

त्रिपुरा विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

सूर्यमणिनगर-799022, त्रिपुरा, भारत

TRIPURA UNIVERSITY

(A Central University)

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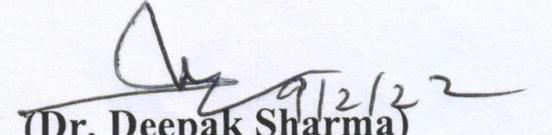
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No.F.TU/REG/AC/24/2021

Date: February, 2022

**NOTIFICATION**

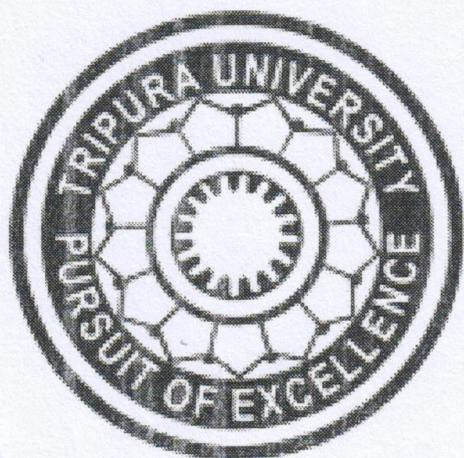
This is for information to all concerned that the Academic Council of Tripura University in its Twenty-fourth Meeting held on 16<sup>th</sup> December, 2021 (vide Agenda Item No. 18/24/2021), has approved the Conduct Rules and Regulations for the students residing in hostels of Tripura University, as set out in the accompanying booklet.

  
(Dr. Deepak Sharma)  
Registrar

Copy to:

1. The Dean, Faculty of Arts & Commerce, T.U.
2. The Dean, Faculty of Science, T.U.
3. The Dean of Students' Welfare, T.U.
4. The Deputy Registrar-i/c (Academic), T.U.
5. The Head/Head(i/c), Department of \_\_\_\_\_, T.U.
6. Hostel Superintendent, R.S Hostel (Gents)/ P.G. Gents Hostel/ PG Girls Hostel & Research Scholar Girls Hostel
7. Sri Suman Das, Sr. Technical Assistant, T.U. with a request to upload the notification in the T.U. website
8. P.S. to the Vice-Chancellor, T.U. for kind information of the Hon'ble Vice-Chancellor

**Rules and Regulations**  
**For**  
**Tripura University Hostels**  
**(Under Graduate/Post Graduate/Ph. D)**



**Tripura University**  
**(A Central University)**  
**Suryamaninagar**  
**Tripura West, 799022**

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## **A. HOSTEL ADMINISTRATION**

Hostel administration will be looked after by a committee with the following members:-

- a) Vice-Chancellor - Chairman
- b) Dean, Students' Welfare- Member
- c) All Wardens/ Superintendents- Member
- d) All Matron(s)- Member
- e) Deputy/ Assistant Registrar- Convener

### **I. Appointment of Wardens/ Superintendents:**

The Wardens/Superintendents of the hostels shall be appointed by the Vice-Chancellor for a period of three years as prescribed by TU Act, 2006, on such terms and conditions as may be prescribed by the Executive Council from time to time.

### **II. Powers and functions of the Wardens/ Superintendents:**

The Wardens/ Superintendents of the hostels shall perform such duties as are assigned to them by the Vice-Chancellor from time to time and they shall function in consultation with the Dean, Students' Welfare. In addition to the specific duties assigned by the Vice-Chancellor, the Wardens/ Superintendents shall perform the duties laid down in the Ordinance B-6 of Tripura University (Under Section 31(1) (h) of the TU Act, 2006).

### **III. Prefect and Local Committee:**

- a) For smooth management of each hostel, there shall be Prefect and a Local Hostel Committee to assist the Warden/ Superintendent.
- b) The Prefect of each hostel will be selected by the boarders themselves; there can be more than One (1) Prefect if needed. Prefect(s) shall be responsible for maintaining discipline in the hostel and assist wardens for smooth running of Hostel.
- c) The Local Hostel Committee shall be appointed by the Warden and its term of office shall be six months and will consist of:
  - I. Warden – Chairperson
  - II. Matron

III. Prefect – Statutory Member

IV. Three Members from the Boarders of the hostel, of which one shall be the mess manager/secretary.

## **B. ACCOMODATION RULES**

1. Hostel accommodation is purely subject to availability.
2. Hostel accommodation may be allotted to a student, who is registered in the university as a regular student. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the rolls of University will automatically cease to be a member of the hostel.
3. Boarders are required to pay room rent, establishment charges and any other charges as decided by the Hostel Administration. The Ph.D. scholars / Project staff / Research Associate/ Post Doctorial Fellow (PDF) residing in hostels are governed by the same rules as are applicable to regular Hostel Boarders of the University. Ph.D. scholars / Project staff / Research Associate/PDF availing hostel accommodation is not eligible for HRA and should keep the University informed about the same.
4. If a student fails to occupy the room within seven days of allotment, the seat will be allotted to the next applicant.
5. Admission to the Hostels is for the academic purpose only. A student shall cease to be a boarder of the Hostel on the completion of the programme/course/project in which he/she is currently enrolled in.
6. Accommodation will be provided to Ph.D. scholars/Project staff/Research Associate/PDF (on availability) for a maximum length of 5 years/submission of PhD thesis whichever is earlier. In case of Project Staff/Research Associates/PDFs this may be applicable until the completion of project.
7. Hostel Boarders who drop out of the course or become unsuccessful in Odd /Even semesters of University Examination while staying in the hostel shall lose their accommodation rights from the Hostel.
8. No boarders of the PG Hostels will have a right to occupy a room during vacation. *But he/she may be permitted to stay with special permission from the authority, only if he/she is doing any course work /project work / University work / Hostel work.*
9. The Hostel administration will provide for each occupant one cot, table, chair etc. On arrival a student shall report to the security and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.

10. The allotment of rooms, seats and direction as to the use of lavatory, bathing place, kitchen, store room, dining room and roof etc. shall be entirely at the discretion of the Warden/ Superintendent of the Hostel.
11. The Hostel Administration, in case of shortage of seats, can allot more than the existing/allotted capacity.
12. Room once allotted to a student for an academic year will not be changed, except on special situations with the permission of Dean (SW)/ Superintendent.
13. If any boarder fails to qualify in any semester during the period of stay in the hostel, he/she is required to inform the Warden/ Superintendent and should vacate the hostel.
14. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation or if it is found that the testimonials furnished by him/her are false and is residing in the hostel without due permission from the Warden/Superintendent, disciplinary action is warranted.
15. Vandalism is a very serious offence. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual boarder or group is identified to have caused the damage, double the cost of the damaged property will be recovered from him/her/group. Repetition of damage to the hostel property will result in expulsion from the hostel. Hostel Boarders found guilty of committing such offence can be immediately evicted from the hostel and a heavy penalty may be imposed as decided by the authority.
16. No dues certificate will be issued by Warden/Superintendent on filling up the Room Vacating Slip (in duplicate) and proper inspection of the electrical installations, including the fan, furniture etc. by the security.
17. The boarders are personally responsible for the safeguard of their belongings. They are advised not to keep large amount of cash or valuables like gold ornaments, costly wristwatch etc., in their rooms. They should also take care of their Wallets, Calculators, Cell Phones, Laptops, Computers and Books, etc. In case of theft or loss of any item the hostel authorities/university will not be responsible or liable. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., secured with good quality locks.

### **C. CODE OF CONDUCT**

1. Hostel Boarders are expected to behave in proper manner; maintain discipline and decorum in the hostel complex.
2. Every hostel shall be looked after by the Warden/Superintendent/Matron of the hostel.
3. Boarders of the Hostels shall not remain absent from the hostel during night unless he/she obtains a night out pass from the hostel Warden/Superintendent/Matron.
4. Boarders of the hostels are expected to report for official/institutional assemblage whenever necessary.
5. Students/Scholars attending wedding and other social functions may seek special permission for the same.
6. Boarders shall sign the in/out register during the final entry of/for the day.
7. The latest entry time for the Hostels are as follows-
  - i. PG Girls- 10 PM
  - ii. PG Gents- 10 PM
  - iii. RS Female- 10 PM
  - iv. RS Male- 10 PM
8. Successive breaking of rules, timings will call for disciplinary action which may in extreme cases lead to expulsion from hostel.
9. If a boarder absents himself/herself in the hostel for one month or more without the prior permission of the Warden, his/her seat will be treated as vacant from the beginning of the next month.
10. Students / Hostel Boarders having any Chronic/Communicable disease are not allowed to stay in the hostel. Hostellers falling sick or with symptoms of sickness should report to hostel Warden/Superintendent/Matron immediately and may be shifted to hospital. Ambulance Service is available in the campus
11. Parents/Guardians/Visitors can meet the boarders in the visitors' room only with the permission of the hostel Warden/Superintendent/Matron.
12. Visitors must register at the guard house and provide all details and submit Identity-Card as requested by Security before entering the hostel complex. All visitors must leave the hostel complex latest by 8:00 pm.

13. No Parent/Guardian/Visitor/Guest is allowed to stay in the room of their wards.
14. Members of the opposite Gender are not allowed in the room of the inmates under any circumstances. Any Hostel Boarders found violating this rule will be evicted from the hostel.
15. Parent/Guardian/Visitor/Guest may be accommodated in the University Guest House on payment basis which is subject to availability of rooms.
16. In exceptional cases, such as serious illness of a boarder, relatives (of the same gender only) may be allowed to stay with the prior permission of the Warden/ Superintendent/Matron for a period of not exceeding three days.
17. The hostel boarders shall not remove any fittings from any other room or common area and get it set in his/her room. Any damage and violation of this rule may make the boarder liable to a fine of Rs.500/- or double of the cost of damage or remove item, whichever is more.
18. No furniture shall be removed from one place to another without the permission of the Warden/ Supervisor/ Matron.
19. Use of any electrical appliances except table-lamp and mobile-charger, is prohibited. Cooking in room is strictly prohibited.
- 20. Ragging in any form is strictly prohibited in the hostel. Any violation of this by the senior Hostel Boarders will be dealt with severity as per the University norms and guidelines issued from time to time by the competent authorities.**
- 21. All hostellers are required to sign an Anti-Ragging Undertaking** and declaration form as per UGC guidelines and submit to the Deputy Registrar (Academic)/Authority/Superintendent.
- 22. New residents should report incidents of ragging immediately. Those who do not do so even after being witnesses or victims, will be considered as part of this menace and will be punished accordingly.*
- 23. When the boarders committing or abetting the crime of ragging are not identified, collective punishment on suspected group could be resorted to as a possible deterrent measure, in order to ensure community pressure on the potential ragers.*
24. Smoking, Gambling in any form such as Playing Cards, consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also may be rusticated from the University.
25. Taking part directly/indirectly in any movement or agitation or strike of Hostel Boarders in the University (for any Reason whatsoever) will attract punishment, rustication or

expulsion, which in the opinion of the Authority is subversive to the discipline of the university.

26. Any kind of discussion that is harmful and sensitive on grounds of caste, creed and religion is forbidden in the hostel. Parties, social or political gatherings/meetings in the hostel complex are not permitted without the prior and written consent of the Warden/ Superintendent/ Matron.
- 27. Hostel boarders should not participate in any anti-national, antisocial or undesirable activity in or outside the campus.**
28. No notice will be displayed by hostel inmates in the university/hostel notice board without the countersignature of hostel Warden/Superintendent.
29. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The Hostel Boarders should not view objectionable videos.
30. No boarder is allowed to keep or feed pets/stray animals inside the hostel premises.
31. No boarder shall rebuke or chastise a guard, a cook, an attendant or any employee of the hostel for any reason whatsoever. Complaints, if any, shall be lodged to the Warden/ Superintendent of the Hostel. No boarder shall employ a guard or University employee for his personal business.
32. No collective worship shall be permitted in any form in any hostel without the written permission of the Warden of the Hostel.
33. The University/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against him/her. The hostel rooms are subject to inspection by the University/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room.
34. Wardens/ Superintendents/ Matrons are authorized to inspect any room of the hostel without any notice to the boarders, in case of necessity.
35. The hostel management reserves the right to revise the rules and regulations from time to time and will keep the boarders informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.
36. Any complaints, suggestions or enquiries are always welcome.

## **D. ADMISSION PROCEDURE INTO PG/RS HOSTELS**

Applications for Admission into PG/RS Hostels shall be made only in prescribed format- The list of selected Boarders will be published by the Academic Section of the University after due verification by the Hostel Administration Committee.

### **Selection Criteria for Admission into PG/RS Hostels:**

1. Boarders for the hostel will be selected on the basis of an aggregative index created using the distance and economic conditions as criteria:
2. The Weights for each component is as below:
  - A. Distance from Home to TU Weights
    1. 0 to 40 KM 0
    2. 41 to 80 KM 20
    3. 81 to 120 KM 30
    4. 121 to 160 KM 40
    5. 161 and above 50
  - B. Economic Condition (Ration Card)
    1. Antyodaya (AAY)/Annapurna Card 50
    2. BPL Card Holder 40
    3. Adhoc BPL 30
    4. APL 20

*In case of index scores becoming equal, absolute distance will be used for tie breaker.*

3. Only full time Students/ Research Scholars are eligible for hostel accommodation. In case of part time Research Scholars too, hostel accommodation during Course Work is subject to availability of rooms. Once the full time Research Scholar converts to part time status he/she needs to inform the hostel administration and vacate the allotted room.
4. Hostel admission will be for one semester. Hostel boarders need to renew their hostel admission within one month of each new semester **failing of which a fine of Rs 500/- will be imposed along with the semester advance of the hostel.**
5. A student selected for admission to the hostel shall have to submit an affidavit along with his / her application, counter signed by his/her Parent / Guardian pledging that he/she is aware of the ragging law in this regard and agrees to abide by the punishment meted out if he/she is found guilty of ragging and/or abetting ragging.
6. The boarders of PG Hostels shall submit an undertaking each year after completion of the Even semester examinations.

7. Allotment of Seats will be in accordance to the reservation guidelines of Tripura University. However, in case of the reserve seats remaining vacant, it may be filled from applicants belonging to other categories.
8. *If required, the Warden/Superintendent may refuse re-admission/reallocation to a boarder in consultation with the Selection Committee without any explanation.*

## **E. REGULATIONS FOR BAN ON RAGGING & ANTI- RAGGING MEASURES**

1. Ragging is Strictly Prohibited: Ragging in any form i.e. making unpleasant noise, disorderly conduct, performing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student either by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such Hostel Boarders or asking the new student to do any act or to perform such things which such student will not, in the ordinary course, willingly do, is strictly forbidden. If anyone is found guilty of directly/indirectly involved or abetting in ragging, he will be punished/rusticated/expelled/suspended from the University and is also liable for prosecution in terms of the order of the Hon'ble Supreme Court in Civil Appeal No. 887 of 2009.
2. **Ragging is a crime.** No one can feign ignorance of the law. Under the prohibition of ragging Act 1997 those who indulge in ragging can be punished. Jail for ragging is for period from six months to 10 years & fine up to Rs. 50,000/-.
3. Hostel Boarders can drop their complain in the Anti-Ragging Complaint Box at Students Activity Centre, Tripura University or e-mail to dean\_studentswelfare@tripurauniv.in/
4. Senior Boarders are prohibited to visit the room of new boarders with such frame of mind which can be considered in the purview of ragging. Violation of the condition is punishable.
5. Hostel Boarders will abide by the Hostel Rules in addition to the Anti-Ragging Regulations.

**[Terms of Reference for Anti-ragging rules/directives: (a) Supreme Court Orders (b)UGC Regulations and Guidelines (c) Tripura Govt. orders (Annexure-I)]**

## **F. DISCIPLINARY MEASURES**

1. Any boarder who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments-
  - Expulsion from the hostel.
  - A record of his / her misconduct will be made in his department.
  - The cost of damage will be fully recovered from him/her along with penalty.
  - He/she will also be fined commensurately with the offence committed.
  - The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
  - No recommendations will be given to him/her for studies abroad, as well as for employment.
  - Rustication from the University.
2. Any boarder found hosting / harboring an offender will also be liable to the punishments mentioned in rule 1.
3. Availing room service or taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration.
4. Any breach of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the boarder is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

## **G. MESS FUNCTIONING**

1. All the inmates of a hostel will compulsorily become a permanent member of the mess.
2. Each hostel mess will run as a co-operative mess by the Hostel Boarders (inmates of the hostel) under the supervision of Mess Supervisor and Matron,
3. Each hostel mess will have a mess committee consisting of four inmates of the hostel to be nominated by the Matron and Superintendent.
4. The purchase of all other items will be done by at least two members of the mess committee along with the mess supervisor from the local market.
5. All the vouchers will be signed by the persons who did the purchase on that day.
6. The mess committee will also prepare the weekly menu in advance and display it on the notice board.
7. Hostel Boarders are not permitted to cook any food in the mess or in their rooms. Use of Electric Heater is strictly prohibited, violation of this may make the boarders liable to a fine of Rs.500/-.
8. Food will be provided to the Boarders at least two times in a day like Breakfast/Lunch and Dinner.
9. MESS TIMINGS- [Hostel Boarders should adhere to these timings]
  - BREAKFAST: 8.30 – 9.30 am
  - LUNCH: 12.00 – 1.30 pm
  - DINNER: 8.00 – 10.00 pm

**[Mess rules/timings are subject to variations as and when required and among the hostels]**

## **H. HOSTEL FEES**

- Hostel Caution money Rs.2000/-(Refundable)
- Room Rent/Hostel fee (per semester): As per University norms
- Electricity Charges (per semester): As per University norms
- Hostel Maintenance Charges (at the time of admission only): As per
- University norms

[The above charges are subject to change from time to time as decided by the Administration].

### **Annexure-I**

#### **Tripura Government orders on Ragging:**

The notification issued by the Director of the Department of Higher Education of the Government of Tripura to alert Hostel Boarders, guardians and authorities of educational institutions after recent media reports of incidents of ragging in educational institutions in the state-.

- "Under the Tripura Educational Institutions (Prevention of Ragging) Act, 1990, four years in jail and a fine would be imposed" on a student found guilty of ragging another student".
- "If a student in any educational institution has been convicted under the act, he or she shall cease to be a student of that institution and shall be deemed to have been expelled from the establishment with effect from the date of his or her conviction," said the notification.

***Get yourself registered at - [https://antiragging.in/Site/Affidavits\\_Registration.aspx](https://antiragging.in/Site/Affidavits_Registration.aspx)***

#### ***Notes:***

*1] There is no money involved as there is no need to get these affidavits signed by Notary Public/Oath Commissioner etc.*

*2] No need to get these Affidavits printed on the stamp paper and no need to scan these documents or create electronic data sets.*

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