. Those students, who have been expelled, rusticated or suspended for any reason by the University, shall not be considered for hostel admission. In case such action is taken during the continuance of the course of study, such boarder shall not be entitled to continue to enjoy any hostel facility.
 - g. Unauthorized occupants shall be expelled from the hostel. It is the responsibility of the boarders to report such unauthorized occupation to the authorities. Provided that permission to stay in the Guest rooms in the hostel may be given on availability of Guest room with the prior permission of the Warden for a maximum period of two days to the parents/guardians of the boarders on payment of Rs. 250/- per day excluding mess charges or on such revised higher charges as prescribed by the University from time to time.
 - h. If a boarder entertains an unauthorized person in any manner in the hostel/University premises, he/she shall be subject to disciplinary action as per rules.
4. **Residence:**
 - a. Hostels will remain closed during the vacations as specified in the Academic Calendar of the University from time to time. Boarders will not be allowed to stay in the hostels during that period. However, in exceptional cases, Warden with the approval of the Director can permit a boarder to stay in the hostel for a specific period of vacation.

- b. Boarders shall not remain absent from the hostels except under conditions prescribed under these Rules.
- c. No boarder shall be allowed to remain absent from the hostel after 9.00 p.m. unless he has taken special permission of the Wardens.
- d. No boarder shall remain in the hostel during the class hours except with prior the permission of the Warden.
- e. No boarder shall leave the hostel or remain outside when the University is in session except with the prior permission of the Wardens on a prescribed form.
- f. No boarder shall leave the hostel without the prior written permission of the Warden except in an emergency. In the latter case the Warden shall be informed in writing at the earliest possible opportunity.
- g. Boarders going out on authorized tours or for participation in academic activities or games or sports etc. shall inform the Warden in writing before leaving the hostel.
- h. Every hostel room is provided with the essential furniture & fixtures. Occupants of the room shall be responsible for the safety and security furniture and fixtures of his room. He shall handover the charge of the articles to the appropriate authority at the end of each academic session at the close of the hostel.
- i. A boarder may requisition for the ambulance of the University with the prior permission of the Warden in writing strictly on medical grounds. All the medical expenses shall be borne by the boarder himself/herself.
- j. Use of air conditioners and electric heaters, irons by the boarder is strictly prohibited. Use of desert coolers during summer may be permitted by the Warden on the request of the boarder.
- k. Extension or alteration of the existing electric wiring or any fittings of any water or sanitary fittings by any boarder is strictly prohibited.
- l. No furniture shall be removed in the hostel from one place to another without the prior permission of the Warden.
- m. Bulbs, holders, switches must not be changed by the boarder without the knowledge of the Warden.
- n. Boarders desirous of keeping expensive items, like personal computers, lap-tops, tape recorders, radio, camera, mobile set etc. shall do so at their own risk and the University shall not be responsible in any manner for the loss of such items.
- o. Boarders shall not play any music or musical instruments in their hostels between 9.00 p.m. to 9.00 a.m. However, during the permitted hours, the boarders shall keep the sound at a level which does not disturb the other boarders. Violation of this Rule may result in a disciplinary action.
- p. No licensed or unlicensed fire arms or any or lethal weapons including dagger etc. or any contraband materials whatsoever in any form shall not be allowed in the hostel under any circumstances. Breach of this Rule by any boarder shall result in not only expulsion of the boarder from the hostel but also rustication from the University.
- q. No boarder shall be permitted to use any hallucinogenic drugs or alcoholic drinks in the hostel. Even possession of these prohibited articles shall call

for not only expulsion of the boarder from the hostel but also rustication from the University.

- r. No boarder shall be allowed to hold any political meeting with any outside bodies whomsoever within the hostel premises.
- s. In and out timings at the campus gate shall be decided by the University administration and boarders shall abide by these timings.
- t. No female visitor including any girl student shall be allowed inside the Boys' hostel and no male visitor including any male student shall be allowed inside the Girls' hostel.
- u. Close relatives may visit the hostel for a short period of an hour or two only during the day time with prior written permissions of the Warden. In case of emergency the permission may be given on verbal request but all such cases must be reported in writing at the earliest.

Over and above these Rules, a boarder shall also abide by the Regulation governing maintenance of discipline amongst the students of the University framed from time to time.

5. Hostel Mess:

- a. All boarders shall accept the responsibility of the membership of the Mess Committee by rotation.
- b. All the boarders shall deposit the mess charges in advance as per schedule fixed on the date fixed by the University administration failing which suitable disciplinary action shall be taken against the defaulters.
- c. It shall be compulsory for every boarder to take their meals in the hostel.
- d. A boarder who declares a no meal in the hostel with the prior written permission of the authority shall continue to pay the hostel establishment fees. Provided that a boarder shall not pay meal charge when he is away from the hostel on an authorized leave of absence for more than fifteen days.
- e. Boarders shall take their breakfast normally from 8.00 a.m. to 9.00 a.m., lunch from 1.30 p.m. to 2.15 p.m. in the day time and evening tea between 4.45 p.m. to 5.30 p.m. and dinner from 8.00 p.m. to 9.45 p.m. No meals shall be served after the above timings.
- f. Boarders shall, unless they are ill, take their meals in the dining hall. Meals may be served in the room provided it is recommended by the Medical Officer or the Warden and timely intimation for such service is given. Mess crockery/utensil shall not be taken out of the dinning hall.
- g. No boarders shall ill treat or punish any staff of the mess or the hostel including a safaiwallah. Complaint against them shall be made in writing to the Warden who shall take appropriate action.
At the time of granted feast, the Mess Committee shall inform the Warden about the number of guests invited in writing including their names etc. Under no circumstances unauthorized guests shall be entertained in the hostel mess.
- h. Proper discipline, etiquette and manner of the Dinning Table shall be maintained. Discussion in high pitch over Dinning Tables should be avoided.
- i. Boarders are required to maintain proper uniform i.e. suiting and shirting in the Dinning Hall, loose fittings, Chappals should be avoided.

- j. In case of non availability of room in the Dinning Hall boarder should wait for the change over, system of first come, first serve shall be followed in Dinning Hall.
- k. Boarders are not permitted to enter into the Pantry, Cooking, are unless specifically authorized by the competent authority.

6. Hostel Campus

- (1) Boarders are advised to restrict in their room and avoid the visit of fellow/friends rooms unless it is necessary for discussion or exchange of notes.
- (2) Visit to others room beyond 2300 hrs is forbidden boarders found other than their allotted rooms beyond specified time shall be dealt strictly.
- (3) Consumption of liquor or drugs or smoking within the hostel/University campus/are strictly forbidden defaulters will be dealt strictly.
- (4) Playing of outdoor games within the plinth area of the hostel is prohibited in order to avoid damage to glass, panes, furniture's etc.
- (5) Hostel gates shall be closed at 2345 hrs and entry of the boarders in the hostel shall be permitted after recording the details. In order to verify the reasons of delay. Boarders found without valid permission shall be dealt as per the rules.
- (6) Boarders are required to maintain the property of University Campus and articles issued to them by the University for the Bonafide Use. Any damage/loss the property shall be borne by the student concerned in addition to the disciplinary action as per the merit of the case.
- (7) Boarders are strictly forbidden to keep/store, Lathi, Rod, Knives, bolder, crackers or fire arms either in their rooms or any where in the University Campus. Strict disciplinary action shall be taken against the erring students if noticed or bound during the visit of the Chief Proctor, Wardens, CSO or any other authorities of the University.

7. Visitors

- (1) Boarders are advised to inform about the visiting hours to their parents, friends so that visit of the guest inside the Campus can be facilitated smoothly.
- (2) Visitors are permitted to visit up to the Visitors Room boarders are required to meet their honoured guests at visitor's room only.
- (3) Visitors should not to be taken in the rooms allotted to the boarders in the Hostel Campus.
- (4) Visitors shall be subject to frisking/checking before visiting the complex or at the time of leaving the complex.
- (5) Visitors vehicle shall not be permitted beyond the parking area due to Security reasons however in case of old parents/lady members permission can be accorded by Chief Proctor/CSO.

8. Security:

- (1) Boarders shall be responsible for the safety and security of their valuables, cash, mobile, lap-top and other items which can be easily pilfered.
- (2) Boarders must ensure that their locker are intact and lock system fully functional, if not, they should have their own brief with lock system to keep their valuable cash etc in safe custody.
- (3) Boarders must obtain out pass from the warden in case they have to go out of Campus for any reasons beyond permitted hours in order to establish their identity and to avoid any complications outside the Campus.
- (4) Boarders should avoid taking meals or any edibles from out side for hygienic and safety reasons in the wake of increasing cases of food poisoning or "Zahar Khurane"
- (5) Boarders must not keep knives beyond the prescribed size or the lethal weapons even if it is licensed.
- (6) Permission to allow boarders to keep two wheeler/four wheeler is generally dissuaded but in exceptional cases permission can be granted by the Director/VC of the University in the request of the parents if security norms are fulfilled.

Boarders who are granted permission for keeping two wheeler/four wheeler are required to obtain security clearance from CSO of the University for that purpose.

Certified copy or x copy of following documents are required to be submitted for permission of two wheeler/four wheeler.

- (I) Ownership along with Registration No.
- (II) Validity and fitness certificate.
- (III) Insurance Certificate if any
- (IV) Driving License of the individual.



- (7) Parking of vehicles inside the Hostel Campus is strictly forbidden. Parking of permitted two wheeler/four wheeler shall be done only in the notified area.
- (8) Timings of incoming and outgoing of boarders to /from the University Campus shall be regulated as per the instructions issued on the subject from time to time.
- (9) Boarders shall be liable to make entry in the incoming/outgoing registers maintained at gate in order to ascertain their whereabouts safety incase of any emergency.

9. Extra-curricular Activities:

- a. Boarders may, with the prior approval of the Sports Committee and the Warden, organize sports, games, programmes and competitions for the

healthy promotion of their academic, cultural, athletic and social welfare activities.

- b. Such sports, games, programmes and competition shall be organized with the permission of the Warden having concurrence of the Director in this regard.
- c. Boarders shall follow the rules in respect of usage of common sports facilities e.g. gymnasium, swimming pool. University shall have right to levy appropriate charges for usage of these facilities.

10. Disciplinary control:

- a. Every boarder living in the hostel shall be subject to the disciplinary control, primarily of the Warden and in the absence of the Warden, the Chief Proctor or any other officer authorized in this regard.
- b. There shall be Disciplinary Committee consisting of the Chief Proctor as *ex-officio* member, the Warden of the hostel as a Convenor and any other teacher as a member thereof.
- c. Where a hostel boarder(s) is found involved in a case of indiscipline in the hostel, he shall be dealt with strictly.
- d. Any contravention or violation of these Rules shall be subject to punishment provided in Appendix-1.

11. Jurisdiction of authorities:

All cases of indiscipline in the hostel shall be dealt with by the Hostel Warden. He shall be competent authority to impose penalties subject to the quantum and conditions prescribed in Appendix-I (Maintenance of Hostel Discipline) of the Hostel Rules.

12. Power of Inquiry from boarders:

Any authorized person of the University shall have the power of demanding from the boarders their identity cards and such other information as may be desired by the aforementioned persons concerned. Boarders failing to provide the concerned information, shall be liable to disciplinary action vide Appendix-1.

13. Violation of Law of the land:

All cases of indiscipline amounting to the violation of the law of the land shall be reported to the Chief Proctor of the University, who may after proper investigation, report the matter to the Director for necessary action.

14. Savings clause:

Any question of discipline in hostel or conduct not dealt with in these Rules shall be dealt with by the Director.

15. Appeal:

A boarder who has been subjected to any punishment by the Warden or other authorized officer may within two weeks of the order imposing punishment appeal to the Director. The Director, after being satisfied may pass necessary order in the matter. The decision of the Director shall be final in the matter.

Appendix-1

Maintenance of Hostel Discipline

Without prejudice to the generality of the foregoing provisions "indiscipline" and "misconduct" in the hostel shall include the following and if the allegation of indiscipline/misconduct against a boarder is found correct, he will be liable to disciplinary action as indicated below:

	Acts	Punishment
A.	Indiscipline in the Hostel:	
1.	Act of ragging in the Hostel	Rustication from the University and an FIR with the police authority.
2.	Leaving the hostel over-night without obtaining prior permission in writing.	Warning and on repetition of this thrice, the boarder shall be expelled.
3.	Irregularity in attendance in hostel and/or classes and default in payment of Hostel dues.	do
4.	Accommodation of unauthorized guest in the hostel room.	do
5.	Failure to inform about the number of guests during grand feast.	do
6.	Failure to accept the membership of the Mess Committee intentionally.	Imposition of fine at the discretion of Warden.
7.	Taking meals frequently from outside while residing in the hostel.	A fine of Rs. 100/- at least on each occasion.
8.	Holding political meeting with outside bodies whatsoever in the hostel.	Warning by the authorities and imposition of fine up to Rs. 500/-. Two such offences shall result in expulsion.
9.	Organizing games, sports other programmes etc. without informing the Warden.	Imposition of fine as shall be decided from time to time by Warden.
10.	Playing of music or musical instruments between 9.00 p.m. and 9.00 a.m. or during permitted hours with interfering sound.	do
11.	Use of air conditioner, electric heater etc.	Warning by the authorities and imposition of fine up to Rs.1,000/-. When such mistake is repeated twice the boarder shall be expelled.
12.	Change of seat in the Hostel without prior permission of the Warden.	do
13.	Entertainment of guests/outsider without written permission of the Warden.	Warning by the Warden with a fine up to Rs. 500/-. Two such offences shall result in expulsion.
14.	Smoking/chewing of Pan Masala/Gutka/ Tobacco.	Rs.100/- maximum up to three occasions subsequently expulsion from the hostel.
15.	Damage in any form to the hostel property.	Recovery of the actual loss, apart from the punishment as decided by the Director or the recommendation of Wardens.
16.	Remain in the hostel during the class hours without any prior permission.	Warning by the appropriate authority. Incase of repetition of such act thrice the boarder may be suspended from hostel pending inquiring in the matter.
B.	Mis-behaviour in the Hostel:	
1	Manhandling or physical assault of any Hostel or mess staff.	Suspension from hostel, pending inquiry. The Punishment at the discretion of disciplinary committee.
2	Manhandling, assault or battery of any one in the Hostel premises.	do
3	Removing any furniture or fixture of the Hostel without permission.	Rs. 200/- fine on each occasion. Repetition of this thrice shall result in expulsion from the hostel.
4	Abuse of drugs/indulgence in intoxicants.	Expulsion from the Hostel.
5	Keeping arms and other contraband material etc.	do

FORM FOR APPLICATION OF LEAVE

1. Name in block letters : _____
2. Class : _____
3. Roll Number : _____
4. Room Number : _____
5. Destination with Address : _____
6. Contact No. : _____
7. Purpose of leave : _____
(Supporting document)
8. Duration of Stay : _____
9. Time of taking leave : _____
10. Approximate date of return : _____

Date.....



Signature of the boarder

Whether granted/declined
Number of days leave granted

Signature of the Warden