

Hostel Allotment-cum-Residence Policy



*University of Kashmir
Hazratbal Srinagar
Kashmir J & K State*

Preamble

Hostel is a sociable accommodation to provide housing alternative for students in pursuit of education and personal growth. University of Kashmir realizes the significance of hostels in achieving the mission of ensuring equal opportunity to higher education to one and all. Number of hostels are in place with requisite facilities in order to accommodate more and more students belonging to far-off places. The creation of hostel facility will fail to achieve the equally important objective of ensuring an enabling environment for uninterrupted studies if the well meaning living conditions are not framed to govern the conduct of hostel boarders in a desired manner.

In the interest of greater transparency in the allotment of accommodation and to govern the conduct of hostel boarders during their stay, a '*Hostel Allotment-cum-Residence Policy*' has been framed and put in place. The policy covers all aspects of hostel life like:

- Rights of Boarders
- Right to Hostel Accommodation
- Eligibility for Hostel Accommodation
- Responsibilities of Hostel Boarders
- University Hostel Living Conditions/ Rules
 - Checking in and out Register
 - Damages and Billing
 - Common Space Damaging and Community Billing
 - Keys
 - Personal Property
 - Privacy
 - Common Area Furnishings
 - Sales and Solicitation
 - Security Tips
 - Drugs
 - Guests And Visitors
 - Noise
 - Smoking
 - Ragging

Clause I: Rights of Hostel Boarders

Living in a hostel means living together with a diverse group of students, learning not only about others, but about one's-self. As a member of residential community, **you have the right to an environment conducive to academic pursuit and personal growth**, the right to some measure of privacy, and the right of belonging to the community.

I a) Right To Hostel Accommodation

Every student enrolled in the University may not entitle him/herself to hostel accommodation. The university can cater to this requirement for only a limited section of the students as such it is currently not possible for the University to accommodate all the students of the University. While seeking an accommodation in a hostel, a student shall have to apply within the prescribed date and allotment will be made only when he/she is eligible for hostel accommodation and subject to the availability of space in the hostel.

Clause II: Eligibility for Hostel Accommodation

- ✚ Full-time bonafide students of University of Kashmir are eligible to seek hostel accommodation.
- ✚ Applicants belonging to differently-abled category shall be given 1st preference as and when they apply.
- ✚ 10 percent reservation shall be earmarked for the students from outside valley, who shall be allotted hostel accommodation as and when they apply.
- ✚ Students living at a distance of 50 Kms or more from the university campus only shall be eligible to apply for hostel accommodation.
- ✚ No student shall stay in the hostel beyond permissible tenure of stay.
- ✚ The accommodation shall be allotted to the eligible applicants proportionately district-wise. Within the districts, allotment shall be based on the relative merit at under graduate level if the applicants are more than the available space.
- ✚ A student is eligible only if he/she has not been found indulging in any kind of indiscipline or having found him/ her evicted from any hostel earlier.
- ✚ Students who have failed in more than 50% papers in the 1st & 2nd semesters or 3rd & 4th semester, shall not be entitled to any hostel accommodation.
- ✚ A bonafide hostel boarder can occupy the room only after having paid ***hostel fee in full which is non-refundable except mess fee.***
- ✚ Before allotment or during period of stay, if the resident is found not fulfilling any of the above conditions, it would lead to the cancellation of allotment and the boarder shall be required to vacate the hostel immediately.
- ✚ Suppression of facts/ furnishing wrong information pertaining to any of the above eligibility criteria, would lead to cancellation of allotment and a suitable disciplinary action shall be taken by the hostel authorities.
- ✚ Violation of conduct rules as described below, by the boarder would lead to the immediate cancellation of allotment without any prior notice.

Clause III: Responsibilities

Along with these rights come responsibilities. A hostel boarder shall have responsibility towards oneself, One's Roommates, Residents of the Building, other Members of the University Community.

III (a): Roommates

Having to share your bedroom and living space with someone is often an adjustment. Our best advice is to:

- spend plenty of time getting to know your roommate(s) during the first few weeks,
- talk to each other about the ground rules for your shared living space, and
- complete a roommate agreement.

There are four ways to ensure that your roommate has a positive and successful relationship with one another i.e. through '*Communication, Consideration, Compromise and Co-operation*'.

Communication entails talking and listening to your roommate(s), especially about issues that will affect your relationship (e.g., borrowing items, study times). It is wise to talk out any concerns or conflicts as early as possible.

Consideration is another handy attribute for living with other people. The best way to be considerate is to think before you act. Ask yourself how your actions might affect others. Most conflicts occur due to lack of considerations, but remember these conflicts can be resolved through communication!

Compromise is the foundation of any healthy relationship. If your roommate likes to go to bed to get up early and you prefer to stay up late and sleep in, a little give and take can be a remedy to the situation. Simple compromises can make a tremendous difference.

Co-operation involves roommates working together towards a common goal. It may be something as simple as making sure that the garbage isn't overflowing. When roommates agree on common goals all roommates can work towards ensuring that the goals are met.

III b) The Surrounding Community

As you progress through university career, you will begin to identify University of Kashmir as your home. It is also important to remember that this home extends beyond the borders of campus and into the surrounding communities. Get to know local residents, the local culture, and give back to the community what you owe.

Please remember that you represent University of Kashmir in everything that you say and do on a daily basis both on and off campus. People who are unfamiliar with our University will look to you as a representative of our campus. Your actions will be equated with the quality of our institution. '**You are now representing the first and finest University of Kashmir**'; discover promise and proudly represent your new home in all that you do.

Clause IV: Hostel Living Conditions

Your stay in the hostel shall be governed by the following conduct rules. *Adherence to these conditions is compulsory for all without any excuse.*

IV (a): Checking in and out Register

- At the time of moving into the hostel, you shall have to give an undertaking to the effect that *'I will abide by the conduct rules in letter and spirit and without fail'*.
- At the time of check - in, a hostel boarder shall be required to sign the *'Room Condition Report'* (RCR) which specifies the condition of the room which is handed over and also the list of moveable items available in the room.
- Immediately after the termination of the final semester examination, a boarder shall have to vacate the room under all circumstances.
- When moving out of Hostel, you shall be required to officially check-out with a concerned hostel staff member. This includes clearing the room of personal items, scheduling a room inspection, signing the room condition report (RCR), returning room keys. Failure to follow these steps will result in an improper checkout, which would invite a charge of Rs. 2000. You may also be billed for damages to the room or furnishings. The check-out process allows the university to maintain accurate records of students residing on the campus.

IV (b): Damages and Billing

Room Damages:

- The University shall be responsible for normal wear and tear. You shall be required to leave your room in the condition in which it was received. You should immediately report any damages to your WARDEN. By doing so you may lessen the chance of being billed upon checkout.
- Upon your departure from your hostel room, the room is assessed by your warden for damages and/or cleaning needs. This assessment is based on a personal, visual inspection of your room after RCR that you completed and signed. *You will be billed for any damage that has been made in the room at the estimated cost needed to repair the damage to be assessed by the warden.*
- To assess the condition of the room, the warden shall be visiting the rooms of outgoing boarders before in the last final semester examination.

Common Space Damaging and Community Billing

- It is the responsibility of all community members to ensure that the common space remains clean and damage-free. When damages occur to common space/facilities, an investigation will occur and the responsible individual(s) will be billed cost of damage. When damage occurs outside of a student room, which cannot be attributed to any responsible individual(s), all students in the hostel may be held responsible for the cost of the repair. Should you become aware of those responsible for the damage, Contact your WARDEN. ***The cost to be billed would be the actual cost of materials and labour.*** In a community billing, this cost is distributed among the members of your floor/section. The damage appeal process does not apply in the event of community billing.

IV (c): Keys

Upon arrival to your hostel, you will receive a room key. Your keys should not be loaned to any one at any time. Please note that if you lose your keys, and fails to find your keys within 12 hours, you will be assessed Rs. 200 for the room key. You shall have to return your keys when you check out of the hostel after the final semester examination. ***Failure to return keys will result in a replacement cost and changing of the lock mechanism of your room, Rs. 300 shall be charged.***

IV (d): Personal Property

Any belonging that do not belong to the University or that you have brought from home are considered your personal property. Please note that University of Kashmir neither ensures nor is responsible for loss or damage to the personal property belonging to the boarders, faculty or staff. ***This includes damage caused by facility malfunctions such as water leak etc.***

IV(e): Privacy

The university respects student's right to privacy; however, an university official may enter a student's room without permission under the following circumstances:

- During an emergency (e.g., fire alarm).
- To check on the well being of the resident.
- To inspect and maintain and renovate rooms.
- To address a nuisance to the community (for e.g., noise from an alarm clock).

Note: Failing to respond to a reasonable request by an university official (such as being asked to open your door) could result in a sanction. If you feel that an unreasonable request is being made, ***it is advised that you remain complained and state your concerns after the incident.***

IV (f): Public Area Furnishings

It is important to take care of the furniture so that it can be enjoyed by all residents of the building. If furniture is removed from the common spaces, it is considered theft of university property which *will a charge of Rs 500 and cancellation of allotment depending upon nature of indiscipline.*

IV (g): Sales and Solicitation

Hostel rooms are designed to house students only. Individuals or outside agencies are prohibited from using *rooms*, the buildings or adjacent grounds for any commercial purpose, unless written permission has been granted.

For each room resident, the room contains a desk, chair, bed, and mattress, locker, fan, room heater.

Do not remove university furniture or items from your room. You shall be responsible for inspecting the condition of your room when moving in and out and updating and signing your RCR. Any damage that may have occurred will be your responsibility and the shared responsibility of your roommates. If the condition of the room changes, the proper billing will be assessed to the parties responsible.

Do not put holes in the wall or furnishing

Although you are encouraged to personalize your room, yet it is also important to remember that you are now living within a residential community, as such, certain items or displays in your room (or door) that you may find funny but may offend your roommates or your floor mates (when they pass by corridor) *are not allowed to be displayed.*

IV (h): Security Tips

- Never let someone into a hostel if they do not have a key or do not live there. This is known as *“Tailgating”* and has resulted in numerous thefts. Propping of exterior doors is equally dangerous. It is okay to deny someone entry into your room/hostel if they are not escorted by a fellow resident.
- Do not lend your room key to any one. Report lost or stolen keys immediately to the hostel staff.
- Keep your room locked! The most common campus crime is theft and most thefts are *“Crimes of Opportunity”* like an open room.
- Always take your keys with you whenever you leave your room, even if it means wearing it around your neck on lanyard. Lock your door even if you are just going to wash room or down the hostel way for a minute.
- Lock your door while you are in your room, particularly when you are not able to observe someone entering through an unlocked door such as when you take a nap or sleeping at night.
- Help your friends! Be a good neighbour and immediately call Warden if you observe suspicious persons or activity.

- Use only permissible electronic gadgets in the room.
- Be aware that you are not allowed to make alterations to the fixtures and fittings, particularly electric fittings. If found making alterations, you will be charged Rs 1000.

IV (i): Guests and Visitors

Remember that your guests and visitors are your responsibility. Guests and visitors need to be escorted at all while in the hostel, even to the appropriately designed bathrooms. Conversely, what goes on in your room is your responsibility even if you are not there. Just as you would try to be a good host in your home, be a good host here in the hostel.

Visitors are University of Kashmir students that come to visit your room for a short period of time. While you do not need to register your visitors, *they do need to follow all hostel policies and must be escorted at all times.*

Guests are people who are not University of Kashmir students. Guests to the hostels are allowed but subject to the following conditions:

- Guests shall be allowed only after the prior permission of the warden and Provost.
- Application in a prescribed format shall have to be made for permission to allow a guest by the concerned boarder 24 hours in advance.
- A guest shall be allowed to stay for not more than two days under all circumstances.
- On arrival, the guest shall have to make an entry in the 'Guest Register' and also submit a photo copy of an I-card or Adhar Card to hostel staff.
- The guest shall have to pay in advance mess charges @ Rs 200 per day.
- Guests shall be allowed only twice in a month.

IV (j): Noise

Noise is one of the most common concerns while living within the hostel. Although residential housing staff can assist in enforcing the policies below, the most effective way to confront the noise within the hostel is to do it yourself. By confronting your peers within the living community, you are letting them know that their behaviour is affecting you and other community members, not just the WARDEN. Remember, living in a community means holding one another accountable to the standards of living that all residents share.

Outside Noise: Due to close proximity of the hostels, noise outside of the hostels needs to be maintained at a reasonable level. For this reason, loud music including stereo speakers and other noise resulting from yelling, screaming, and musical instrument amplification devices are not permitted.

Inside Noise: All hostels have quiet hours *from 10:00 p.m to 10:00 a.m.* During quiet hours stereos, televisions, and conversations need to be kept to a minimum volume. Outside of these time limits, consideration hours are in effect, so if someone asks you to turn down your music or be quiet, please do so. *During examination weeks, 24 hours quiet policy applies to all hostels.*

IV (k): Smoking

The University is a smoking free campus, as such, smoking within and outside the hostels is totally is prohibited. Any person found in violation of the prohibition, shall be charged Rs 1000 for the violation.

IV (L): Polyethylene Free Campus.

The university campus has been declared as a polyethylene campus. Therefore, carrying polyethylene in any form and under circumstance shall be treated an offence which shall be charged at Rs 200.

IV (m): Ragging

Ragging in any form or under any name is totally banned in the campus, Therefore, any hostel boarder found in indulging in ragging, his allotment of hostel room shall be cancelled without any prior notice.

IV (n): Drugs

Use of illegal drugs is prohibited in the University campus.. The misuse of prescription or over-the-counter drugs is also prohibited.

Note:

- Cooking in the Rooms is totally banned under all circumstances. If any found in violation of this ban, he/she shall be charged with Rs 200 per day for days having found in violation of the ban.
- Character certificate shall be issued by DSW also after the recommendation of the provost.
- If a hostel boarder is found committing any of the above mentioned offences twice except RAGGING, his allotment shall be immediately cancelled without any prior notice.

Declaration Form

I solemnly declare that i have read Kashmir University Hostel Allotment -cum- Residence Policy and shall abide by all the clauses of the policy in letter and spirit and without fail under all circumstances.

Place..... Date:.....

Name of the Boarder.....

Parentage:.....

Residence:.....

Programme for which enrolled:.....

Batch:..... Mobile No:.....

Room No:.....

Signature of the Boarder

For Office Use

Certified that the above named applicant student is eligible for hostel accommodation, has paid all dues in full and has also signed Room Condition Report (RCR). The necessary entry has also been made in the Check-in Register on page no:.....with proper signatures of the student and warden.

Allotted Room No:.....Today on.....For a period of:..... in:.....

Dealing Assistant

Warden

Provost