

ST. XAVIER'S UNIVERSITY, KOLKATA

HOSTEL RULES AND REGULATIONS

Effective from August 01, 2018

N.B.: In this Document "Director" means the Hostel Director or any of the Assistant Hostel Directors

Introductory Note

01. St. Xavier's University, Kolkata (SXUK), has its own Hostel for its students. Since the MBA Degree Programme of the University is a Residential Programme, all the MBA students are required to stay in the Hostel. The Hostel is also open to the students of other courses.
02. The admission to the Hostel for the MBA students is for two years, while the admission for the other students is for one year at a time, though this can be renewed for two or more years, at the sole discretion of the University Authorities.
03. While welcoming the students to St. Xavier's University, Kolkata, the University expects from everyone a pleasant, responsible and dignified behaviour, which is the hallmark of an educated person.
04. Hostel boarders are expected to maintain a quiet, restrained and undisturbed environment, so that everyone in the Hostel can experience a balance of mind and heart, which is absolutely essential for intellectual pursuits and meaningful human relationships.
05. As the properties and facilities of the University are at your disposal and for your service, you are expected to take care of these carefully and responsibly.
06. For the smooth running of the Hostel, there is a common Timetable and you are expected to follow this Timetable strictly and faithfully.
07. Decent and modest attire is a must during class hours, at functions, in the lecture halls, during common gatherings, etc.
08. The Director is authorized to check the rooms at any time, without prior notice.
09. The Director is responsible for the admission of the students to the Hostel and to take care of their various needs and ensure that proper discipline is maintained by everyone.

Admission Process for the Non-MBA Students:

10. Applications for Hostel Accommodation for all Non-MBA students are to be submitted to the respective Deans, who will pass these on to the Hostel Director, with their comments and suggestions.
11. Since the number of beds available in the Hostel is limited, admission to the Hostel is based on certain priorities and considerations: The first priority is for the students whose residence is outside the city limit of Kolkata. If there is space, the local students may also be admitted.
12. The students will be admitted to the Hostel only after they have been admitted in the University.
13. The Application Fee of Rs. 500/- is to be paid by each student, in the prescribed manner, before the admission is granted.
14. A list of the selected students will be published in the University Website (www.sxuk.edu.in) and on the University Notice Boards.
15. The selected students can get their accommodation in the Hostel on the date announced.

The Residence and Its Facilities

16. The Hostel provides mostly twin-sharing rooms, with common toilets. There are some rooms, with toilets attached and these can accommodate three students in each room.
17. All the rooms have the basic facilities as detailed below:
 - 1) **For each student:** bed with frames for mosquito net, mattress, pillow, table, chair, steel almirah with dress hanging facility inside.

- 2) **Common Items in each room:** dressing mirror, wash basin with running water, small mirror above the wash basin, linen drying facility in the balcony, clothe hanger, curtain for the balcony (girls room only) curtain for all the windows, a lock for the room, with three keys – one for each student and one with the Hostel Office
- 3) **Common Items in the Hostel:** common television, newspapers, exercise machines, indoor games items, basketball court, football ground, etc.

Things to be Brought by the Students:

18. The following things are to be brought by each student for his/her personal use, which will not be provided in the Hostel:

- 1) A drinking water bottle or flask
- 2) A suitcase / trunk with a good lock to keep valuables securely locked
- 3) A Mosquito net
- 4) At least two sets of bed sheets
- 5) At least two bed covers
- 6) At least two pillow cases
- 7) At least one bucket and mug
- 8) One or more winter blankets and warm clothing for winter
- 9) Personal clothes, towels, toilet articles, etc.

Other Facilities

19. A qualified nurse is available in the University campus throughout. The hostel students can approach her anytime for their health requirements.
20. If need be the students can also go to the nearby hospital for medical consultations or treatment.
21. Any medical consultation with the University Nursing Staff is free for all the students, while they will have to pay for any medicine, injection, etc.
22. Women students can purchase sanitary items in the University or in the Girls' Hostel.
23. There is a proper security system in the premises of the Hostel throughout day and night.
24. The Hostel has CCTV coverage in common places and in the surrounding areas to ensure safety.
25. As a policy, no student-room in the Hostel will have Air Conditioning facilities.

Hostel Fees

26. For the present, the fees of the Hostel are to be paid to the University in advance Semester-wise.
27. The fees are meant for the entire year, divided into two equal instalments. Therefore, holidays, the days of home visits, the day on which someone is absent for one or more meals, etc., will NOT be counted, as far as payment of the hostel fee is concerned.
28. The Hostel students on their part are entitled to their accommodation and three meals on all days throughout the year, including holidays, summer breaks or other long holidays. At the same time, if anyone goes for home visits or outings, it is at his/her own discretion and there will be no reimbursement for any such absence.
29. The students can use their laptops in their rooms, but there is NO Wi-Fi facilities inside the rooms.
30. The students can bring their own laptops and data cards for their personal internet connectivity.
31. The University offers free Wi-Fi in the academic buildings and in the library.
32. Common desktop computers are available in the library and other places in the academic block
33. Printing facilities, photocopying facilities and canteen facilities (for tea, coffee, soft drinks, snacks, etc.) are available inside the campus – All these are chargeable.

Meals and Related Matters

34. The Mess of the Hostel has been outsourced and it will provide three meals a day (breakfast, lunch and dinner) at the stipulated time and place.
35. For the present, only vegetarian food will be provided to all the students.

36. Guests need prior permission from the Director to have their meals in the Hostel Mess and that too on payment of a specified amount.
37. The Hostel students are free to go to the University Canteen, for their refreshments or to entertain their guests and visitors.
38. The students should go for their regular meals within the specified time-period: Breakfast, Lunch and Supper.
39. Since the Dining Hall is a place for meals, and not a place for boisterous meeting or recreation, you are expected to behave in a dignified manner while having your meals.
40. The students are expected to be dressed decently in the dining hall.
41. The students are not permitted to take food from the Hostel Mess to their rooms or to the room other students without the explicit permission of the Director.

Conducive Atmosphere in the Hostel

42. Silence must be strictly observed between 6:00 pm and 8:00 pm and from 9:30 pm onwards till 8.00 a.m. the following morning.
43. Movement from one room to another after 9:30 pm is strictly prohibited, as that is the time for personal study or sleep.
44. All study matters must be discussed any time before 9:30 pm.
45. To promote a better and uninterrupted study atmosphere, the students are requested to inform their friends and relatives not to call them on their mobile phones from 6:00 pm to 8:00 pm and any time after 9:30 pm. The best time for telephonic or mobile conversation with friends or relatives is after the class hours.
46. Musical instruments such as guitars, keyboards or any other electronic gadgets are not to be played in the living rooms. A written permission from the Director is needed to have these in one's possession.
47. Visitors are allowed up to 6:00 pm in the Parlour. They should not be taken to one's room.
48. The students are not permitted to accommodate any guest in the Hostel.
49. The terrace is out of bounds except for washing and drying clothes during the day (6:00 am to 6:00 pm).
50. Only dry food items are allowed inside the living rooms.
51. Decorum in dress and hairstyle must always be maintained.
52. The Notice Board must be read every day in the morning and in the evening. No excuse will be considered if notices on the Board are ignored.
53. Students are responsible for the cleanliness and maintenance of their rooms/s.
54. Washed clothes should be dried only in the balcony or in the terrace.
55. The consumption of liquor of any kind, smoking, chewing *pan*, *gutka* or tobacco or gambling of any kind is strictly prohibited within the University campus. Anyone found guilty in any of these will be answerable to the authorities and appropriate action will be taken against the defaulter.
56. Private gatherings of any form are forbidden in the Hostel unless specifically permitted by the Director.
57. Students can watch television between during free time, excluding the time between 10:30 pm and 9:00 am, provided the volume is sufficiently subdued and does not disturb others.
58. You should not play or listen to music in your room or outside between 21.30 hours and 08.30 hours on all days. At other times, while you may play or listen to music, you should ensure that your neighbour/room-mate is not disturbed.
59. The Hostel Gates will be locked by 9:45 p.m. and you are expected to be inside your respective hostel building before that time.

ACADEMIC MATTERS

60. In case a student is unable to attend classes due to sickness, he/she is expected to inform the Director about it, either directly or through one of the boarders. The Director will in turn inform the respective Deans about the absence due to sickness.

61. If a student is absent for classes, for whatever reason, it is required to submit a written leave application, which will have to be counter-signed by the Director.
62. 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.
63. The Non-MBA students who fail or accumulate arrears in four or more subjects in an academic year will not be permitted to continue in the hostel in the subsequent academic year.
64. Games timing is up to 5:30 p.m. and no games should be played after that time.

RELATIONSHIPS

65. The University expects a mature behaviour and relationship from all its students. While good friendship is encouraged and healthy friendship is permitted, immature and unbecoming behaviour will not be tolerated, especially while mingling with the complementary sex.
66. No male-student is allowed to meet any female-student after 9:30 p.m. even for study purposes.
67. No male-student is permitted to enter the Girls' Hostel and no female-student is permitted to enter the Boys' Hostel at any time.
68. No ragging of any kind is permitted at any time anywhere. Serious disciplinary action will be taken if anyone indulges in any semblance of ragging.

GOING OUT OF THE CAMPUS

69. Those who go outside the University campus should report back to the Hostel latest by 7.30 p.m. Repeated delayed return to the Hostel will be reported to the parents/guardians.
70. Students who wish to stay out of the Hostel for one night or more must seek permission from the Dean and the Director through a written application at least a day in advance. The application submitted to the Director must contain a statement of prior sanction from one's parents/guardians.
71. Those who want to go home or outside for over-night stay may leave the campus after 4.00 p.m. on the previous day and return to the campus before 9.00 a.m. on the specified returning day.
72. Students can go home on Sunday and other declared holidays, listed in the University Calendar.
73. Saturdays are working days for the MBA students (class or personal study days).
74. When absent from the University campus, it is mandatory to sign the register at the Main Gate, Gate no.2 of the University, with all the required details -- name, time of departure, contact address, phone (mobile) number and the expected time of return. While returning, it is necessary to sign the register to indicate that one is back in the campus.
75. No student will be permitted to go out of the University Campus after 7.30 p.m. unless permitted specifically by the Director for valid reasons.

VISITORS TO THE HOSTEL

76. The visiting time for outsiders is between 16.00 hours and 18.00 hours on class days and between 09:00 a.m. and 6:00 p.m. on holidays.
77. All visitors are to be received and entertained only in the designated places.
78. Normally, no food or refreshment will be served to any visitor by the University, while the student may take them to the canteen at his/her cost.
79. For the present, there is no provision for any visitor for night stay within the Campus.

MISCELLANEOUS RULES

80. Cleanliness must be maintained in all places – inside and outside the Hostel buildings. The rooms should not be defiled by scribbling, pasting posters or nailing them on the walls.
81. You are provided with a lock and a key and the duplicate key is kept with the Director. You are not permitted to change this lock without the explicit permission of the Director.
82. In case of any emergency or urgent need, you may use the vehicle of the University for which you will be charged at the rate of Rs. 10 per km.

83. 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 online.
84. Valuables, such as, cash, mobile phone, jewels, stereos, etc. must be kept safe at your own risk and the University will not be responsible for any loss or theft.
85. You are expected to take special care to switch off your lights and fans, so that electricity is saved.
86. You are welcome to approach the Director for any requirement related to the maintenance of the Hostel.
87. For any exceptions to the Rules and Guidelines of the Hostel, specific permission of the Director is required.
88. In case of dismissal from the Hostel, for any reason, that particular person will forfeit the Caution Deposit.
89. A student shall be guilty of indiscipline if he/she fails to comply with any of the above rules. For a breach of discipline, a student may be:
 - 1) Fined and/or Suspended from the Hostel;
 - 2) Expelled from the Hostel, which may also imply, at times, expulsion from the University.
90. All matters of discipline will be decided by the Vice Chancellor / Director / Hostel Committee of the University, according to the gravity the case under consideration.
91. At any time, any of these Rules and Guidelines may be modified or cancelled or new ones may be added at the sole discretion of the University authorities.

Approved and Promulgated on July 25, 2018

Rev. Dr. John Felix Raj, S.J.
Vice-Chancellor