

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD
RULES AND REGULATIONS GOVERNING ADMISSION INTO HOSTELS
(Undertaking on Rs. 20/- Non-Judicial Stamp Paper)

I S/o D/o enrolled in
.....Department/College..... do hereby agree to the following:

- 1) Hostel Admission will not be **granted/cancelled** to a student/scholar whose conduct is unsatisfactory and against whom disciplinary action is taken at MANUU.
- 2) Allotment of hostel accommodation will be withheld till enquiry is pending and final decision taken in case of students/scholars who have been issued Show Cause Notice(s).
- 3) Hostel Admission will be strictly in accordance with the Criteria laid down by the Centralized Hostel Admission Committee.
- 4) Students enrolled in programme/course of one year or less than one year duration/self-financing programme/ITI will not be eligible for hostel accommodation.
- 5) Hostel facility will not be provided to students enrolled in a repeat degree/programme at the same level.
- 6) Students who complete a professional programme from MANUU and enroll in a non-professional programme at MANUU will not be given hostel accommodation.
- 7) Students whose parents reside/work in Hyderabad are not eligible for hostel facility.
- 8) Students who are employed (part-time or full-time) are not eligible for hostel admission.
- 9) Hostel facility will not be provided to those availing JRF/MANF/RGNF or any fellowship/scholarship with HRA benefit. **However, in case of girls, hostel facility will be provided as per criteria subject to availability of accommodation.**
- 10) Hostel Admission/Readmission will not be given/extended in the following cases:
 - a. Failed/Detained in the previous examination due to shortage of Attendance of the same programme.
 - b. Debarred from appearing in the examination by the University.
 - c. Absent in the examination without reasonable reason.
 - d. Discontinuation of Study for one or more years to pursue other programme(s).
 - e. Un-cleared/Pending/ Irregular and late payment of hostel/mess dues with outstanding bill up to of Rs 1000/- at the end of May/June of the current year.
 - f. Not joining the Mess facility for a period of two months continuously without valid reasons..
- 11) **Renewal of hostel admission shall be as follows:**
 - a. UG Programmes/ Diploma Courses/ PG Programmes: Till the end of the minimum duration of the programme/course
 - b. M.Phil: *2 years from the date of admission into the research programme.
 - c. Ph.D: *3 years from the date of admission into the research programme.
(*Hostel facility shall be withdrawn on submission of Dissertation/Thesis)
- 12) Admission to the Hostel will be canceled if incomplete or false information is furnished.
- 13) Admission will be valid for one academic year i.e. July/August to April/May every year.
- 14) Residents shall vacate the rooms within 7 days on the completion of the scheduled examination each year. Research Scholars shall vacate the room within 7 days of submission of Dissertation/Thesis. Guest charges will apply for subsequent stay upto a maximum of 15 days. Thereafter, eviction process will be initiated.
- 15) Fresh application for readmission will have to be filled up for every consequent year of the programme enrolled in.
- 16) Consent for continuing the hostel facilities every consequent year of the programme enrolled in must be submitted as and when called upon by the Hostel authorities.
- 17) MANUU reserves the right to cancel admission of the students if found undeserving without giving any reason.
- 18) MANUU reserves the right to increase the Hostel fee, if necessary.
- 19) MANUU will not be held responsible for any untoward incident happening during the period of stay in hostel.
- 20) Residents shall strictly observe all the rules and regulations in force from time to time. Breach of Rules/ Regulations will lead to initiation of disciplinary proceedings including penalty, expulsion from hostel, rustication from the programme or any other action as deemed fit by the University authorities.
- 21) Residents will be under the direct control and supervision of the Hostel Administration.
- 22) Smoking, consumption of Gutka or alcoholic drinks, use of drugs and spitting (betel leaf juice/Gutka juice) is strictly prohibited in the Hostel premises and across the University campus.
- 23) Every student shall be in his/her Hostel by 8:30 pm. If he/she has to stay out after the said timings owing to any special reason, he/she must obtain prior permission from the Warden for Late Entry. The application for the leave of absence from the hostel shall be made in writing to the Provost through Caretaker and Warden and prior permission must be obtained before proceeding on leave. Late entry/Leave of Absence without prior permission will invite penalty; expulsion; rustication or any other action as deemed fit by the university authorities. Girl Students can avail these facilities subject to undertaking by the parents in the prescribed format at the time of admission/readmission.

- 24) Residents must not enter rooms of the others without the willingness of the inmates. Residents must not go/remain in other's room after 11:00 pm. Boys Students must not leave the campus after 11.00pm. In case of emergency, he must obtain prior permission from the warden for late entry.
- 25) Residents must be modestly dressed in common areas such as office; dining hall; lounge etc.
- 26) No Event; Function or Celebration shall be organized by the residents except with the prior written permission of the Provost through the Warden.
- 27) Residents are not permitted to convene any meeting of any sort under any circumstances anywhere in the Hostel/University premises without the prior written permission of the Provost through the Warden.
- 28) Students suffering from the any contagious/infectious diseases will not be allowed to stay in the Hostel. Decision of the Warden in this regard will be final and binding.
- 29) Allotment of rooms at the time of admission is final. No request for change will be entertained except on mutual grounds as per rules. Allotment/Change of the rooms, furniture etc will be entirely at the discretion of the Warden and no complaints in this regard will be entertained.
- 30) Every resident must keep the room allotted to him/her clean and neat and also avoid littering on the hostel premises. He /She shall take proper care of the furniture and fixtures handed over to him/her. The Hostel authorities have the right to enter and inspect the room at any time, even in the absence of the residents.
- 31) All the matters relating to differences among residents and complaints about the Hostel staff must be brought to the notice of the Warden. Residents are not allowed to take law and order into their hands.
- 32) No police complaint shall be directly lodged by the residents without taking prior permission from the Provost through the Warden.
- 33) Residents must switch off the lights and fans in their rooms every time they leave the room. They are expected to ensure that water does not leak from faucets. Every resident must take precautions to save electricity and conserve water.
- 34) **Charges for any damages to the property, furniture, and fixtures caused by the residents' negligence will be recovered from the resident/residents staying in the room. Further, any loss towards crockery items like- Plates, Glass, Bowls, Spoon, Jugs, Tea Cups etc. used for serving foods at Dining Halls of Hostels will be deducted from the 'Mess Deposit/Advance' of the students in the end of the academic year.**
- 35) Hostel is meant only for the use of bona-fide students of that particular hostel. Visitors are not allowed to enter in any room without the permission of the hostel officials
- 36) Before vacating the hostel, a student must clear all the dues and handover the charge of the room and other material in satisfactory condition to the Hostel authorities.
- 37) Any kind of verbal or physical abuse by any resident toward any hostel staff and hostel authorities will not be tolerated. Shouting; hurling abuses; using swear words; back-answering; bickering; manhandling; assaulting and misbehavior/ misconduct/indiscipline of any other kind will lead to disciplinary action including suspension/ expulsion from the Hostel immediately and forfeiture of fee paid.
- 38) Prior written Permission (two days in advance) of the Warden is compulsory for staying overnight with local guardians/relatives in and near Hyderabad. Girl candidates can avail this facility through their Parents by sending SMS to the concerned Warden or Provost through the registered mobile number of the Parent.
- 39) Any complaint from the neighbors/roommates will be viewed seriously and result in severe action if found true. Similarly baseless allegations by neighbours/roommates will also be viewed seriously and result in severe action if found baseless.
- 40) The Hostel will be closed during the Summer/ Winter vacation as notified by the University. No Mess facility will be available during the Summer/ Winter vacation as notified by the University. CSE Academy residents and Research Scholars and others who continue their stay in the hostel during the University notified winter/summer vacation will not be given Mess facility during the period of vacation.
- 41) All Hostel residents who complete the duration of the programme enrolled in, must vacate the hostel with luggage within 7 days from the end of the examination/end of programme. Other residents whose programme continues into the next academic year are permitted to vacate the hostel during the summer vacation leaving behind their luggage and belongings to the identified place and handover the room's key to Hostel Caretaker for carrying out necessary repair works.
- 42) **Joining the Mess is compulsory for all the boarders. Residents must pay the Mess fee of Rs 2000/- every month within the first three bank working days of each month. The difference amount, if any, will be adjusted in the end of the academic year.**
- 43) Research Scholars going for data collection or on field work must submit the request to stop the Mess facility in writing clearly specifying the dates. The request letter must be duly signed by the Head of the Department or Supervisor prior Permission. Prior written permission is essential before proceeding on leave of any kind to close Mess facility during period of leave.
- 44) Gas Stoves, Electric Cooker/ Electrical heater are prohibited in the Hostel. If any student found with said items disciplinary action will be initiated accordingly.
- 45) Food should not be taken outside the Mess/ Dining Hall violation will invite penalty.
- 46) Entry of Male students is strictly prohibited in Girls Hostel premises and entry of Female students in Boys Hostels premises is strictly prohibited. If anyone found violating the same, strict disciplinary action will be taken against him/her.
- 47) University shall not be responsible for loss/damage/theft of belongings and valuables of the residents.

- 48) It is binding on each resident to sign on the undertaking and to abide by the same, failing which disciplinary action will be initiated including expulsion/rustication.
- 49) The Residents must abide by the University Students Charter.
- 50) All the hostel residents are required to adhere to the rules, regulations and guidelines given in the Hostel Manual and as may be notified at a later stage by the office of the Provost. Violation of any act will be dealt with strictly.
- 51) THE UNIVERSITY RESERVES THE RIGHT TO MODIFY ANY RULE AND REGULATION WITHOUT PRIOR NOTICE. Discrepancies, if any, should be brought to the notice of the concerned Provost.
- 52) **The decision of the Vice Chancellor shall be binding in all cases of Discrepancy.**

DECLARATION TO BE SIGNED BY THE STUDENT

I have read all the Rules and Regulations of the Hostel. I hereby agree to abide by the rules and regulations of the Hostel in force from time to time. I am liable for disciplinary action in case of any breach or violation of the rules and regulations of the Hostels.

Date: _____ **Signature of the Student**

Signature of Parent/ Guardian