



**Rules and Regulations for
Hostel Residents
2026-27**

**CHIEF WARDEN
RAVENSHAW UNIVERSITY
CUTTACK, ODISHA – 753 003
Accredited with NAAC “A++”**



Ravenshaw University have 15 hostels for the residential accommodation both boys and girls. There is one Girls' hostel complex with six interconnected hostels inside the main campus and there is one Girls' hostel complex with two Girls' hostel inside the Mahanadi campus. Currently, hostel accommodation for boys in Mahanadi campus is not available. Hostel accommodation is a low-cost shared accommodation for the period of studentship only. Keeping in mind the students enrolled in the University every academic year and the demand for hostel seats, the hostel administration of Ravenshaw University aims to provide hostel accommodation to students based on fair and impartial terms.

1. HOSTEL MANAGEMENT

- a) The following officers constitute the **Residence Committee** for the management of Hostels.
 - The Chief Warden
 - Deputy Chief Wardens
 - Wardens of all Hostels
 - Deputy Wardens of all Hostels
 - Caretaker/ Matron of each hostel (special invitee as and when required)
- b) Each hostel has a **Boarder Management Committee (BMC)** to look after general matters related to the hostel affairs. The BMC will co-ordinate with the Wardens' office to ensure smooth functioning of the mess and hostel related issues. The BMC constitutes of members from the boarders on Election/Selection basis in the General Body Meeting of Hostel Boarders.
- c) Each hostel is managed by a Warden who are faculty members of Ravenshaw University.
- d) The hostel resident may approach any of the above officers for help, guidance and grievance redressal.
- e) Applications to higher officers must be forwarded through proper channel.

2. ALLOTMENT OF HOSTEL SEATS

- a) **Personal Data form:** At the time of admission of a student to the Hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parents must be provided. Local Guardian's name, address and phone number are essential. Email of the parents/local guardians (if available) should also be provided. Any change in this information at any point of time, has to be intimated immediately to the hostel office in writing. At the time of admission, each student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
- b) **Conditions of allotment:** Only students whose permanent / temporary (including rented) residence (residence means the place where the student resides along with his/her family during studentship) is at a distance of more than 25 kms from the Ravenshaw University campus will be considered for allotment of hostel accommodation. If a student supplies false/misleading information regarding residence and distance in the Application form for Hostel Admission, it may invite disciplinary action. The distance criteria shall not be applicable to Ph. D. students or students working on projects led by faculty members.

- c) **Room occupancy:** The Hostel Administration, in case of non-availability of rooms, can allot more than one person per room.
The students are entitled for accommodation in the hostel as long as they are full time registered students only. Any student who is removed from the rolls of the University will automatically cease to be a boarder of the Hostel.
Please note: Allotment of rooms shall be the sole discretion of the Hostel Administration. Rooms once allotted to the students for an academic year will not be changed except under special situations. The boarders shall not exchange seats/rooms without the knowledge of the Hostel Administration.
- d) **Hostel provisioning:** The Hostel Management will generally provide minimum furniture and fittings for each room consisting of cots, tables, chairs, cupboards, ceiling fan and tube light fitting.
- e) **Vacating the room:** Before vacating the room, the student should fill up the 'Room Vacating Slip in triplicate and submit these in the Office of the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Administration at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Administration shall be recovered from the boarder concerned. The personal locks have to be removed while vacating the room.

3. HOSTEL I-CARD:

Every hostel boarder will be issued with the hostel I-card carrying the signature of the hostel warden. The hostel roll numbers will be assigned as per the year of admission in the University.

4. ACCOMMODATION

- a) **UG & PG students:** Hostel accommodation is available only for the normal prescribed duration of the course. No student shall be permitted to stay beyond this period for any reason whatsoever, even if they have not completed all academic requirements of the course.
- b) **Research scholars:** Hostel accommodation is available to Ph.D. scholars throughout the year for a maximum of 5 years. They shall vacate the hostel even in the middle of a semester once they submit their Ph.D. thesis in the University. However, they have to pay establishment charges for the entire semester. Those availing JRF/SRF shall deposit the HRA in the Chief Warden's office.

In addition, regular Ph.D. students who get any job during their Ph. D. tenure must vacate the hostel, even in the middle of a semester. In such cases, action such as not informing the hostel authority or forcefully holding the room will be liable to strong disciplinary action. Furthermore, any pending charges (such as unpaid dues or fines) will be intimated to the controller of Examination (COE) section to get them recovered during the offering of the final degree to the concerned student.

- c) **Hostel stay during vacation:** Students shall vacate the hostel during summer vacation. But he/she may be permitted by hostel authorities to stay on request, if he/she is on an assignment for the University / Hostel (if the hostels are not under renovation). A Research scholar may be permitted to stay during the summer vacation if he/she is formally recommended to stay by the research supervisor.

- d) **Accommodation for project staff:** Hostel accommodation may be provided to project staff who are registered for a course and/or working towards a research project at the University. Such accommodation will be provided based on the request of the project staff duly recommended by the Project Director for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management. The project staff residing in hostels are governed by the same rules, applicable to regular students of the University. Project staff availing hostel accommodation are not eligible for HRA and should keep the Chief Warden's Office informed about their occupancy status every 3 months.
- e) **Ineligibility for hostel accommodation:**
- i) Students who are indulged for indiscipline or criminal activities are not eligible for further hostel accommodation. All students have to submit medical fitness certificate at the time of hostel admission.
 - ii) Students suffering from epilepsy, brain disorder, serious heart problem or any disorder which can lead to life risk are advised not to seek admission in the hostel.

5. PARKING

Since the University campus is an eco-friendly zone, students are advised to use bicycles for commuting as far as possible. Parents are discouraged from providing their wards with bikes. However, students with bikes shall park their vehicles in the designated parking space only.

6. CODE OF CONDUCT

- a. All residents are required to maintain standards of behavior expected from University. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- b. All residents are required to carry their valid Identity Cards issued to them by the University and the Hostel.
- c. The rooms, common areas and surroundings should be kept clean and hygienic.
- d. The boarders are expected to maintain discipline in the hostel and not to cause inconvenience to other fellow boarders. In this regard the time period from 11.00 pm to 6.00 am is treated as "Silence Hour" and students are expected to maintain silence and not disturb others during these hours.
- e. Notices shall not be pasted on walls and walls shall not be scribbled on.
- f. All boarders should return to the hostel by 9.00 PM. If any boarders needs to return after 9.00 PM, they should obtain prior permission from the hostel authorities with consent from their father/mother/local guardian. Entry after 9.00 pm will be allowed only with a valid reason. If a boarder plans to be away from the hostel on weekend, holidays or any other time, they must obtain prior permission from the hostel authorities by submitting a "sign out" form before leaving the hostel.
- g. Boarders are not allowed to organize their own personal trips without prior permission from wardens and parents. No last minute permission is granted. It should be intimated at least a day before leaving.
- h. A room is allotted to each student who will be considered responsible for the condition of the furniture and the fixtures in the room. He/she should upkeep his/her room, hostel and its environment. Boarders should bring to the notice of the Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry, Electrical, Sanitation), if any, to be carried out in their rooms.

- i. The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- j. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the boarders of the hostel, as decided by the Warden.
- k. The resident shall take proper care of all furniture allotted to him/her. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over the same to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.
- l. The resident shall take proper care of all electrical fittings in the room allotted to him/her.
- m. The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.
- n. Visitors shall meet a boarder in the visitors' room only. In no circumstance, visitors will be allowed into the boarder's room.
- o. During University Elections, a special code of conduct will be implemented for the candidates for campaigning inside the hostels. With prior permission they may address the boarders in a common place outside the rooms of the boarders.
- p. Boarders who participate in any kind of dharna, demonstration and agitation after the office hours of the University are totally responsible for their actions. The Hostel Administration shall not be accountable for their safety and security in such cases.
- q. Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
- r. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises are strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the University. Hostel zone is a smoke-free zone in the University. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- s. Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account without permission of the authority.

7. GUEST ACCOMMODATION

- a. If the father/ mother/ local guardian/sibling of a boarder needs accommodation for a short duration (maximum three days), he/she has to inform the Hostel office in advance, and accommodation will be provided based on the availability of Guest Rooms in the Hostel. Where no Guest Room is available, the father/mother/local guardian /sibling may be allowed to stay in the boarder's room with the consent of the roommates. However, only the mother or a female local guardian or a female sibling will be allowed to stay in the guest room/ boarder's room in Girls' Hostels, and the father or a male guardian or male sibling in the guest room/boarder's room in Boys' Hostels.
- b. A boarder, whose guests require accommodation in the Guest Room of the Hostel, has to pay the guest charges as per the rates fixed by the Hostel Administration Committee. As only limited Guest Rooms are available, rooms will be allotted to the guests on first-come-first-serve basis.

- c. Day scholars, cousins and other relatives of boarders other than father/mother /local guardian/sibling are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel. In addition, such cases will be referred to the University Proctorial Board for further necessary action.
- d. If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Administration Committee shall be recovered from the hostel boarder concerned.
- e. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

8. VISITORS

All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitors' book available at the hostel entrance.

The visit of male students to the women's hostels and vice-versa is restricted and allowed up to the Visitors' Room strictly between the Visiting Hours only. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel Administration Committee and the University authorities.

9. USE OF APPLIANCES

- a) The use of electrical appliances such as immersion heaters, electric stove / heaters /electric iron/ refrigerator/induction cookers/air coolers are forbidden in any of the rooms allotted for residence. Private cooking in the hostel rooms of the students is strictly forbidden. Such appliances, if found will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Administration Committee.
- b) The use of audio systems causing inconvenience to other occupants is not allowed. The use of personal TV, audio devices is prohibited.
- c) When the boarders go out of their room they should switch off all the electrical /electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by the Hostel authorities.

10. COLLECTIVE RESPONSIBILITY

- a) General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- b) Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- c) Residents are required to obey all traffic rules inside the campus.
- d) Residents are duty bound to report to the Warden/ Deputy Chief Warden/Chief Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or in the campus.
- e) Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles/vehicles should be parked at the entrance or in the corridors.
- f) Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be confiscated and huge penal charges will be levied. Confiscated vehicles will be released only at the end of the course completion.
- g) Boarders should not arrange any functions or meeting within the hostel or outside or within the university campus without specific permission of the concerned authorities.

- h) Boarders should not arrange for any picnic outside without specific permission of the Chief Warden.
- i) Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. If a boarder fails to be violating the above-mentioned rules, penalty as due to admissible will be charged on him/her. Penalty should be given as admissible.
- j) The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- k) Any case of theft should be reported promptly to the Security Officer.
- l) The jurisdiction of University is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

11. MESS RULES

- a) Once a student becomes a hostel boarder, it is mandatory to avail mess facility. The meal will be counted even if the boarder does not avail the meal during his/her stay in the hostel. If the boarder is to take leave from the hostel for an extended period, then he/she has to submit a request to the Warden to close the meal for the said period.
- b) No student is allowed to stay in the hostel without being a member of the mess. Students have to keep their identity cards and produce it to the Mess Supervisor as and when required.
- c) Once a student joins a mess, he / she shall be deemed to have become a permanent member of that mess throughout the semester. Under normal condition intake of @40 meals per month is compulsory lower limit. In case of vacations or permitted justified absence, proportionate reduction can be considered by hostel authorities.
- d) Students who remain absent themselves on the date of reopening of the University after any semester vacation will be deemed to have joined the mess wherein, they dined during the previous semester and will be charged accordingly.
- e) Absence from joining the mess will be permitted only by the Chief Warden on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated above. Such permission should be obtained and the Warden of Hostels intimated well in advance of the absence.
- f) Students should sign the Mess Joining Register kept in the mess at the time of their joining the mess.
- g) Students should sign the Mess Leaving Register kept in the mess whenever they leave the mess. Otherwise, they will be deemed to be present and charged accordingly.
- h) Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- i) The mess timings are as follows and the students should strictly adhere to these timings:
 - Lunch: 11.00 am to 1.30 p.m.
 - Dinner: 8.30 p.m. to 10.00 p.m.
- j) Mess due reduction is admissible to the residents of Hostels on the following grounds:
 - I. Approved Study Holidays and Semester Vacation declared by the University.
 - II. Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - III. Periods availed by students for attending interviews, Field Trips for Research and Internship.
 - IV. Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

- k) Application for mess due reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded to the Warden through concerned HOD/ Supervisor as the case may be. In addition, students applying for mess reduction should also sign in the Mess Leaving Register kept in the mess at the time of their leaving the mess.
- l) Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the University Medical Officer at the time of their leaving. In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the application for mess reduction should be submitted within the next 3 days. Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Mess Manager before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.
- m) The upper limit of mess reduction will be one-third of the total meals of a full month. Except during vacations, the boarder will have to pay no-meal charges for the time of his/her absence in the hostel per reduced meal as per the decision of the Residence Committee.
- n) At the time of joining the mess after availing mess reduction, the students should sign the Joining Register kept in the messes.
- o) Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- p) Students on no account whatsoever will be permitted to take food outside the mess.
- q) No food will be served in the rooms of the hostel for any student unless a certificate is produced from the University Medical Officer to the effect that the students' condition requires the food to be served in their rooms. No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- r) Boarders should assist in maintaining the mess and surroundings neat and clean.
- s) All shall interact with the mess staff in the dining hall in a courteous manner.
- t) After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins. Any student found smoking or drinking inside the university campus or engaging in any related misconduct will face strict disciplinary action. Such behavior will not be tolerated.
- u) If any boarder is medically ill and requires a special diet (eg. Oil-less food) he / she can request the Warden to arrange for the same at the mess.
- v) Students should not bring any pet animals into the mess halls or encourage such practice in the Hostel room.

12. HOSTEL FEES for UG & PG STUDENTS

Hostel Fees i.e., Establishment, development fee (yearly to be deposited through challan) and Mess dues (monthly) as notified should be deposited in advance failing which meals will be stopped and necessary disciplinary action (deemed fit) may be taken by university authorities.

13. GRIEVANCE REDRESSAL

If any boarder feels aggrieved on any matter relating to the Hostel, he/she may approach the Hostel Administration Committee in writing for assistance, guidance and/or redressal of the grievance. The application is to be forwarded by the Warden/ Deputy Warden (in case the Warden is on leave)/ Warden-in-charge to the Chief Warden.

14. APPELLATE AUTHORITY: In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Vice-Chancellor of the University through proper channel. The decision of the Vice-Chancellor on the matter shall be considered as final and binding.

15. RIGHTS OF HOSTEL ADMINISTRATION

Any breach of the rules and regulations cited above will invite an inquiry that will be conducted by the Hostel Administration Committee. If the student is found guilty, then the Committee will take disciplinary action that it deems fit amounting to even expulsion at short notice from the hostel.

The Hostel Administration reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards. Matters like Hostel Mess Management, Workers' employment, Mess manager appointment, Worker's problem and their wages, as well as the power of Boarders' Management Committee (BMC) and General Body Meeting (GBM) come under the Jurisdiction of Hostel administration.

Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable for one or all of the following punishments:

- I. He/she will be expelled from the hostel.
- II. A record of his/her misconduct will be made in the personal file.
- III. The cost of damage will be fully recovered from him/her together with penalty.
- IV. He/she will also be fined commensurate with the offence committed.
- V. The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.

Any student found hosting / harbouring an offender will also be liable for the punishments as per rule.

A boarder, who is found misbehaving/indulging in an activity that spoils the reputation of the institution, will be immediately suspended from the hostel, with the consent of the Chief Warden.

Any other violation will be dealt with on case by case basis.

ANTI-RAGGING MEASURES

With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956), vide notification F.1-16/2007 (CPP-II) dt. 17.06.2009 and the subsequent Amendments of 2012, 2013 and 2016, Ragging is a punishable crime.

An Anti-Ragging squad is active in the University and the University has zero tolerance for Ragging. Hence any such activities would be viewed with due seriousness and the student would be subjected to disciplinary action as per the stipulated act.

What constitutes Ragging: Ragging constitutes one or more of any of the following acts:

- a) any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) any action which causes or is likely to cause annoyance, hardship, physical or psychological harm or causes fear or apprehension for any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student;
- g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;
- j) any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- k) In case of any such instances either directly being contacted by the senior, being a victim or if the student happens to witness any such incident which can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Chief Warden/Dean Students' Welfare/Anti-ragging Squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. Freshers should clearly desist from doing anything with or against their will, even if ordered to by

the senior students and that any attempt of ragging shall be promptly reported to the above authorities as the case may be. First year UG students are for the very same reason lodged in separate hostels and the access of seniors are denied in these first year hostels. Any senior student found in those hostel premises for whatsoever reason without prior permission shall be subjected to disciplinary action. The students who are found to indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed herein under The Anti-Ragging Committee of the University shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award to those found guilty, one or more of the following punishments, namely;

- Suspension from attending classes and academic privileges.
Withholding/withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution for period ranging from one to four semesters.

Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

m) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- I. In case of an order of a university, to its Chancellor.
- II. All senior hostellers are required to sign an Anti-Ragging Undertaking form.

A false ragging case if proved can lead to penalization of the complainant.

N.B: Hostel regulations are governed by the Chief Warden's Office and regulations updated from time to time.