



St. Xavier's University, Kolkata

New Town, Kolkata 700160

☎ Ph.: 033 6624 9881 | **Email:** enquiry@sxuk.edu.in

Email: hosteldirector@sxuk.edu.in

Website: www.sxuk.edu.in

HOSTEL POLICY, RULES AND REGULATIONS (REVISED)

1. Introduction

A Student pursuing his / her studies at St. Xavier's University, Kolkata (SXUK), may reside in Hostel owned and maintained by SXUK during the studentship of the academic programme. The information regarding hostels is being provided on the University website as well as in the prospectus. Staying in the Hostel requires to take responsibility of your actions and their impact on the experience of others with whom you stay. The Hostel Policy, Rules and Regulations (Revised) of St. Xavier's University, Kolkata 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.

2. SXUK Hostel Management Team

The Vice-Chancellor appoints the Hostel Management Team for the administration of SXUK Hostels. The Hostel Management Team consists of:

- Executive Director.
- Deputy Directors of respective hostels.
- Manager of Boys' Hostel.

3. Hostel Admission and Termination

3.1. Admission

- a. SXUK Hostel is meant both for PG and UG students. The admission to the Hostel for PG and UG students is for one year at a time, though this can be renewed for two or more years, at the sole discretion of the concerned authority.
- b. The Executive Director is responsible for the admission of the students to the Hostel and to take care of their various needs and to ensure that proper discipline is maintained by everyone. Deputy Directors are responsible for smooth running of hostels.
- c. The students will be admitted to the Hostel only after they have been admitted to a degree programme to the University.

d. The admission to SXUK Hostels is based on the following priorities and considerations:

- Rooms are first allotted to the MBA and PG students at the University.
- For students of other degree programme in the University, priority is given to them whose residence is outside of the pin code limit of Kolkata.
- After these allotments, if there is availability of rooms in the Hostel, students from within the Kolkata jurisdiction pursuing a degree programme in the University may also be admitted.
- Applications for Hostel Admission for all the students are to be submitted online and a copy of the printout is to be brought at the time of admission along with the payment receipt of the Application.
- A list of the students to whom Hostel has been allotted will be published on the University Website (www.sxuk.edu.in) and/or on the University Notice Boards. Students will also be informed through e-mails and the parents of such students are required to meet the Executive Director of Hostel.
- The Hostel Management Team reserves the right to change or cancel the allotment to students in the interest of health, security, discipline, improvement of the educational environment and the general welfare of the hostellers or as required.

3.2. Cancellation of Hostel Allotment

- a. In order to cancel the Hostel allotment, the hosteller shall write an application addressed to the Executive Director duly signed him/her and his/her parents.
- b. The hosteller has to fill up a Clearance Form of not having any due payment.
- c. When a hosteller vacates the Hostel, he/she has to enter name and date of vacating in the given register and hand over the keys of his/her Hostel room to the Executive Director or the respective Deputy Directors.

3.3. No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A hosteller is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

3.4. Re-allotment of Hostel Accommodation

Provision of hostel accommodation at the time of admission, for non-residential academic programmes does not automatically ensure its continuation in the subsequent years. The hosteller has to apply every year for re-allotment. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re-allotment can be denied to

hostellers with low academic performance and those indulging in acts of indiscipline.

3.5. Local Guardian

The hosteller will register details of local guardian duly authenticated by parents. A copy of the Declaration Form will be signed by the local guardian. Hosteller not having local guardian will be required to get an e-mail from guardian / parent addressed to the Executive Director (E-mail id: hosteldirector@sxuk.edu.in) for night outs.

3.6. Safety & Personal Belongings

The Hosteller is personally responsible for safety of their all valuables, and these should be kept in the cupboard under lock and key. The hosteller should not leave mobile, ornaments and other valuables unguarded. Hostellers are advised to lock doors when they leave their room even for a short period of time. Hostel authorities are not responsible for any loss of personal belongings. Hostellers will not change lock and key without permission of the Executive Director and are advised to get duplicate keys made with the permission of Executive Director to guard against loss of keys.

3.7. Furniture & Fixture

The hosteller shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the hosteller must be cared for properly. The hosteller will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling. The hosteller will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.

- *Interchange of Furniture/Fixture:* Hosteller is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Executive Director, hostellers involved in such activities may be expelled from the Hostel.
- *Assets in Common Areas/Corridors:* Theft/damage to Hostel assets in common areas/corridors will be recovered from all hostellers of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete Hostel, the recoveries will be made from all the occupants of the Hostel.

3.8. Electricity Restrictions

Electric appliances shall not be permitted in the room, defiance of which shall enable the Executive Director to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, hostellers should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Executive Director.

4. Hostel Fee Payment

4.1. Hostel Fees are to be paid in advance for each semester i.e., by 15th June and 15th December. Late payment of Hostel Fees may be accepted with a late payment charge of Rs.1000 till 30th of the respective months (i.e., 30th June and 30th December).

4.2. Fees are meant for the entire semester. Therefore, holidays, days of home visits, day on which someone is absent for one or more meals, etc will not be counted, as far as payment of the hostel fees is concerned. Moreover, if a hosteller is absent from the Hostel for whatever reason, it is at his/her own discretion and there will be no reimbursement for any such absence.

4.3. Hostellers are entitled to their accommodation and three meals on all days throughout the year, including holidays, except when Hostels will remain closed for maintenance. Hostel will be closed for seven (07) days in Puja and Christmas holidays for the regular maintenance work.

4.4. If a hosteller vacates the hostel or is expelled from the hostel for violation of these Rules and Regulations or any other disciplinary reason after the commencement of the semester, he/she will lose the entire amount of the hostel fee of that semester. Hostel fees once paid cannot be refunded under any circumstances.

5. Hostel Residence and Facilities

5.1. Types of Hostel Rooms

- Two-Bed Rooms with common toilets.

- Three-Bed Rooms with attached toilet.

- Two-Bed Rooms with attached toilet.

Since the rooms with attached toilets are limited in number, these may not be available to all those who apply. In such a situation, hostellers will have to take the two-bed rooms with common toilets and pay accordingly. In case of any extra payment, amount will be adjusted in the subsequent payment.

5.2. Facilities

- Each hosteller is provided with a bed (35 inches x78 inches approx.) with frames for mosquito net, a table, a chair, a steel almirah with dress hanging facility inside.

- Common items in each room are: dressing mirror, washbasin with running water, small mirror above the wash basin, linen drying facility in the balcony, clothes hanger, curtain for the balcony (girls' room only), curtain for all windows, a lock for the room with each hosteller provided with a key and one key is with the Hostel Office.

- Room allotted to a hosteller cannot be changed or interchanged without explicit permission from the Executive Director. Hostellers, if found guilty of violating these rules and regulations, shall be expelled from the hostel without any further enquiry.

- Hostellers can bring their own laptops and data cards for their personal internet connectivity. Hostellers can use their laptops in their rooms and the LAN facilities provided in the respective hostel rooms.
- Each room has a separate and fully covered balcony. Washed clothes should be dried only in the balcony.
- As a policy, no student-room in the hostel will have air-conditioning facilities.
- Hostellers are responsible for keeping their rooms clean and tidy. If rooms found unkempt/untidy, they are liable to pay fine. Health and hygiene are a sole part of healthy living in hostels.
- Hostellers are advised not to litter the bathrooms with items like paper, soap wrappers, etc. and always use the dustbins provided.
- Accommodation in hostels cannot be claimed as a matter of right. Hostellers, who disturb the peace and violate these rules and regulations, will be asked to vacate the hostel.

5.3. Common Facilities

- Filtered water dispensers are provided on every floor of the Hostel.
- Facilities like common television, newspapers, gym, indoor game items, basketball court, football ground are available.
- Common desktop computers are available in the library and other places in the Academic Block to check availability of books, journal articles, etc.
- Facilities like printing, photo copying of documents and canteen facilities (tea, coffee, soft drinks, snacks, etc.) are available inside the campus and managed by outside vendors. All these are chargeable.
- In case of an emergency, escape route maps are affixed on every floor. Exit staircase is available at either side of the building.
- The University gym is available for hostellers with a nominal payment. It can be used only by Hostellers. Sick hostellers are given top priority to use lifts.
- Terrace of the Hostel or the Utility Building is out of bounds for the Hostellers.

5.4. Medical Facilities

- A qualified nurse available in the University campus throughout. Hostellers can approach her anytime for any emergency.
- Hostellers can also go to the University infirmary located on the ground floor in the Academic Block. It remains open during working hours.

- If need be, hostellers can also go to the nearby hospital for medical consultation or treatment with the permission of Executive Director or Deputy Directors.
- 24 hours ambulance service is also available in the University campus.
- Hostellers suffering from infectious/contagious diseases will not be permitted to stay in the hostels.
- University Nursing Staff is available for all the students.
- Women hostellers can purchase sanitary items in the University by using the vending machine installed in the Girls' Hostel.
- Each hostel has a sick room with basic support. If a hosteller is sick, he/she should communicate immediately or send information to the hostel management for first hand treatment.
- If a hosteller is ill or remains sick for a longer period of time, he/she may be asked to vacate his/her hostel room. Hostel fees will not be refunded in such cases.

5.5. Security Measures

- There is a proper security system with security guards in the University campus throughout the year.
- Security guards are authorized to check bags and food items brought in by Hostellers to ensure safety and avoid carrying objectionable items to distribute among hostellers.
- The Hostel has CCTV cameras in common places and in surrounding areas to ensure safety. Damaging these CCTV cameras will cause strict disciplinary action including expulsion from hostel.

5.6. Personal item Checklists provided to Hostellers

- Mattress, Pillow and Mosquito net,
- Two or three sets of bed sheets, bed covers and two pillowcases,
- One bucket and a mug,
- One or more winter blankets and warm clothing for winter,
- Personal clothes, towels, toilet articles,
- A drinking water bottle or flask,
- A suitcase/trunk with a good lock to keep valuables securely locked,
- Brooms for cleaning the room allotted.

6. Hostel Mess Facility

6.1. Mess of the hostel is outsourced, and it provides three meals a day (breakfast, lunch and dinner) at the stipulated time in the Dining Hall. Hostellers are required to be on time for availing the meals. No tea or snacks will be provided.

6.2. Mess provides both vegetarian and non-vegetarian food, as per the choice of the Hostellers. Frequent change in the choice of food is not permitted.

6.3. Since the Mess is outsourced, no special dietary food will be provided in the Mess on a regular basis. Based on any dieting, fasting and ceremonies, hostellers can neither change the option of food nor force the Mess to provide him/her their choice of food.

6.4. Since the Dining Hall is a place for meals, and not a place for boisterous meeting or recreation, hostellers are expected to behave in a dignified manner while having their meals. Moving chairs and tables is not allowed.

6.5. Hostellers are expected to be dressed decently in the Dining Hall. They must be cordial in their behaviour.

6.6. Hostellers are not permitted to take food from the Hostel Mess or from outside to their rooms or to the room of other inmates without explicit permission of the Executive Director.

6.7. However, special consideration on medical grounds for the specified time with the prior permission of Deputy Directors and Executive Director may be granted.

6.8. Everyone is responsible to run Hostel Mess. Student committee members seek your cooperation in preparing menu and contributing to hygiene.

6.9. No cooked food (from the mess or from outside) is allowed to be taken into the hostel room. Food court can be used to eat food ordered from outside.

6.10. Only dry food items are allowed inside the Hostel rooms. Liquid items such as coffee or tea or any other items will not be allowed inside the Hostel rooms.

6.11. Hostellers are free to go to the University Food Court (on payment basis), for refreshments or to entertain their visitors. If a Hosteller has a problem with food, he/she should immediately report to the Hostel Management.

7. General Behaviour and Conducive Environment

7.1. Hostellers should be respectful, courteous and shall use appropriate language and maintain etiquette.

7.2. Hostellers are expected to be inside the hostel buildings at the stipulated time and sign the register.

7.3. Silence must be strictly observed from 9.30 pm to 8.00 am. Hostellers are to help fellow hostellers to rest or do their studies silently.

7.4. Movement from one room to another after 11.00 pm is strictly prohibited, as that is the time for personal study or sleep.

7.5. All study related discussions or group studies with fellow inmates must be completed before 11.00 pm. If a hosteller is found constantly disturbing after 11.00 pm, he/she will be

given warning. Repeated warnings may lead to strict disciplinary actions or even expulsion from the Hostel.

7.6. No one is permitted to play or listen to music in his/her room or outside between 9.30 pm to 09.00 am. At other times, while hostellers may play or listen to music, they should ensure that the neighbours/room mates are not disturbed.

7.7. Hostellers can watch television during their free time, excluding the time between 11.00 pm and 9.00am during weekends and holidays, provided the volume is sufficiently subdued and does not disturb others. However, during the weekdays, the television will be switched off by 9.30 pm.

7.8. Private gatherings of any form are forbidden in the hostel unless specifically permitted by the Executive Director or Deputy Directors.

7.9. Musical instruments, such as guitars, or any other electronic gadgets are not to be played in the Hostel rooms. A written permission from the Director is needed to have these in one's possession.

7.10. Hostellers are responsible for the cleanliness and maintenance of their room. Rooms should not be defiled by scribbling, pasting posters or nailing them on the walls.

7.11. Hostel Management Team may inspect/enter any room to satisfy themselves that the hostellers maintain high standards of self-discipline and to counsel them as and when required.

7.12. Hostellers should refrain from any activity that is likely to infringe on the privacy of others or interfere with other students or disturb peace and harmony among hostellers.

7.13. Decorum in dress and hairstyle must always be maintained and any instruction given by the Hostel Team should be respected and followed.

7.14. Hostellers are expected to check the notice board regularly and no excuse will be entertained if notices are ignored.

8. Participation in Academic Life

8.1. During the Academic Semesters, all the hostellers are expected to be on campus and attend classes as per schedule.

8.2. Hostellers get ample opportunities to excel in their academic life and to groom their personalities by participating in various activities in SXUK.

8.3. In case a hosteller is unable to attend classes due to sickness, he/she is expected to inform the Hostel Executive Director or Deputy Director about it, either directly or through one of a fellow hosteller. He/she will in turn inform the respective Dean about the absence of a hosteller due to sickness.

8.4. If a hosteller is absent for classes, for whatever reason, he/she is required to submit a written leave application, which will have to be counter-signed by the Hostel Director and the

Dean of concerned department/school.

8.5. Absence from classes without a genuine reason or abstaining from even a single test (Mid-Semester or End-Semester) without proper reason and prior written permission from the Director will be considered as a serious failure, inviting disciplinary action.

8.6. A hosteller who fails or accumulate arrears in four or more subjects in an academic year will not be allowed to continue in the Hostel in the subsequent academic year.

8.7. Leave permission (planned/University declared holidays) must be taken before 48 hours. In case classes are being missed because of leave, the same has to be approved by the respective Dean of various school/department which is mandatory.

8.8. In case of any emergency, leave has to be obtained only from Executive Director producing valid evidence. Intimation of information regarding absence from the University has to be sent to the respective Dean.

9. Absence from the University Campus

9.1. No hosteller can go out of the University campus after 7.30 pm unless permitted specifically by the Executive Director for valid reasons.

9.2. On Saturdays and Sundays, hostellers can go out of the University Campus from 9 am to 7 pm with prior permission after which, he/she cannot extend the time.

9.3. The hostellers are permitted to go out after 5 pm and can stay out of the University Campus from 5 pm to 8 pm daily. However, those who go the city for the professional courses like CA/CS/CMA and other courses should have prior permission from Executive Director and recommended by Deputy Director.

9.4. All the hostellers while going out are required to return to the University campus latest by 8 pm. Late return to the Hostel without prior permission from the Executive Director will be considered a serious breach of discipline and that may lead to suspension or expulsion from the Hostel.

9.5. If it is found that any hosteller is out of Hostel during the night without due permission, disciplinary action will be taken against that hosteller.

9.6. Hostellers who wish to stay out of the Hostel for one night or more must seek prior permission from the Executive Director through a written application at least one day in advance. The application submitted to the Executive Director must contain a statement of prior sanction from the hosteller's parents/guardians through an email or a letter.

9.7. Hostellers are free to go home on Sundays (and on Saturdays whenever there are holidays) and other declared holidays, as listed in the University calendar.

9.8. When going out of the University campus, it is mandatory to sign the register at the Main Gate (Gate No. 2) and/or using biometric device of the University, with all the required details, viz., hosteller's name, time of departure, contact address, phone(mobile) number and expected

time of return. While returning, it is necessary to sign the register to indicate that he/she is back in the campus.

10. Visitors/Guests to SXUK Hostels

10.1. The visiting time for visitors/guests is between 4.30 pm and 7.00 pm on class days and between 9 am and 6 pm on holidays.

10.2. Visitors will include only the parents, and local guardians whose names are registered in admission form. They are to be received and entertained only in the designated places.

10.3. Visitors should not be taken to Hostel rooms. If the visitor happens to be the local guardian, parent of the hosteller should email or call to inform about such visit, failing which the visitor may not be allowed.

10.4. No food or refreshment will be served to any visitor by the University; however, the hosteller is free to take them to the canteen at his/her cost.

10.5. There is no provision for the overnight stay of any visitor in the University campus. Hostellers are not permitted to accommodate any visitor/guest in the Hostel.

11. General Rules and Regulations

11.1. Cleanliness must be maintained in all places both inside and outside the Hostel buildings.

11.2. The University provides the lock for the Hostel rooms and every hosteller is provided with a key for his/her room and the duplicate key is kept in the Hostel office. Hostellers are not permitted to change this lock without the explicit permission of the Executive Director.

11.3. All payment of fees or other financial transactions are to be carried out in the Finance Office of the University, at the stipulated time, or in the Bank located in the University campus, or online.

11.4. Any hosteller is welcome to approach the Hostel Team members for any requirement related to the maintenance of the hostel.

11.5. For any exception these Hostel Policy, Rules and Regulations (Revised), a hosteller needs to get specific permission of the Executive Director.

11.6. A hosteller shall be guilty of indiscipline if he/she fails to comply with any of the above-mentioned rules and regulation.

12. Strictly Prohibited Activities

12.1. Ragging

Ragging in any form whatsoever is strictly banned. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite

similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Hostellers should report any such incident immediately to any member of the Anti-Ragging Committee/Executive Director/ Deputy Director directly at any time of the day/night.

12.2. Alcohol / Drugs / Smoking

The possession and/or consumption of any kind of alcoholic drinks and/or of any kind of narcotic drugs and psychotropic substances (including but not limited to weed, ganja, marijuana, heroin, chewing pan, gutka, tobacco, cigarettes, e-cigar, distribution of any drug or any objectionable items) as specified under NDPS Act, 1985 (as amended from time to time) is strictly prohibited within the Hostel premises and University campus. No objectionable items to be carried to the Hostel rooms from outside. Anyone found guilty in any of these cases will be facing strict disciplinary action, which may lead to suspension or expulsion. Hostellers shall not enter the Hostel premises in intoxicated state and should not possess such materials in their Hostel rooms and personal belongings. If found suspicious, you may be checked at the main gate by security guards. If a hosteller is found intoxicated and/or with any such objectionable items, he/she will be removed from the Hostel/University immediately for such action. Hostellers must cooperate with the security personnel.

12.3. Friendly Relationship within Hostel Premises

The University expects a matured behaviour and relationship from all hostellers. While good friendship is encouraged, and healthy friendship is permitted, immature and unbecoming behaviour will not be tolerated. No male hosteller is permitted to enter the Girls' Hostel and no female hosteller is permitted to enter the Boys' Hostel at any time.

12.4. Gambling/Betting

No gambling/betting of any kind whatsoever shall be allowed on the premises of the Hostel or University campus. Any violation of this rule will invite action as per law of the land, in addition to expulsion from the University.

12.5. Misuse of Internet and Online Social Media

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the University or any other person or organization will invite disciplinary action. Hosteller should strictly refrain from indulging in any act of violating the code of internet use.

12.6. Political or Communal Activity

The hosteller shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Hostellers shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters. Any violation of this rule may lead to immediate expulsion.

12.7. Information to Media

The hosteller shall take prior written permission of the Executive Director before giving any

information or interview regarding Hostel to any member of the press, print media, radio, television or any other media or before making any speech containing any information regarding the Hostel.

12.8. Firearms

Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of this rule will lead to expulsion from hostel and University.

12.9. Pets

The hosteller shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Hosteller should desist from pampering stray dogs by offering food, petting them etc.

13. Violation of Hostel Rules and Regulations

13.1. Suspension and/or Expulsion

For any breach of these Hostel Policy, Rules and Regulations (Revised), a hosteller may be suspended from the hostel or expelled from the hostel as the case may be, which may also imply, at times, expulsion from the University. For more serious cases, any other disciplinary action may also be taken as decided by the Vice-Chancellor.

13.2. Disciplinary action

In addition to penalties, punishment and fine provided in these Hostel Policy, Rules and Regulations (Revised), disciplinary action as per the University Code of Conduct shall be taken against hostellers violating these Rules and Regulations.

13.3. Recovery of Damage/Losses to Property

If any common property is lost/damaged/disfigured, the loss will be recovered from the hostellers, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to hosteller(s), then collective fine to recover the loss will be levied by the Executive Director.

14. SXUK Hostel Committee

14.1. A handful of students are appointed/selected/nominated to contribute towards the welfare of the Hostels.

14.2. SXUK Student Committee is given freedom to prepare their menu list and get the opinion of the hosteller to finalize the menu along with the vendor and the Hostel Management Team.

14.3. The Student Committee also monitors the quality of food provided and report issues to Hostel Management Team on a regular basis. The Committee also helps in maintaining discipline in the Hostel and the Hostel Mess. The Committee should ensure that the food is not wasted, and healthy food is provided.

15. SXUK Hostel Advisory Committee

15.1. All matters of discipline will be decided by the Vice-Chancellor / Executive Director / Hostel Committee of the University, according to the gravity of the case under consideration.

15.2. At any time, any of these Hostel Policy, Rules and Regulations (Revised) may be modified or amended, which will be notified to the hostellers.

15.3. The Vice-Chancellor is endowed with absolute authority to take the final decisions on all hostel matters.