

**POLICY FOR
RULES AND REGULATIONS GOVERNING
HOSTEL ADMINISTRATION
SIDDHARTH UNIVERSITY, KAPILVASTU**



**APPROVED BY EXECUTIVE COUNCIL DATED:
16.10.2025**

**SIDDHARTH UNIVERSITY, KAPILVASTU,
SIDDHARTH NAGAR, UTTAR PRADESH, 272202**

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				Hostel Warden's Contact Numbers			
Boys Hostel				Warden		Contact Number	
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Girls Hostel				Warden		Contact Number	
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SIDDHARTH UNIVERSITY, KAPILVASTU, SIDDHARTH NAGAR



Rules and Regulations Governing Hostel Administration

Introduction

Siddharth University, Kapilvastu was established in 2015 to spread the light of knowledge in the country; it is situated 24 kms far from Siddharth Nagar city on Kapilvastu road. The University campus is spread in an area of 67 acres, providing infrastructure facilities such as administrative block, central library, Buddhist International Centre, academic building, student facility centre, seminar hall, university medical centre, quarters for faculty and non-teaching staff, hostels for students, guest house, bank, post office, canteen etc. inside the campus.

Preface

Siddharth University, Kapilvastu, Siddharth Nagar is a premier institute of national importance. The University is successfully running various technical and professional courses in its campus. They are Bachelor's Degree in B.A., B.Sc., B.Com, BBA. PG Programmes as MBA, M.Com, M.Sc., M.A in different disciplines and doctoral program in different disciplines.

More than 600 students may be resided in university hostels at a time. General rules and regulations governing hostel administration are outlined and discussed in this booklet for uniform and transparent handling of the various issues related with the hostel sector. In this sense, this booklet will serve as basic framework for administration of the hostel sector. In case of difficulty in interpretation of any rule or regulation, clarity may be sought from Warden, who will resolve such issues in consultation with Registrar. Vice-Chancellor reserves the right for changes and additions in the rules and regulation as and when required.

General

A student pursuing his/her studies at Siddharth University, Kapilvastu, Siddharth Nagar, may reside in hostel, owned and maintained by University during the studentship of the academic programme. The University may provide hostel at its campus. The information regarding hostels is being provided on the University website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates.

The Vice-Chancellor reserves the right to amend any of the provisions at any time without assigning any reason.

1. HOSTEL ADMINISTRATION

1.1. The following officers shall constitute the Hostel administration:

1. Warden.
2. Hostel Superintendent.
3. Assistant Superintendent.

Other staff associated with the hostel administration.

- a) Class three employee for Warden Office.
- b) Hostel Attendant (For girls' & boy's hostel)
- c) Supervisor, Electrician, Plumber and Driver (Attached with the office of Chief Warden). d) Sweepers.

There will be two separate offices, one for warden and other for Hostel Superintendent and Assistant Superintendent.

2. DUTIES AND RESPONSIBILITIES

General duties and responsibilities of the various position holders in the hostel administration are defined here. If required, the duties and responsibilities are subject to changes at any time with the approval of the Vice-Chancellor.

2.1. Warden

- 2.1.1. To ensure overall administration of all the hostels and office of the Warden.
- 2.1.2. To establish coordination with Superintendent/Assistant Superintendent of various hostels for smooth running of day to day routine work of hostel.
- 2.1.3. To act as Chairman of all Committees as called by him/her or by any Superintendent/Assistant Superintendent and to ensure the resolution taken are in the betterment of the students and in the interest of the University.
- 2.1.4. To maintain data base of students through the office of the Warden.
- 2.1.5. To make the policy for allotment of hostels to students and deposition of hostel fee.
- 2.1.6. To ensure discipline in the hostels.
- 2.1.7. To implement the decisions taken by the University authorities.
- 2.1.8. To assist Registrar and Vice-Chancellor in working related with hostel sector.
- 2.1.9. To check the various registers and ledgers maintained by the Superintendent/Assistant Superintendent from time to time.

2.2. Hostel Superintendent

- 2.2.1. To allot the rooms to the students as per the guidelines issued by the office of the Warden.
- 2.2.2. To supervise the sports and cultural activities of students in the hostel.
- 2.2.3. Regular visit to hostel for better interaction with the students.
- 2.2.4. Nominate the students for constituting various committees like mess committee, generator committee, discipline committee, sports committee etc.
- 2.2.5. To supervise the working of hostel attendants (girls & boys), sweepers and other hostel staffs.
- 2.2.6. To solve the day to day problems of the students.
- 2.2.7. To deal with the acts of indiscipline of the students.
- 2.2.8. Reporting the cases of serious indiscipline/ragging to the Proctorial Board for further action at the University level.
- 2.2.9. To ensure the quality of food in the mess.
- 2.2.10. To maintain the various registers and ledgers necessary for smooth functioning of the hostel from time to time.
- 2.2.11. Communicate with the parents/guardians of the inmates regarding indiscipline activity or misbehavior of the student in the hostel premises.
- 2.2.12. To maintain overall ambience of the hostel premises.
- 2.2.13. To ensure proper maintenance of the rooms and hostel premises.
- 2.2.14. To send advance information to the Warden about the monthly estimated bulk requirements for maintenance of the hostel.

2.3. Assistant Superintendent

- 2.3.1. To assist Warden/Hostel Superintendent in maintaining hostel discipline and all other works mentioned above.
 - 2.3.2. To advise and guide in smooth running of the Mess i.e. display of the menu and maintaining
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the quality of the food.

2.3.3. To check the account of the mess regularly and countersign the entries in various registers maintained by the mess in charge.

2.3.4. To maintain the leave record of the students and to keep a watch on the In and Out register.

2.3. 5.Regular visit to the hostel to solve the day to day problems of the students.

2.4. Hostel attendants

2.4.1. Hostel attendants (girls & boys) who will be available in the hostel in the normal working hours and as per time schedule decided by Superintendent/Assistant Superintendent. The time duration of working of a Hostel attendants (girls & boys) shall be eight hours. Provided that in the interest of the hostel it may be extended.

2.4.2. Occupancy/vacation of rooms to/by the students. (Get the signature of the student on the inventory of the furniture, electrical and other items in the room).

2.4.3. To ensure proper maintenance of the hostel rooms, common room, gymnasium hall, toilets, mess and premises.

2.4.4. To ensure proper water supply and drinking water arrangement in the hostel.

2.4.5. To keep a watch so that no unwanted student/person resides in the hostel without the permission of the warden.

2.4.6. Maintaining the record of the Guests/visitors.

2.4.7. Daily report to the Superintendent/Assistant Superintendent about the maintenance of the civil and electrical works, discipline of the students, guest/visitor record and any other noticeable information.

2.4.8. Supervise the work of helper, gardener, sweeper and security guards.

2.4.9. To bring the diesel for generator.

2.4.10. To perform all other hostel related work as ordered by Superintendent/Assistant Superintendent.

2.5. HOSTEL ATTENDANT (FOR GIRLS' HOSTEL)

2.5.1. The hostel attendant shall be appointed in girls' hostel only. The hostel attendant shall be appointed in accordance with the procedure laid down in Para 1.6 read with the proviso.

2.5.2. The duty of hostel attendant shall be as decided by the Superintendent/Assistant Superintendent.

2.6. SUPERVISOR, ELECTRICIAN, PLUMBER AND DRIVER

- 2.6.1. The supervisor, electrician, plumber, carpenter, welder and driver shall be appointed by the Registrar with the assistance of Warden and in consultation with the Superintendent/Assistant Superintendent duly approved by Vice-Chancellor.
- 2.6.2. The work of the supervisor to supervise the job of all hostel attendants (girls' & boy's) working in all hostel.
- 2.6.3. The electrician, plumber, carpenter and welder shall have duty to repair the small damages in all hostels and discharge duties as entrusted by the Warden according to their skill and knowledge.
- 2.6.4. The work of driver to drive the vehicle provided to the Warden. Apart from that he shall be ready to carry the inmates of any hostel in case of any medical emergency during night (06:00 pm to 06:00 am). If the emergency is of such a nature that it becomes necessary to carry the inmates to the nearest hospital immediately, he shall perform the job. In exceptional case he may carry the inmate as soon as the information of medical emergency comes to his knowledge from any source even without the permission of Superintendent/Assistant Superintendent.
- 2.6.5. The abovementioned person shall have practical skill in the field concerned. At any time if he fails to accomplish any job, he may be terminated by Registrar on the recommendation of the Warden. The Warden shall consult Superintendent/Assistant Superintendent while doing so.

2.7. Cleaning Staff (Safai Karamchari)

- 2.7.1. The sweeper shall be appointed by the Warden in consultation with the Superintendent /Assistant Superintendent.
- 2.7.2. The work of sweeper shall be cleaning of the whole hostel premises including the latrines and bathrooms.

3. ACCOMMODATION

- 3.1. Hostel accommodation is available to a student, who is registered in the University as a regular student either in undergraduate or post graduate programme. Accommodation will also be provided to the Research Scholar/Research Assistant of the University. 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.
- 3.2. The student enrolled as student in the University shall not claim hostel facility as a matter of right. The University reserves the right not to provide hostel facility to any student.
- 3.3. No student will have a right to occupy/stay in a room during long vacation/holiday (like Dusshera, Diwali, Holi, winter vacation, summer vacation etc.). For the said vacations all hostels shall necessarily remain closed.

- 3.4. The student of any programme (specially of science) if he/she is required to go for training which is the part of his/her course curriculum in IV semester or any semester is required to submit an application with the Superintendent/Assistant Superintendent after getting signed by his/her Head of the Department or appropriate authority.
- 3.5. The student of any course (specially of Computer Application) wishes to stay in the hostel for appearing in the semester examination and he/she is not currently resided but has been in the hostel for previous course of study in any year may be permitted subject to the approval of Registrar to stay in the hostel only for the examination period provided he/she must submit an application with the Superintendent/Assistant Superintendent requesting same after getting signed by his/her Head of the Department.

The student is also required to deposit the fee for the month in which the semester examination falls.

4. ALLOTMENT OF ROOMS

- 4.1. At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Hostel Admission Form containing local guardians' address and phone number etc. Email of the student and parent should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing.
- 4.2. The Hostel administration will generally provide for each occupant one bed, reading table, chair, almirah, fan, tube light (or compact florescent lamp), net connection point once for an academic session at the time of allotment. However damage in any of the thing mentioned above except tube light could be repaired/replaced. On arrival, student will report to the ward boy/hostel attendant and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- 4.3. Room once allotted to a student for an academic year will not be changed, except in special situations with the permission of Superintendent/Assistant Superintendent.
- 4.4. If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Superintendent/Assistant Superintendent immediately and should vacate the hostel. If the Hostel administration finds that any hostel resident is not eligible for hostel accommodation and is residing in the hostel without due permission from the Warden/Assistant Warden, disciplinary action will be taken against such illegal occupants.
- 4.5. Before vacating the rooms, the electrical installations including fan should be handed over intact, in addition to the furniture to the ward boy/hostel attendant. The student should fill up the Room Vacating Slip in duplicate and take no dues on one slip from the office assistant.

5. CODE OF CONDUCT

- 5.1. All residents are required to maintain standards of behaviour expected from the students of a prestigious institution of national repute. They are expected to behave courteously and fairly with every one inside and outside the University campus.
- 5.2. All residents are required to always carry their valid Department Identity Card and Hostel Identity Card issued to them by the University and hostel administration respectively.
- 5.3. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.
- 5.4. Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment. If anything is found is damaged the student along with his/her partner shall be solely responsible.
- 5.5. Students should bring to the notice of the ward boy/hostel attendant any pending maintenance work (civil, carpentry, electrical, sanitation etc.) to be carried out in rooms, corridors, toilets or other areas in hostel premises.
- 5.6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel administration requires the rooms for the purpose mentioned above. On such occasions, the Hostel administration will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the maintenance work.
- 5.7. The students should not carry unauthorized/illegal movies in their rooms. Any violation will be dealt severely.
- 5.8. 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 replace/repair at their own cost the damage, if any.
- 5.9. 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 students of the wing/hostel, as decided by the Wardens/Assistant Warden on the report of ward boy/hostel attendant.
- 5.10. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall handover them to the ward boy/hostel attendant, failing which he/she will be charged a penal rent as decided by the Wardens.
- 5.11. The resident shall not remove any fittings from any other room or common area and get them fitted in his/her room.
- 5.12. Ragging of any kind is severely punishable as per the Supreme Court directives leading to expulsion from the hostel as well as from the University. Any violation of this rule by any