

School of Planning & Architecture Bhopal

Hostel Rules and Regulations

Anti Ragging Policy

Rules and Regulation for Hostel residents

1 PREAMBLE

1.1 School of Planning and Architecture Bhopal (hereinafter referred to as the *Institute*) is a fully residential Institute. Hence, all registered students are required to stay, if not permitted otherwise, in the *Hostels* as described hereunder.

1.2 Hostel Superintendent

Director of the Institute (hereinafter referred to as Director) shall appoint one of the faculty members of the Institute as *Superintendent Warden* of a Hostel, who shall be the highest authority of the Hostel responsible for managing and conducting the affairs of the Hostel.

1.3 Warden(s)

Director shall appoint one or more members of the faculty/Administrative staff, as he/she deems fit, as *Warden(s)* of a Hostel, to assist the Superintendent Warden in managing and conducting the affairs of the Hostel

1.4 Hostel Assistant(s)

In order to assist the Superintendent Warden and Warden(s) in the day-to-day functioning of the Hostel including the Mess, maintained and to keep records and office in order, a *Hostel Assistant* shall either be appointed or be deputed by the Institute from one of its staff members.

1.5 Hostel Management

The Hostel Superintendent, Warden, Assistant Warden(s) and Hostel Assistant(s) shall collectively be referred to as *Hostel Management*, and together shall be responsible for proper functioning of the affairs of the Hostel.

1.5 Council of Wardens

Hostel Superintendent of both the hostels (boy's and Girl's) shall collectively constitute the *Council of Wardens* (hereinafter referred to as *Hostel Council*), which shall be the coordinating body among all the Hostels of the Institute. Director shall nominate one of the Wardens as the Coordinator of the Hostel Council. *Dean, Students' affair* shall be a permanent invitee to the Hostel Council.

2. ACCOMMODATION

2.1 Hostel accommodation shall be available to all registered students of the Institute.

2.2 Students shall occupy a seat/room only during the semesters. No Student will occupy a room during vacation. However, he/she may be permitted by the Hall Management to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.

2.3 The PhD scholars availing Hostel accommodation are not eligible for HRA.

2.4 If available, Hostel accommodation may be provided for a limited period to a project staff, who has enrolled in and working towards a research degree in the Institute. If accommodated, he/she is required

to pay all applicable fees and rents and any other charges as decided by the Hostel Management. The project staff residing in a Hostel is governed by the same rules and regulations as applicable to regular boarder of the Hostel and shall not be eligible for HRA.

2.5 Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute. Accommodation would be provided only after paying the requisite fees and rents as decided by the Hostel Management from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Institute authorities without prior notice.

2.6 No student will be allowed to stay in the Hostel without formal admission.

2.7 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.

2.8 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.

2.9 Under special circumstances, the Director/Dean of Students' Affairs may permit a student to reside with his Parent/Guardian in the Institute Campus. Such a student shall, however, be attached to a Hostel of Residence and will be required to pay seat rent, Hostel establishment and other charges. However, this permission may be withdrawn at the discretion of the Director/ Dean of Students' Affairs, at any time considered appropriate without assigning any reason.

2.10 No married accommodation shall be provided to any student in the Hostels.

3. ROOM ALLOTMENT

3.1 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 filled in prescribed Personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parents/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.

3.2 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.

3.3 Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.

3.4 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Management.

3.4 Inmates shall respect the equal rights of their roommates.

3.5 In exigencies the Hostel Management, without assigning any reason, may shift inmates from one room to another.

3.6 If the status, on the basis of which an inmate was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he/she is required to inform the Hostel Warden(s) immediately.

Such student may be asked to vacate the Hostel if the Hostel Management finds that he/she is no longer eligible for Hostel accommodation.

3.7 The students are entitled for accommodation in the Hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.

3.8 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned as per Clause 11.11 detailed hereunder.

4. ACCOMMODATION of GUESTS

4.1 If the father/mother/guardian of a boarder needs accommodation for a short duration (one or two days only), he/she has to intimate the Hostel office preferably seven days before the expected date of occupancy. Accommodation will be provided to him/her, subject to the availability of Guest Rooms in the Hostel.

4.2 A boarder, whose guests would be accommodated in the Guest Room of the Hostel, has to pay the guest charges as per the rates fixed by the Hostel Management.

4.3 Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine of Rs. 1000/- (Rupees one thousand only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.

4.4 Hostel rules and regulations will equally apply to the guests also. No guest is permitted to stay in a boarder's room overnight. If it is established that a visitor has stayed overnight in a boarder's room, severe punishment will be imposed on the boarder which may include a monetary fine of Rs. 2000/- (Rupees two thousand only) and expulsion from the Hostel. In addition, such cases will be referred to the Institute Disciplinary Committee for further necessary action.

4.5 If any damage is caused to the Hostel property by the guests, compensation as assessed by the Hostel Management shall be recovered from the host boarder concerned as per Clause 11.11 detailed hereunder.

5. VISITORS

5.1 Any visitor is allowed enter into the Hostel up to the visitors' room only. All visitors to the Hostel including the parents/guardians will have to make necessary entries in the Visitors' Book available at the Hostel entrance with the security guards.

5.2 The visit of male students to the women's Hostel and vice versa is allowed up to the Visitors' Room strictly between 9 am and 7 pm only. Violation of this rule will lead to severe penalty and punishment as decided by the Hostel and Institute Authorities.

6. USE OF APPLIANCES

6.1 The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the boarders in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Hostel Management.

6.2 The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.

6.3 **When** the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the Hall Management.

7 MESS:

7.1 The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.

7.2 **Once** a student is admitted to a Hostel he/she is deemed to have become a member of the Hostel Mess until he/she officially vacates the Hostel.

7.3 Hostel Mess Committee

The function of the Mess shall be supervised and carried out by the *Hostel Mess Committee* consisting of the following members:

i) Hostel Superintendent --- Chairperson

ii) Warden(s)

iii) four/five regular boarders (one from each course and each semester year) --- Elected by the Hostel residents

7.4 The Mess in each Hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units.

7.5 The menu will be prepared by the Mess Committee and the menu will be displayed on the Notice Board. Changes in the menu, if necessary, can be made by the Mess Committee.

7.6 **Discipline** should be strictly maintained in the dining hall. Students are expected to behave properly with the mess staff. If there is any complaint, should be entered in the complaint register and the Hostel Assistants and warden should be informed.

7.7 **Day** Scholars cannot be entertained as guests in the mess on a regular basis.

7.8 **Food** will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Hostel Management will make suitable arrangements for his/her food.

7.9 The inmates should not enter the kitchen.

7.10 **Wasting** food is a social crime. For the first offence of wasting food by a boarder, warning will be issued to him/her. If the offence is committed for the second time a fine of Rs.500/- (Rs. five hundred only) will be imposed on him/her. If the concerned boarder is found repeating the mistake, strict disciplinary action shall be taken against him/her.

7.11 Suitable fine, as decided by the Mess Committee, shall be imposed on the boarder in case he/she defaults in payment of Mess dues.

7.12 Mess timings shall be strictly observed as notified time to time.

Breakfast : 8 am to 9 am.

Lunch : As per the academic timetable

Evening snacks : 5:30 to 6:30

Dinner : 8 pm to 10 pm

8 HOSTEL MAINTENANCE AND CLEANINESS

8.1 It is the responsibility of the Hostel Management to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavors.

8.2 Hostel Maintenance Committee To plan, supervise and carry out the responsibilities mentioned at 8.1, a *Hall Maintenance Committee* consisting of the following members shall be constituted:

i) Hostel Superintendent --- Chairperson

ii) Warden(s)

iii) Hostel Assistants

iv) four/five regular boarders (one from each course and semester year) --- Elected by the Hostel residents

9 RAGGING:

9.1 Ragging, in any form, is banned. Severe punishment, including expulsion from the Hostel and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.

9.2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

9.3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.

9.4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities and/or Institute Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.

9.5 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.

9.6 All boarders and day-scholars attached to the Hostel are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.

10 MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

10.1 Students should be present within the Hostel premises between 10:00 PM to 06.00 AM. No student is permitted to stay outside the Hostel during this time without the written permission of the

Warden. Violation of this rule will invite strict disciplinary action on him/her.

10.2 All Students required being present at the time of Roll Call at night i.e. 10:30 PM.

10.3 If any student wants to go out to the city/town between 6.00 AM and 10.00 PM, excluding the class hours, he/she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected time of return with dates. They should also enter their names in the register kept in the Hostel office for this purpose.

10.4 Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by Head of the School he/she belongs. Going home frequently is not permitted.

11 CODE OF CONDUCT

11.1 All residents are required to maintain standards of behaviour expected of students of an Institute of National Importance. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.

11.2 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.

11.3 Modesty in dress is expected from students.

11.4 All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.

11.5 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.

11.6 Notices must not be pasted on walls. Walls must not be scribbled on.

11.7 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

11.8 Residents must also take care of the Hostel and its environment.

11.9 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.

11.10 Boarders must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.

11.11 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the Hostel Management shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item and a fine of Rs. 1000/- for each item.

11.12 In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the boarders responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the Hostel Management.

11.13 The resident shall not move any furniture from its allotted place. If there is any additional item in a

room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff, failing which he/she will be charged a penal rent as decided by the Hostel Management.

11.14 The resident shall not remove any fitting or fixture from any room or common area.

11.15 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.

11.16 The boarders will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.

11.17 Engaging personal attendants is prohibited.

11.18 In the Hostel premises the following acts are strictly prohibited:

- Smoking
- Consumption of alcoholic drinks
- Consumption of drugs
- Gambling
- Intimidation or violence
- Willful damage to property
- Entering the Hostel premises in an intoxicated state
- Using abusive languages
- Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
- Cooking in the room or on the Hostel premises
- Using two-wheelers and/or motor vehicles of any kind.

12 DISCIPLINARY MEASURES

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel Management as stipulated under the relevant clause after a proper enquiry. Moreover, depending upon the gravity of the offence if the Hostel Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.

13 FINE FUNDS

13.1 A Fund, to be called the *Fine Fund*, will be created out of the fines collected from the defaulters of the mess dues and other fine from the boarders of the Hostel. This Fund will be utilized for the improvement and upkeep of the Hostel, as decided by the Hostel Management.

13.3 The above Fine Funds are to be properly maintained and are to be subjected to the internal audit.

14 RIGHTS OF HOSTEL MANAGEMENT

The Hostel Management reserves the right to initiate alteration of the rules and regulations stated hereinbefore from time to time as felt necessary. The inmates shall be informed of any amendment becoming effective through circulars displayed on the Hostel notice boards.

15 APPELLATE AUTHORITY

In case of any dispute or any grievance not being satisfactorily taken care of, a boarder may make an appeal to the Dean (Students Affairs) of the Institute through the Hostel Superintendent for redressal.

ANTI RAGGING POLICY

Brief Overview of Observations of the Supreme Court of India

1. Ragging in educational institutions has been a matter of concern for this Court since long. Noticing that, notwithstanding a judgment of this Court in *Vishwa Jagriti Mission through President vs Central Government through Cabinet Secretary & others* (AIR 2001 SC 2793), few remedial practical measures have been taken to prevent the menace of ragging in educational institutions.
2. Ragging is rationalized and justified as a way of *Introduction* or *Getting Familiar* with the freshers at the starting of an academic session of any educational institution.
3. In a very positive aspect, "Ragging" could not be considered as an abridgement between the seniors and the freshers, whereas "Introduction" could be considered as genesis of relationship between the two.
4. When any student is admitted in a particular institution, he/she has to face certain problems and one of them which affect the most is staying away from home and especially away from the dear ones. Because of these problems, the freshers expect someone to look after them, with whom they can have homely environment as they were enjoying at their respective homes. But nowadays the seniors have crossed the barriers, by which they have changed the meaning of "Introduction" into "Ragging".
5. "Seniors" under the garb of "Introduction" have started ragging the freshers and due to which, in recent years, it has become the talk of the day that the freshers who have faced severe ragging are leaving the educational institutions and some have attempted to commit suicide and even some have committed it.
6. In modern era, "Ragging" has become to be known only as synonym of "teasing", "terror", "harassment", "cruelty", "fear" and "physical and mental torture".
7. By perusal of records and survey, it has come to be accepted that "Ragging" is a systematized form of Human Rights' abuse as embodied under the Constitution of India as well as other Constitutions of the World.
8. Over the years in all over the world and especially in South Asia, the practice of "Ragging" has come to be meant as an extreme "harassment", "terror" and even "physical and mental torture" of freshers.
9. Ragging is a set of undisciplined activities undertaken by the seniors to break the ice with the juniors, who have been suddenly thrown into a totally new environment. The contention of seniors behind all such activities is simply to bring the freshers down to earth, because in their opinion the freshers do not respect the seniors and by doing all such inhuman activities under the garb of "Introduction", the seniors rag the freshers so that the freshers may respect them and be under their control. But this act cannot be reasonable and just. The act by the seniors is a "fist of steel against ice" and likewise by doing so, they shatter the ambition, aim and object of freshers and they become aloof in this practical world.
10. To prohibit "Ragging", this Court has given a series of guidelines to the educational

Institutions whether being Central, State or private institute.

Anti-ragging movement should be initiated by the institutions right from the time of advertisement for admissions. The prospectus, the form for admission and/or any other literature issued to aspirants for admission must clearly mention that ragging is banned in the institution and any one indulging in ragging is likely to be punished appropriately which punishment may include expulsion from the institution, suspension from the institution or class for a limited period or fine with a public apology. The punishment may also take the shape of:

- (i) Withholding scholarships or other benefits,
- (ii) Debarring from representation in events,
- (iii) Withholding results, and
- (iv) Suspension or expulsion from hostel or mess, and the like.

If there be any legislation governing ragging or any provisions in the Statutes and Ordinances, they should be brought to the notice of the students/parents seeking admissions.

The application form for admission/enrolment shall have a printed undertaking to be filled up and signed by the candidate to the effect that he/she is aware of the institution's approach towards ragging and the punishments to which he or she shall be liable if found guilty of ragging. A similar undertaking shall be obtained from the parent/guardian of the applicant.

Such of the institutions as are introducing such a system for the first time shall ensure undertakings being obtained from the students and their parents/guardians already studying in the institutions before the commencement of the next educational year/session.

Policy of School of Planning and Architecture, Bhopal against the Ragging in accordance with the directions of Hon. Supreme Court of India, UGC and other Regulating bodies.

School of Planning and Architecture, Bhopal takes most stringent view against any act of Ragging. All the existing and prospective students are strictly warned against indulging in any act and / abetment of ragging and their Guardians are advised to sensitize and advise their wards against the menace of ragging, which may lead to most severe punishment including the initiation of criminal proceedings. The students and their guardians are strongly advised to read the rulings of Hon. Supreme Court of India as regards to the same or may obtain the guidelines against ragging from the websites of UGC or respective regulating councils or from the SPA, Bhopal office.

The students and their guardians are also instructed to log on to www.antiragging.in or www.amanmovement.org and familiarize themselves with the information available on aforementioned websites. They shall also submit online affidavit available on these websites, obtain a copy of it and produce the same to SPA Bhopal, at the time of admission.

At the time of admission to SPA Bhopal, Bhopal, all the students and their Guardians will be required to submit undertaking in the prescribed format for not getting involved in any act of ragging.

Ragging" includes the following:

Any conduct whether by words spoken or written or by an act which has the effect of harassing, teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which

such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Punishable ingredients of Ragging including the following or any other act which is not included here but may be considered an act amounting to ragging by the competent authorities:

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or even unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above mentioned offences against the victim(s)
- Physical or psychological humiliation.
- All other offences following from the definition of "Ragging".

One indulging in ragging is likely to be punished appropriately which punishment may include expulsion from the institution, suspension from the institution or class for a limited period or fine with a public apology. The punishment may also take the shape of:

- (i) Withholding scholarships or other benefits,
- (ii) Debarring from representation in events,
- (iii) Withholding results, and
- (iv) Suspension or expulsion from hostel or mess, and the like.

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