

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD

RULES AND REGULATIONS GOVERNING ADMISSION INTO MANUU HOSTELS 2024-25

(Undertaking on Rs. 20/- Non-Judicial Stamp Paper)

I.....,D/o.....enrolled
in.....Department/College in.....programme.....semester
with enrollment no..... do hereby agree to the following terms and
conditions:

1. Hostel Admission will be strictly in accordance with the Criteria laid down by the Hostel Seat Allotment Committee (2024-25).
2. Allotment of hostel accommodation will be withheld till the enquiry is pending and a final decision is taken thereafter in case of students/scholars who have been issued Show Cause Notice(s).
3. Hostel Admission will not be **granted** to a student/scholar whose conduct is unsatisfactory and against whom disciplinary action is taken at MANUU.
4. Students enrolled in a programme/course of one year or less than a one-year duration/ selffinancing programme/ITI will not be eligible for hostel accommodation.
5. The 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 facilities.
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 the case of girls, hostel facility will be provided as per criteria subject to the availability of accommodations at Girls Hostels.**
10. **Hostel Admission/Readmission will not be given/extended or Cancelled in the following cases/grounds:**
 - 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 bills up to Rs. 5,000/-.

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. 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 cancelled if incomplete or false information is furnished.

13. Admission will be valid for one academic year only i.e. July/August to May/June every year.

14. Residents shall vacate the rooms within 7 days of the completion of the scheduled examination each year. Research Scholars shall vacate the room within 7 days of submission of the Dissertation/Thesis. Guest charges will apply for subsequent stays up to a maximum of 15 days. Thereafter, the eviction process will be initiated.

15. Fresh applications for re-admission 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 must be submitted as and when called upon by the Hostel authorities.

17. Hostel authorities reserves the right to cancel the 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 the hostel.

20. Residents shall strictly observe all the rules and regulations in force from time to time. Breach of Rules/Regulations will lead to the initiation of disciplinary proceedings including a penalty, expulsion from the 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/intoxicants and spitting (betel leaves, juice/Gutka juice) is strictly prohibited on the Hostel premises and across the University campus.

23. Every student shall be in her Hostel by 8:00 pm. If she has to stay out after the said timings owing to any special reason, she must obtain prior permission from the Senior Warden/ Warden for Late Entry. The application for the leave of absence from the hostel shall be made in writing to the Provost through Senior Warden / Warden and Caretaker 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 of these facilities subject to undertaking by the parents in the prescribed format at the time of admission/readmission.

24. Residents must not enter the rooms of the others without the willingness of the inmates. Residents must not go/remain in other rooms after 11:00 pm.

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 Senior Warden/ 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 Senior Warden/ Warden.

28. Students suffering from any contagious/infectious diseases will not be allowed to stay in the Hostel. The decision of the Senior Warden/ 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 Senior Warden/ Warden and no complaints in this regard will be entertained.

30. Every resident must keep the room allotted to her clean and neat and avoid littering on the hostel premises. She shall take proper care of the furniture and fixtures handed over to 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 Senior Warden/ 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 Senior Warden/ 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 resident's 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 food at Dining Halls of Hostels will be deducted from the 'Mess Deposit/Advance' of the students at the end of the academic year.

35. The hostel is meant only for the use of bonafide students of that particular hostel. Visitors are not allowed to enter any room without the permission of the hostel officials.

36. Before vacating the hostel, a student must clear all the dues and hand over the charge of the room and other materials 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 misbehaviour/ misconduct/indiscipline of any other kind will lead to disciplinary action including suspension/ expulsion from the Hostel immediately and forfeiture of the fee paid.

38. Prior written permission (two days in advance) of the Senior Warden/ Warden is compulsory for staying overnight with local guardians/relatives in and around Hyderabad. Girl candidates can avail of this facility through their Parents by sending an SMS/WhatsApp/email to the concerned Warden or Provost through the registered mobile number/email of the Parent.

39. Any complaint from the neighbours/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. The CSE Academy residents (if available), 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 must vacate the hostel with luggage within 7 days from the end of the examination/end of the programme. Other residents whose programme continues into the next academic year are encouraged 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 as notified every month within the first three bank working days. The difference amount, if any, will be adjusted at the end of the academic year.

43. Research Scholars going for data collection or on fieldwork 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 with prior Permission. Prior

written permission is essential before proceeding on leave of any kind to close the Mess facility during the period of leave.

44. Gas Stoves, Electric cookers/ Electrical heaters are prohibited in the Hostel. If any student is found with said items disciplinary action will be initiated accordingly.

45. Food should not be taken outside the Mess/ Dining Hall violation will invite a penalty.

46. Entry of Male students is strictly prohibited in Girls Hostel premises. If anyone is found violating the same, strict disciplinary action will be taken against him.

47. The University shall not be responsible for loss/damage/theft of belongings and valuables of the residents.

48. The Residents must abide by the rules and regulations as laid down by the University from time to time.

49. It is binding on each resident to sign the undertaking and to abide by the same, failing which disciplinary action will be initiated including expulsion/rustication.

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 procedure 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. I shall abide by the University/UGC/MHA/ Ministry of Education/State Government/Local authorities' direction from time to time while residing in the Hostel as per the COVID-19 Undertaking.

53. I am aware of the fact that the University will be making multiple occupancies for the benefit of all students in the subsequent lists as per the room capacity and agree to the same.

Note: The decision of the Hon'ble 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

