



OFFICE OF THE PROVOST (BOYS & GIRLS HOSTELS) – MANUU CAMPUS DARBHANGA
Prof. Md. Faiz Ahmad
Provost

MAULANA AZAD NATIONAL URDU UNIVERSITY, MANUU CAMPUS DARBHANGA

RULES AND REGULATIONS GOVERNING ADMISSION INTO MANUU HOSTELS 2026-27

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

I.....,S/O-D/O.....enrolled
in.....Department 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 (2026–27).
2. Allotment of hostel accommodation will be withheld while if any inquiry is pending. A final decision shall be taken thereafter in cases where students/scholars have been issued Show Cause Notice(s).
3. Hostel admission will not be granted to any student/scholar whose conduct is found unsatisfactory or against whom disciplinary action has been taken at MANUU.
4. Hostel facilities will not be provided to students enrolled in a repeat degree/programme at the same academic level.
5. Students who have completed a professional programme from MANUU and subsequently enroll in a non-professional programme at MANUU shall not be eligible for hostel accommodation.
6. Students who are employed, either part-time or full-time, are not eligible for hostel admission.
7. Hostel facilities will not be provided to students availing JRF, MANF, RGNF, or any fellowship/scholarship carrying House Rent Allowance (HRA) benefits. However, girl students may be considered for hostel accommodation, subject to eligibility criteria and availability of rooms in the Girls Hostels.
8. Hostel Admission/Re-admission shall not be granted, extended, or may be cancelled on the following grounds:
 1. Failure or detention in the previous examination due to shortage of attendance in the same programme.
 2. Debarment from appearing in the examination by the University.
 3. Absence from the examination without a valid reason.



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4. Discontinuation of studies for one or more years to pursue another programme(s).
5. Non-clearance, pending, irregular, or delayed payment of hostel/mess dues, with outstanding bills exceeding ₹5,000.
6. Failure to avail of the mess facility continuously for a period of two months without valid reasons.
8. Renewal of hostel admission shall be permitted as follows:
 - (a) Undergraduate (UG), Diploma, and Postgraduate (PG) Programmes: Up to the minimum prescribed duration of the programme/course.
 - (b) Ph.D. Programme: Up to three (03) years from the date of admission to the research programme.
 - (c) Hostel accommodation for Ph.D. scholars shall stand withdrawn immediately upon submission of the Dissertation/Thesis.
9. Hostel admission shall be liable to cancellation if any information furnished by the applicant is found to be incomplete, incorrect, or false.
10. Hostel admission shall be valid for one academic year only (July/August to May/June) and must be renewed every year, subject to eligibility and availability of accommodation.
11. Residents shall vacate their rooms within seven (07) days of completion of the scheduled examinations each year. Research Scholars shall vacate their rooms within seven (07) days of submission of the Dissertation/Thesis. Guest charges shall be applicable for any subsequent stay up to a maximum period of fifteen (15) days. Thereafter, eviction proceedings shall be initiated.
12. Students seeking continuation of hostel accommodation in the subsequent year of their programme shall submit a fresh application for re-admission every academic year.
13. Consent for continuation of hostel accommodation in each subsequent year of the programme must be submitted whenever called for by the Hostel Authorities.
14. The Hostel Authorities reserve the right to cancel hostel admission of any resident found undeserving or ineligible, without assigning any reason.
15. The University reserves the right to revise hostel fees and other charges from time to time, if deemed necessary.
16. The University shall not be held responsible for any untoward incident, loss, damage, injury, or mishap occurring during the resident's stay in the hostel.
17. Residents shall strictly observe all hostel rules, regulations, and instructions issued from time to time. Any violation shall invite disciplinary action, including penalty, expulsion from the hostel, rustication from the programme, or any other action deemed appropriate by the University Authorities.
18. All residents shall remain under the direct control and supervision of the Hostel Administration.
19. Smoking, consumption of gutkha, alcoholic beverages, drugs, intoxicants, and spitting of betel leaves, pan, gutkha, or similar substances are strictly prohibited within the hostel premises and throughout the University campus.



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20. Every Boys/Girls resident shall return to the hostel by 8:00 PM. In exceptional circumstances requiring her to remain outside the hostel beyond the prescribed time, prior permission for late entry must be obtained from the Senior Warden/Warden. Applications for leave of absence from the hostel shall be submitted in writing to the Provost through the Senior Warden/Warden and Caretaker, and prior approval must be obtained before proceeding on leave. Late entry or absence without prior permission shall attract disciplinary action, including penalty, expulsion from the hostel, rustication from the programme, or any other action deemed appropriate by the University Authorities. These facilities shall be available to girl students subject to submission of an undertaking by their parents/guardians in the prescribed format at the time of admission/re-admission.
22. Residents must not enter the rooms of others without the willingness of the inmates. Residents must not go/remain in other rooms after 11:00 PM.
23. Residents must be modestly dressed in common areas such as the office, dining hall, lounge, etc.
24. 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.
25. 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.
26. Students suffering from any contagious/infectious disease will not be allowed to stay in the hostel. The decision of the Senior Warden/Warden in this regard shall be final and binding.
27. 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 rooms, furniture, etc., shall be entirely at the discretion of the Senior Warden/Warden, and no complaints in this regard will be entertained.
28. Every resident must keep the room allotted to him/her clean and neat and 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 resident.
29. All matters relating to differences among residents and complaints against hostel staff must be brought to the notice of the Senior Warden/Warden. Residents are not allowed to take law and order into their own hands.
30. No police complaint shall be lodged directly by any resident without obtaining prior permission from the Provost through the Senior Warden/Warden.
31. Residents must switch off lights and fans in their rooms whenever they leave. They are also expected to ensure that water does not leak from faucets. Every resident must take precautions to save electricity and conserve water.
32. Charges for any damage to hostel property, furniture, and fixtures caused by a resident's negligence shall be recovered from the concerned resident(s). Further, any loss of crockery items such as plates, glasses, bowls, spoons, jugs, tea cups, etc., used in the dining hall



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- shall be deducted from the student's Mess Deposit/Advance at the end of the academic year.
33. The hostel is meant exclusively for the use of bona fide students residing in that particular hostel. Visitors are not permitted to enter any room without the permission of the hostel authorities.
 34. Before vacating the hostel, a student must clear all dues and hand over the room and other materials in satisfactory condition to the hostel authorities.
 35. Any kind of verbal or physical abuse by a resident towards hostel staff or authorities shall not be tolerated. Shouting, hurling abuses, using swear words, back-answering, bickering, manhandling, assaulting, or any other form of misconduct, indiscipline, or misbehavior shall invite disciplinary action, including immediate suspension/expulsion from the hostel and forfeiture of fees paid.
 36. Prior written permission (two days in advance) of the Senior Warden/Warden is compulsory for staying overnight with local guardians/relatives in and around Darbhanga. Girl candidates can avail of this facility through their parents by sending an SMS/WhatsApp message/email to the concerned Warden or Provost through the registered mobile number/email of the parent.
 37. Any complaint from neighbors/roommates will be viewed seriously and result in severe action if found true. Similarly, baseless allegations by neighbors/roommates will also be viewed seriously and result in severe action if found false.
 38. The Hostel will remain 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 any), Research Scholars, and others who continue their stay in the hostel during the University-notified Summer/Winter Vacation will not be provided Mess facilities during the vacation period.
 39. All hostel residents who complete the duration of the programme in which they are enrolled must vacate the hostel, along with their luggage, within seven (7) days from the end of the examination/programme. Residents whose programmes continue into the next academic year are encouraged to vacate the hostel during the Summer Vacation, leaving behind their luggage and belongings at the designated place and handing over the room key to the Hostel Caretaker to facilitate necessary repair and maintenance work.
 40. Joining the Mess is compulsory for all boarders. Residents must pay the Mess fee as notified every month within the first three bank working days. Any excess or deficit amount shall be adjusted at the end of the academic year.
 41. Research Scholars proceeding for data collection or fieldwork must submit a written request for suspension of Mess facilities, clearly specifying the dates. The request must be duly signed by the Head of the Department or Supervisor and accompanied by prior permission. Prior written approval is mandatory before proceeding on any kind of leave and for closure of Mess facilities during the leave period.
 42. Gas stoves, electric cookers, and electrical heaters are strictly prohibited in the hostel. Any resident found possessing or using such items shall be subject to disciplinary action.



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43. Food shall not be taken outside the Mess/Dining Hall. Violation of this rule shall attract a penalty.
44. Entry of male students into the Boys/Girls Hostel premises is strictly prohibited. Any violation shall invite strict disciplinary action.
45. The University shall not be responsible for any loss, damage, or theft of the residents' belongings and valuables.
46. Residents must abide by all rules and regulations prescribed by the University from time to time.
47. It is mandatory for every resident to sign the prescribed undertaking and abide by its provisions, failing which disciplinary action, including expulsion/rustication, may be initiated.
48. All hostel residents are required to adhere to the rules, regulations, and guidelines contained in the Hostel Manual and any subsequent notifications issued by the Office of the Provost. Violation of any rule or procedure shall be dealt with strictly.
49. The University reserves the right to amend, modify, or revise any hostel rule or regulation at any time without prior notice. Any discrepancy or grievance should be brought to the notice of the concerned Provost.
50. I undertake to comply with all directions, guidelines, and advisories issued from time to time by the University, UGC, MHA, Ministry of Education, State Government, and local authorities while residing in the hostel, including those related to public health and safety.
51. I understand and acknowledge that the University may allot rooms on a multiple-occupancy basis, subject to room capacity and hostel requirements, for the benefit of all students in subsequent allotment lists, and I agree to abide by such allotments.

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.

Signature of Parent/ Guardian

Signature of the Student

Date: _____

Date: _____