

# Manual for Hostel Rules



## Internal Quality Assurance Cell

### **RAMA DEVI WOMEN'S UNIVERSITY**

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**Director IQAC**  
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## 1. About Rama Devi Women's University

Rama Devi Women's University, Bhubaneswar is one of the most sought-after institutions for higher education for women across India. Students admitted to the full-time programmes who have passed their qualifying examination from places outside Bhubaneswar and are not residents of Bhubaneswar. Hostel accommodation RDWU has five hostels located in the campus and one shared hostel, sponsored by the ST and SC Development Department, Government of Odisha, out the campus. Annindita Hostel is the oldest one established in 1974 followed by Ananya Hostel, Asima Hostel, Annapurna Hostel, and Anwesa Hostel. The last two hostels were inaugurated on 27th September 2018 and 8th January 2021 respectively.

## 2. Hostel Location & Details

All the Hostels are located within a radius of 500 metres of the University Campus

## 3. Hostel Capacity

The total strength of all hostels of RDWU is 1232 students.

S. No.	Name of the Hostel	Intake Capacity
1.	Anindita Hostel	120
1.	Ananya Hostel	120
2.	Asima Hostel	50
3.	Annapurna Hostel	400
4.	Anwesa Hostel	80
5.	Indira Gandhi Adivasi Women's Hostel	420

The boarder capacity of Anindita Hostel is of 120 seats, Ananya Hostel is of 120 seats, Asima RDWU hostels play a vital role for a transformational change in the career of meritorious students coming from distance places and largely belonging to the low/lower middle-income groups.

## 4. Hostel Committee

The different committees of the hostels are as such

- Mess Committee
- Discipline Committee
- Sanitation Committee
- Cultural Committee
- Floor representatives
- The responsibility of each Committee is to be shouldered by General Secretary and Assistant General Secretary, who is chosen by the boarders.

### 5. The Selection for Admission into Hostel

Admission into the hostel takes place after completion of the admission process in the University. Merit and distance are the two criteria considered for allocation of hostel seat. To overcome a tie-up situation on merit score per se long distance is preferred or in case of same distance the merit score list taken into account for sanction of hostel facility. The allocation of hostel seats has been proportionately divided among the Arts, Commerce, Sciences, Language, Social Sciences and Education students. The precaution has been taken according to the COVID-19 guideline and a team of efficient faculty members with ex-officio led by the hostel management.

### 6. Hostel Infrastructure and Service Facility for the Boarders

Hostels provide all basic amenities for the students. The living condition is hygienic and student- boarder-friendly. The University encourages hostel boarders to actively use following facilities:

<b>BASIC AMENITIES INSIDE THE HOSTEL</b>	<b>SERVICES IN THE UNIVERSITY CAMPUS &amp; NEARBY</b>
<ul style="list-style-type: none"> <li>➤ Water purifier</li> <li>➤ Refrigerators</li> <li>➤ TV with DTH connection</li> <li>➤ Inverter</li> <li>➤ Washing Machine</li> <li>➤ Fire Extinguisher,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Well-connected Railway station, Mo Bus facility, NH5 road ½ km, Biju Patnaik International Airport in a distance of 8Kms</li> <li>➤ Nearby Science Parks, Book shops Capital Hospital, State Library, State Museum, Tourism spots in Bhubaneswar city, Kalinga Stadium, Market and shopping malls</li> <li>➤ Health Centre, General store</li> </ul>

<p><b>Incinerator etc.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Hostel Garden</b></li> <li>➤ <b>Hostel Study Hall</b></li> <li>➤ <b>Mess and Dining hall</b></li> <li>➤ <b>24x7 Security Arrangement</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Central Library with volume, text books, reference, reading book</b></li> <li>➤ <b>Library Canteen and general canteen</b></li> <li>➤ <b>Playground for Sports, Table tennis, badminton, basketball, Kho-Kho and Kabadi court, Judo and Gymnasium facility</b></li> </ul>
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Students residing in the hostel can lead any extension and extracurricular activities or participate as volunteers in the ongoing activities of Rama Devi Women's University such as Skill Centre, Career Placement, Dance and Music Club, University Athletic Club, NCC, NSS, YRC, Ranger, Community Connect Activities, Competitions, Quiz, Intra-Collage and Intra-University Sports, Ban Plastic, Swachha and Green Campus drive, etc.. University observes the Republic Day, Independence Day, Science Day, Yoga Day, International Women's Day, Matrubhasa Divas & Convocation. Students celebrate Basant Utsav, Cultural events, street play etc. Hostel has its own yearly activity calendar and Student committees.

## **7. Hostel Admission and Payment Procedure**

- a) The selection for admission to the hostels is made according to merit, distance and good conduct after admission into the University. The name of first round of selected students and allocation to her in a specific hostel is available at university website [www.rdwu.ac.in](http://www.rdwu.ac.in) on or before 7 days of the commencement of class.
- b) Student collect a receipt from the university finance counter located at University Administrative Block by paying Rs. 62/-. Student along with guardian local guardian proceed to the allotted hostel to submit the receipt and complete the Hostel Admission formalities. Hostel Matron collect the duly filled up hostel admission form (is in Annexure 1) with student undertaking (is in Annexure 2) Anti Ragging form, Hostel Registration Book along with two photographs of student, parents and local guardian with their signature to be collected.
- c) Hostel runs purely on the self-financial management mode. Student meet the payment of mess dues for availing various services by the hostel staffs, water and electricity bill, repairing and maintenance, gardening, infrastructure and organizing awareness activities for the hostel workers and students. The detail head of the establishment fees is enclosed in Annexure 2. Student shall deposit Rs.5000/- as First Semester Hostel Establishment fees, Rs.500/- as Caution money, Rs.500/- as Annual fees and Rs.1500/- as Mess Dues for the first month.

## 8. Rules for the Hostel

- a) Students, desirous of residing in the Hostel, will have to mention clearly in the online application form for the admission under the appropriate head without mentioning the name of any hostel. No student can claim, as a matter of right, to stay in a particular hostel or in a particular room.
- b) Only parents or local guardians are allowed to meet their wards in the hostel and fill up their visitor forms which are available in the Hostel office.
- c) Students living in the hostel will be under the direct supervision of the Superintendent.
- d) Hostel furniture, duly numbered, shall be issued to the boarders and the boarders shall be held responsible for any damage. In case of damage to electric installations, the boarders in that particular room shall be held jointly responsible. Any damage to the hostel properties by a boarder after inspection will be recovered from caution money or boarder if exceeds). The boarders have to arrange their own electric bulbs in their room.
- e) Roll call and attendance will be taken daily at the end of the evening prayer at 5.50 p.m. in the dining hall by the Matron/Assistant Superintendent. All the boarders should be present during the roll call and in the prayer class.
- f) The hours fixed for the study are:
  - i. 6.30 a.m. to 9.00 a.m.
  - ii. 3.00 p.m. to 9.00 p.m.
  - iii. 9.00 p.m. to 11.00 p.m.
- g) Students are not allowed to leave their rooms or enter other rooms during study hours without sufficient justification,
- h) Viewing T.V. during study hours is not permissible. No boarder shall ordinarily be allowed to leave her room during study hours.
- i) No boarder shall go out of University Campus without the permission of the Superintendent. All boarders should be in the hostel from 6 p.m. till 6 a.m. Absence from the hostel during these hours without permission of the Superintendent is strictly prohibited and will be treated as an act of indiscipline.
- j) Authorized visitors are allowed to visit the boarder in the hostel during visiting hours only. They have to sign in the visitor's book along with other necessary entries before meeting their ward. They may, however, visit the boarder in the hostel beyond the visiting hours with specific permission from the Superintendent only on the ground of the boarder's ill health of requiring urgent attention or on any urgent business, to be determined at the discretion of the Superintendent.
- k) Visiting Hours
  - Monday to Saturday 4.00 p.m., to 6.00 p.m.
  - Sunday 8.00 a.m. to 5.30 p.m. Visitors will be received only in Visitor's room.

- l) Parents of boarders are allowed to visit their wards on any day with due permission from the Superintendent. No boarder will be permitted to leave the Hostel without a letter of authority from the parents or local guardian concerned.
- m) No boarder will be permitted to go home during the working days. Under special circumstances, she will be allowed to go home on production of a letter from her parents or natural guardian only. No boarder will be allowed to go home alone. She may, however, be allowed to travel during day time, alone, at her own risk, on production of an authorization letter from her parents or natural guardian, addressed to the Superintendent.
- n) No boarder will be allowed to go home either alone or with an escort between 9.00 p.m. to 5.00 a.m. Boarders are not allowed to stay overnight with local guardians unless otherwise specifically permitted by their parents.
- o) Boarders cannot stay in the hostel during any vacation except in special circumstances like exams. The hostel remains closed during the Puja and summer vacation.
- p) If a boarder wishes to return to the hostel after the summer vacation, she must inform the Superintendent in writing before she leaves the hostel at the time of vacation.
- q) No boarder shall leave the hostel permanently unless she obtains the permission of the authorities. An application for the purpose shall be made through the Superintendent of the hostel, who will ascertain that all dues in the Hostel have been paid, and that she is not responsible for damaging hostel property; before forwarding the application with a "No-Dues" clearance certificate, the application shall be made by the parents or local guardian.
- r) Male visitors are not allowed to enter the hostel. Female visitors and Day Scholars are also not allowed to enter the Hostel Rooms without the permission of the Superintendent.
- s) All letters and communications to and from the boarder will pass through the Superintendent.
  - i. Continuous absence from the Hostel for a period of one month will lead to forfeiture of the seat in the hostel.
  - ii. Boarders are allowed to visit their local guardians twice a month strictly on holidays and Sundays from 8.00 a.m. to 5.00 p.m., on the production of an application by the natural or local guardian to the Superintendent.
  - iii. Boarders, should in all cases, obtain the permission of the Hostel Warden/Chairperson through the Superintendent before joining or taking part in any association or meeting outside the college.

- iv. All activities by the students, either for calling a meeting or circulating notices or raising subscriptions must receive the sanction of the Superintendent.
- v. The Superintendent has the power to censor all reading materials brought into the hostel. Possession and/or circulation of objectionable reading matter in the hostel will be regarded as a breach of discipline.
- vi. The following will also be considered as breach of discipline:
  - Absence from the Hostel without leave request.
  - Continuous neglect of the study.
  - Spitting around the rooms and *verandahs* and littering the hostel premises.
  - Lack of cleanliness and tidiness in the room.
  - Absence from the hostel in the evening without prior permission of the Superintendent.
  - Writing on or disfiguring the walls, doors or windows of the buildings.
  - Holding any special meeting in the Hostel without the approval of the Superintendent. No to the groupism against the hostel matters that degrade image.
  - Bringing in guest to their rooms without clearance from the Superintendent
  - Keeping of pets, transistors, cameras, valuable ornaments and heaters, stoves, burners, electric and/or non-electric.
  - Nonattendance during prayer without prior permission.

## **9. Hostel Management and Superintendent**

The internal management of the Hostel rests with the Superintendent

- a) The Superintendent shall be in charge of general administration, finances and discipline etc. of the Hostel.
- b) The Assistant Superintendent shall be in overall charge of the Hostel Mess and perform other duties assigned by the authorities.
- c) The Superintendent shall nominate one suitable boarder as the General Secretary to help her see to the inmates discipline and wellbeing, cleanliness of rooms on the hostel premises, supply of water, electricity and all other amenities provided in the hostel.
- d) The Superintendent has power to punish any boarder for breach of discipline such as involvement in any case of ragging and theft. In all cases of gross misconduct, matters shall be reported to the Hostel Warden and P.G. Council Chairperson by the Superintendent.
  - Use of mobile phones by the boarders should be restrained and judicious, and by no means should be a source of disturbance to fellow inmates.
  - No boarder is allowed to entertain their University classmates in the hostel. However, they are free to meet them only in the visitor's room.

#### **10. Expulsion from Hostel**

- a) Students may be expelled from the hostel on the report of the Superintendent regarding violation of hostel rules.
- b) In case of communicable diseases, the hostel authorities may expel the student from the hostel if she refuses to be isolated.
- c) Prolonged and unauthorized absence from the hostel and regular non-payment of hostel dues shall invite expulsion from the hostel.

#### **11. Mess Rules**

- a) The boarders, residing in the hostel, are required to take their meals only in the hostel mess and they are strictly prohibited to prepare any food in their rooms.
- b) A mess committee shall be formed every month from among the boarders. It is the responsibility of the boarders to run their own mess. The Superintendent and Asst. Superintendent are only to supervise and guide them in smooth functioning of the mess.
  - A mess committee headed by the Mess Secretary in each month will assist in running the mess.
- c) A boarder has to pay mess dues in advance at the time of admission into the Hostel per session. When she leaves the hostel permanently, she has to produce a 'no dues' certificate. Monthly mess charges are not fixed and are liable to change during the session depending on the changes in market price (Vide DPI's Circular No. 20120 dated 16.04.1979 and G.O. No. 23280/E.S.S. dated 24.05.1980).



- d) If a boarder stays 10 (ten) days or more in a month in the hostel, she has to pay full monthly charges of the mess. But if she stays less than 10 days she has to pay half the mess dues for the month concerned.
- e) If a boarder remains absent for one month with prior permission of the Superintendent, she has to pay Rs.200/- (subject to change) towards mess charges.
- f) Rs.10/- to be collected as fine for each month if a boarder fails to pay her hostel dues within the stipulated date.
- g) Guest charges will be collected day wise, and not meal-wise.
- h) The guest who will remain in the hostel has to obey all the administrative and disciplinary rules of the hostel, and her tenure of stay in the hostel as a guest can be terminated at any time without assigning any reason thereof.
- i) The Warden/Chairperson reserves the right to refuse admission to a boarder/guest into the hostel and her decision in this regard is to be treated as final.
- j) Boarders of different classes have to leave their hostels soon after their examinations are over, and can, under no circumstances continue their stay on any ground.

## **12. Guest Rules**

- a) With prior permission from the Superintended a female guest is allowed to stay in the hostel only in case of an emergency.
- b) The Warden's written permission is needed if the guest wants to stay beyond three days. In such cases, she has to pay the monthly hostel establishment charges as payable by regular boarders and mess charges determined for guests.
- c) Mess charges for a guest are same as that of a boarder, that is, Rs. 1500/-) per month (subject to change). All the guest boarders have to abide by the mess rules as stated below.

## **13. Indira Gandhi Post-Matric Adivasi Women's Hostel**

- a) Indira Gandhi Adivasi Women's Hostel is a special hostel with 420 boarder capacity has been sponsored by the ST and SC Development Department, Government of Orissa, exclusively to cater the need of the Scheduled Tribe (90 percent) and Scheduled Caste (10 percent) category students.
- b) Application for admission to the hostel is received along with the application form for admission to the University. These applications are screened by the Superintendent IGST and hostel seats are allotted. Seats to be allotted in the rooms are determined by the Superintendent. Following application formalities are required to complete to seek a seat.
  - i. BPL category having Ration Card

- ii. Income Certificate (below 2.5 lakh)
  - iii. Residence Certificate
  - iv. Proof copy of Admission Receipt from Rama Devi Women's University,
  - v. Last pass out Mark Sheet
  - vi. Adhar Card and Local Guardian preferably from BBSR
- c) The boarders get a stipend from the ST and SC Development Department. They manages their own mess by themselves.
  - d) Students living in this Hostel are under the control of the hostel Superintendent, Warden and Chairperson P.G. Council of the University. Rules for the maintenance of the hostel are framed by the Superintendent from time to time and the boarders are to abide by them.
  - e) On admission to the hostel each boarder is required to pay approximately Rs. 300/- as mess advance. Except the mess charge and establishment fees no other charges are to be paid by the student.
  - f) Parents or Guardians of the boarder should submit a list of authorised visitors and Local Guardians. The visitors are required to visit during the visiting hours as decided by the Superintendent.
  - g) 14. Roles and Responsibility of Hostel Warden
  - h) To Ensure the general wellbeing of student residents in their Hostel and handle situations as and when arises in consultation with the Ex-officio
  - i) To Promote discipline that benefits students social life and career in the hostel
  - j) To Create awareness among the boarders about the wide range of opportunities available in the University and encourage students to use them
  - k) To Encourage Superintendents and Assistant Superintendents with valuable supervision for managing them the hostels and maintaining an environment that is conducive to study and to the general welfare of individual residents
  - l) To Enforce University Residence Regulations relating to care and discipline as may be appropriate, and to ensure compliance with university policy on all matters relating to student behaviour.

#### **15. Office Support of Superintendents and Assistant Superintendents**

- a) Superintendents and Assistant Superintendents as a part of the residence team are accountable to the Warden and Chairperson and their general direction.
- b) Superintendents and Assistant Superintendents have responsibility during both term-time and vacations for those residents who are students of the University and for the line management of their wardening team.

- c) The Head of the Department shall deposit the total list of hostel applicants to the hostelwarden@rdwu.ac.in (word file) and hard copy signed by the HoD concern in two phases. First within 3 days of the second round of admission and second phase on or before three days of last round of admission with signature.
- d) The Superintendent/Assistant Superintendent provide two hours a week after receiving the list in both the phase to short list and prepare a document of the allocation related matters.
- e) One Superintendent/Assistant Superintendent of a PG hostel be the convener of the BRC Committee and help document the discussion and prepare of the proceedings of Board of residence meeting to be conveyed in every month.

### **16. Organizing Activities and Yearly Hostel Calendar**

- a) Superintendent/ assistant superintendent decides the monthly activities/ programs/ training in the hostel for the boarders be arranged – Specify (please specify in the yearly calendar of hostel, Note: few of the activities at a collective level may be organized) Yoga/Art of living/Aerobic (for example)
- b) Quarterly ATR to be prepared by the hostel and submit to the Warden.
- c) Boarder’s feedback to be taken in each semester (form in Annexure 4).

### **17. Roles and Responsibility of Hostel Matron**

- a) Hostel Matron/assistant matron shall be approachable, enthusiastic and hardworking, returning students that assist the warden team in helping first year students settle into University life.
- b) Hostel Matron/assistant matron keep record of evening attendance, daily record of the visitors, students’ visit, study hour as per the time schedule.
- c) Hostel Matron/assistant matron supervise the timely and quality food permissible within the mess budget, marketing and keeping account of the daily food requirements
- d) Hostel Matron/Assistant Matron are providing valuable information to the Superintendents/Assistant Superintendents by being sensitive to what is going on in their immediate surroundings.
- e) Hostel Matron/assistant matron shall vigilant about the sanitation and hygiene practices of the hostel boarders, keep record of the health care seeking status of the boarders and with written application of the student they shall inform Superintendents to consult with parents and campus Doctor or assist them to the campus health centre.
- f) Hostel Matron/assistant matron shall vigilant about boarders’ accountability towards hostel rules, timely payment of mess dues, establishment fee, zero tolerance to the wastage of mess food etc., discourage use of plastic and substance abuse.

- g) Hostel Matron/Assistant Matron make a report of the students' sexual abusive behaviour, groupism to discourage or humiliate an individual, use of slang language, conflict over a silly matter, misunderstanding and so on.
- h) Hostel Matron/Assistant Matron work in coordination to supervise cleaning, hygiene and gardening work.
- i) Help facilitate students concern on celebrating social event. Publish hostel wall magazine, posters, indoor games.

### **18. Hostel Admission and Payment Procedure of Statutory Dues/Bills**

- a) The selection for admission to the hostels is made according to merit, distance and good conduct after admission into the University. The name of first round of selected students and allocation to her in a specific hostel is available at university website [www.rdwu.ac.in](http://www.rdwu.ac.in) on or before 7 days of the commencement of class.
- b) Student collect a receipt from the university finance counter located at University Administrative Block by paying Rs. 62/-. Student along with guardian local guardian proceed to the allotted hostel to submit the receipt and do the ted along with the Hostel Admission formalities. Hostel Matron collect the duly filled up hostel admission form (is in Annexure I) with student undertaking (is in Annexure II) Anti Ragging form, Hostel Registration Book with two photographs of student, parents and local guardian with their signature.
- c) Hostel runs purely on the self-financial management mode. Student meet the payment of mess dues and payment is mate for availing various services by the hostel staffs, water and electricity bill, repairing and maintenance, gardening, infrastructure and organizing awareness activities for the hostel workers and students. The detail head of the establishment fees is enclosed in Annexure 2. Student shall deposit Rs.5000/- as First Semester Hostel Establishment fees, Rs.500/- as Caution money, Rs.500/- as Annual fees and Rs.1500/- as Mess Dues for the first month.

### **19. RECORDS TO BE MAINTAINED**

- a. Admission Registers
- b. Leave Registers
- c. Hostel Stock Register
- d. Hostel Cash Book, Bills, Vouchers, Audit Statement
- e. Hostel Staff Attendance
- f. Food Menu Feedback register
- g. Special Guests Visitors Remark Register
- h. Hostel Activity Report Register

- i. Hostel Committee Meeting Register
- j. Hostel Notice Register



**RAMA DEVI WOMEN'S UNIVERSITY**  
**VIDYA VIHAR, BHUBANESWAR**

**APPLICATION FOR HOSTEL ACCOMMODATION**

**Name:**.....

**Parents, Name (Father/Mother):** .....

**Local Guardian Name:** .....

**Department:** .....

**Aadhar No.:** .....

**Mobile No.:** ..... **Parent Mobile No.:** .....

**Email Id:** .....

**Correspondence address:** .....

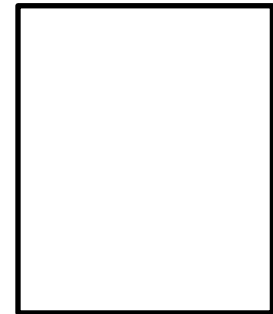
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**Local Guardian address:** .....

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**Signature of Applicant**



**RAMA DEVI WOMEN'S UNIVERSITY**  
**VIDYA VIHAR, BHUBANESWAR**

**HOSTEL UNDERTAKING FORM**

I, ....., bearing Roll No.: ..... from the Department of ..... D/o....., having been admitted to Rama Devi Women's University, hereby solemnly affirm that, I will not be involved in any ragging or harassment activities. If found guilty, I would accept the decision of the authority as final.

**Signature of Guardian**  
**Date:**  
**Place:**

**Signature of Applicant**  
**Date:**  
**Place:**



**RAMA DEVI WOMEN'S UNIVERSITY**  
**VIDYA VIHAR, BHUBANESWAR**

**LEAVE APPLICATION FORM**

I, ....., bearing Roll No.: ..... from the Department of  
..... D/o....., staying in Room No.:.....  
of ..... Hostel, Rama Devi Women's University, Bhubaneswar. I will be on  
leave from..... to .....

Purpose of Leave Application: .....

.....

Contact address during leave:.....

.....

**Signature of Guardian**

**Name:**

**Date:**

**Place:**

**Signature of Applicant**

**Name:**

**Date:**

**Place:**