

বাংলাদেশ প্রকৌশল বিশ্ববিদ্যালয়, ঢাকা

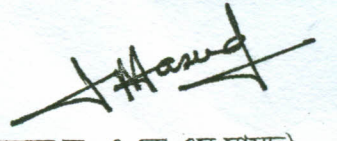



নং- এসি/ডি-২/রে- ৬০৪৬ (৬০)

তারিখ : ১২.৩.১৬.

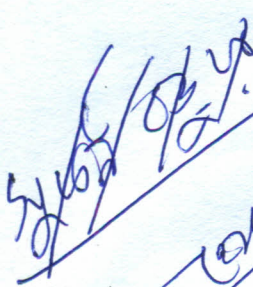
বিজ্ঞপ্তি

বোর্ড অব রেসিডেন্স এন্ড ডিসিপ্লিন এর ১৯, ২০, ২১ ও ২৭ মে, ২০১৩ তারিখ সমূহের সভার সিদ্ধান্ত অনুযায়ী অত্র বিশ্ববিদ্যালয়ের ছাত্র/ছাত্রীদের জ্ঞাতার্থে বিশ্ববিদ্যালয়ের Ordinance Relating to the Board of Residence and Discipline-এর শাস্তি সমূহ সংযুক্ত করা হলো। বিভাগীয় প্রধানগণ ও হল প্রভোস্টগণ ব্যাপক প্রচারের ব্যবস্থা নিবেন।


(প্রফেসর ড. এ কে এম মাসুদ)
রেজিস্ট্রার (অঃ দাঃ)


বিতরণঃ

- ১) সকল বিভাগীয় প্রধান, বাপ্রবি, ঢাকা। (ছাত্র/ছাত্রীদের মাঝে ব্যাপক প্রচার ও বিভাগীয় নোটিশ বোর্ডে প্রদর্শনের অনুরোধসহ)
- ২) ছাত্রকল্যাণ পরিচালক, বাপ্রবি, ঢাকা।
- ৩) সকল হল প্রভোস্ট, বাপ্রবি, ঢাকা। (ছাত্র/ছাত্রীদের মাঝে ব্যাপক প্রচারের ও হল নোটিশ বোর্ডে প্রদর্শনের অনুরোধসহ)


রেজিস্ট্রার (অঃ দাঃ)
(PubliG)

ORDINANCE RELATING TO THE BOARD OF RESIDENCE AND DISCIPLINE

All incidents which appear to be acts of indiscipline and misconduct committed by any student including immediate action taken, if any, shall be reported to the Vice-Chancellor by the Provosts through the Director or Students' Welfare in respect of indiscipline and misconduct in the Halls of Residence and their premises, and by the Head of Department in respect of indiscipline and misconduct in class rooms, laboratories, workshops, studios and all parts of the academic premises, by the invigilator through the Chief Supervisor in respect of indiscipline and misconduct in the examination halls, and by the person concerned from among the students and employees of the University in respect of misconduct committed outside the University campus.

3. (a) A student, who neglects his studies, disobeys and/or denounces orders, rules and regulations, ordinances, statutes of the University, shows misbehaviour towards the members of the staff or Officers of the University or commits any other offence which will be deemed by the Vice Chancellor or Director of Students' Welfare or Teachers of the University as misconduct and breach of discipline, will be liable to disciplinary action which may range from warning, imposition of fines, suspension, to expulsion for good from the University depending on the magnitude of the offence as will be deemed fit by the authorities competent to take disciplinary action as defined in 5(b).

(b) Authorities to take disciplinary action with their respective powers to the extent to which they can impose punishment on any student or group of students are :

Column—1 Authorities for taking disciplinary action.	Column—2 Power	Column—3 Appellate Authority
Board of Residence and Discipline.	Warning, imposing fine, suspension for any length of time, expulsion for good.	Academic Council.
Vice-Chancellor	Warning, imposing fine, suspension up to six months.	Board of Residence.
Director of Students' Welfare.	Warning, imposing fine up to Tk. 200/- suspension and expulsion from the Halls.	Vice-Chancellor.
Provosts, (On students of his Hall of Residence).	Warning, imposing fine up to Tk. 100/- suspension from the Hall for a period of one year.	Director of Students' Welfare.
Head of Department (On students of his Department).	Warning, imposing fine up to Tk. 200/- with a report to the Director of Students' Welfare for record.	Vice-Chancellor
Teachers & Assistant Provosts, & Director of Physical Education.	Warning, imposing fine, upto Tk. 50/- with a report to the Director of Students' Welfare (through the Head of the Department) for record.	Head of the Department, Provosts, Director of Students' Welfare,

6. If the Vice-Chancellor feels that the action taken against a student or a group of students (by any of the above authorities other than Board of Residence and Discipline) on an offence brought to him is not appropriate or that no action has been taken on any offence observed by him, he will take appropriate disciplinary action against a student or a group of students. If, however, in any case of breach of discipline the Vice-Chancellor is of the opinion that a punishment more than a suspension of six months is required he shall refer the matter to the Board of Residence and Discipline for a decision.

7. A student or a group of students against whom an action has been taken by appropriate authority mentioned in Column 1 of Section 5 (b) may prefer an appeal to the appropriate appellate authority mentioned in Column 3 of Section 5(b).

8. The Director of Students' Welfare will be responsible for enforcement of the disciplinary action taken against a student or group of students. He shall maintain a register and shall record therein all actions taken against a student for indiscipline and misconduct and also shall record in all character certificates issued by the Director of Students' Welfare to offenders, these actions taken against them if so indicated by the Vice-Chancellor and the Board of Residence and Discipline unless allowed to be expunged/condoned by the Vice-Chancellor on written prayer from the offenders.

9. Character certificates issued by the Director of Students' Welfare shall be produced by the students when the teachers and the Registrar of the University are requested for character certi-

ificate. If there is any adverse comment in character certificate issued by the Director of Students' Welfare, this shall invariably be mentioned in all character certificates issued by the Teachers and the Registrar of the University. No person other than the Vice-Chancellor, the Registrar, the Director of students' Welfare and the Teachers of this University shall issue any certificate to a student of this University in his official capacity in the University.

10. In an emergency, the Director of students' Welfare may request any employee of the University to help him in the discharge of his duties in the University or outside at all hours and it shall be the duty of the employee or employees concerned to give him every reasonable assistance.

11. The Provost of a Hall will have under his charge the furniture and other property of the Hall used in the Hall.

12. The Provosts of the Halls, will frame suitable rules for the management of students' mess and maintenance of students' rooms neat and clean for observance by the students.

Such rules will be reported to the D.S.W. in writing and reviewed from time to time in a meeting of the Provosts and D.S.W. All resident students must be members of the mess. Hall Provost with the approval of the D.S.W. may allow exceptions for reasons acceptable to him (D.S.W.)

13. The Assistant Provosts will act under the control and supervision of the Provost and will perform such functions as may be delegated to them by the Provost.

the 14. If a Student resident in one of the Halls is found guilty of a breach of discipline in any other Hall, the Provost of the latter Hall may report the matter to the Provost of the Hall to which the student belongs. Thereupon, the latter shall take such action as he may think fit as if the breach of discipline occurred in his own Hall and inform it to the Provost of the Hall in which the breach of discipline occurred. If the first Provost is not Satisfied with the action taken by the other Provost, he may bring the whole matter to the notice of the Director of Students' Welfare who shall taken under the provision of this Ordinance such action as he may think fit in consultation with the Provosts concerned.

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line. 15. If a student resident in a Hall is found guilty of breach of discipline or if his conduct is not satisfactory, the Provost may with the approval of the Director of Students' Welfare, require him to leave the Hall and reside outside the University campus for a period to be specified by him.

16. No clubs or societies or students' Organizations other than the University Students' Union and the Departmental or Hall Associations whose constitutions have been embodied in the Ordinances of the Board of Residence and Discipline shall be formed without the permission of the Director of Students' welfare in writing. No meetings, parties or entertainments by students shall be held within the premises.

of the University nor shall a student play any musical instrument in the University premises during University hours without previous permission of the Director of Students' Welfare.

No student or students of the University shall declare a strike at the University nor shall a

student interfere with the free movement of the University students willing to attend classes, laboratories, library and field work; nor shall students organize and/or stage a demonstration in any part of the University campus or its neighbourhood.

A student or students found guilty of violation of the provisions of this Section will be liable to disciplinary action including expulsion from the University. Students absenting themselves from the classes on the days of strike will lose their percentage of attendance and will be liable to forfeiture of their scholarships and stipends and to other disciplinary action as the authorities may think fit.

18. Certain areas or places in the city may be declared by the University as out of bounds for students either permanently or for a prescribed period and cases of breach of this rule will be reported by the Director of Students' Welfare to the Vice-Chancellor for such action as he may think fit.

19. The draft of the publication of each issue of Hall Union Magazines, Central Union magazines or any of the students' bulletins and posters, hand written, printed or cyclostyled must be approved by the Director of Students' Welfare.

Each publication from the different Departmental Associations must have prior approval of the Presidents of the respective Associations.

20. The Vice-Chancellor at any time may stop temporarily or permanently publication of any journal or magazine or any printed or cyclostyled matter which he thinks detrimental to the general interest of the University.

21. A student who wilfully destroys or damages or defaces University property shall be called upon to make good the loss to the University and will also be liable to other penalties, such as fines and forfeiture of caution money.

22. Any student found (by any of the Teachers, Pro-
vosts, D.S.W, V.C.) guilty of misconduct towards
any person within the University campus shall be
subject to appropriate disciplinary action ranging
from fine to expulsion for good from the Univer-
sity as may be decided by the appropriate autho-
rity of the University mentioned in the above
sections.

23. Any student found by the Board of Residence
and Discipline guilty of moral turpitude shall
ordinarily be expelled from the University for
good. The Academic Council on appeal from
the delinquent student may show mercy to deser-
ving cases by imposing less severe punishment.

24. The University authority shall have the right to
take disciplinary action against any student for
any act considered as unethical and/or social
crime in the eyes of law of the country.

ORDINANCES REGARDING RESIDENCE OF STUDENTS

of 25. (i) Every full-time student of the University shall
reside in or be attached to a Hall of Residence
under such conditions as may be allowed in
those Ordinances.

(ii) A student who is attached to but does not
reside in a Hall of Residence of the University,
shall be styled as an attached student.

(iii) An attached student shall inform the Provost
of the Hall in which he is attached of the
address of his parent or guardian. Any
change of residence of guardian shall be
immediately reported to the respective
Provost.

(iv) Provisions for residence in the Halls and the
allotment of seats and rooms therein to the
students shall be freshly made from session
to session, provided that if a student's name
is struck off the rolls of the University, he will
automatically cease to be a resident/attached
student of the Hall of residence.

(v) All admission to the Halls made in the begin-
ning of the academic session together with
names and postal addresses of the guardians
and local guardians shall be reported by the
Provosts of the Halls to the Director of Stu-
dents' Welfare within 15 days from the last
date of admission. Every subsequent admi-
ssion and change of address shall be repor-
ted to the Director of Students' Welfare
within 10 days from the date thereof.

(vi) All resident student shall intimate the Pro-
vost incase he leaves Dhaka during term
time stating the purpose and destination of
his visit.

(vii) If a resident student is expelled from a Hall,
he shall not be admitted into any other Hall
of the University as a resident student during
the period of expulsion during which period
he will remain attached to a Hall as decided
by Director of Students' Welfare.

(viii) The Halls shall be closed during the vacation
during which every resident student shall

vacate the Hall. On recommendation from the Provosts, the Director of Students' Welfare, however, may permit a student in special cases to stay in a Hall on grounds acceptable to him (D.S.W.)

(ix) At all other time when classes are suspended the Vice-Chancellor shall have the right to close the Halls of Residence and ask the boarders to vacate within a specified time.

26. (i) All applications for allocation of seats or change of seats should be made to the Provost.

(ii) Students shall not change their allotted seats without the permission of the Provost.

(iii) The resident students must be in their Halls before 12 midnight and must not leave before 5 A.M. except with the permission of the Provosts. The gate of each Hall shall be closed during the above period (between 12 midnight and 5 A.M.)

27. (i) Guest shall not be allowed to stay in the Hall. Provost, however, may allow the guardian of the boarders to stay for one day in the Hall.

(ii) No outsiders excepting those indicated in the preceding paragraph or visiting students invited by the University shall be allowed to stay in the Hall.

(iii) No private servants may be employed by the student. No servants may be appointed in the Hall for mess and other duties without the approval of the Provost. The Provost

shall have the right to dismiss any servant employed in the Hall.

(iv) The Provost in consultation with the Director of students' Welfare will fix visiting hours in the Halls of residence.

(v) No female visitors/female students or BUET of female guardians shall be allowed to enter into any room of the men's Hall except the visitors room.

(vi) Women shall not normally be employed in men's Halls. The Provost may, however, appoint women staff only on casual or temporary basis, if necessary.

(vii) No clubs or societies shall be formed and no meeting shall be held within the Hall premises or Hall compound without the previous permission of the Provost.

(viii) No students shall give a party or entertainment within the Hall without the previous permission of the Provost nor he will play any musical instrument without the permission of the Provost.

(ix) No alcoholic beverage, intoxicants/or-narcotics shall be consumed or stored within the Hall premises. Defaulter's shall be liable to disciplinary action including expulsion from the University for good.

(x) Inter-Hall meetings and functions can only be held with the express previous permission of the Provost concerned. The Programme of the Hall and inter-Hall meetings, functions etc, shall be approved by the Provost.

28. (i) A student who wilfully destroys or damages University property shall be called upon to make good the loss to the University and will also be liable to other penalties.
- (ii) Any case of assault on a Hall servant or an M.L.S.S. employed in a Hall will be severally dealt with.
- (iii) Cycling in the varandhas of the Halls is prohibited.
- (iv) Students shall keep their rooms clean and in good order.
- (v) All students are expected to take part in some form of outdoor exercise.
29. (i) All resident students must be members of the mess. Hall Provosts with the approval of the D.S.W. may allow exemption for reasons acceptable to him (D.S.W.)
- (ii) Hall mess dues are payable in advance within the date specified by the Provost.
- (iii) Dues are payable without any deduction even though the student did not join the mess, from the beginning of month or was absent from any portion thereof, provided that the Provost may exempt any student from payment or the proportionate share of mess dues if the student comes into residence after first 7 days, messing adjustments will be made in the 1st week of the following month and in any case before the next dues become payable. Refunds for absence in the mess shall be paid at the rate decided by the Provost.

- (iv) If full dues of a month are not paid within the specified time, fines shall be paid at the rates as decided by the Provost.
- (v) The Provost of Hall can excuse the delay fines for non-payment of mess dues in special cases for reasons acceptable to him.
- (vi) In case of habitual defaulters the Provost may inform the guardian of the defaulting student and demand an extra hall deposit for messing dues.
- (vii) Candidates at all University examinations shall clear up all dues to their Hall 14 days before the commencement of the examinations and all the library books must be returned as notified by the Librarian of this University after each examination.
- (viii) Every resident shall deposit a sum as determined by the Director of Students' Welfare as Hall caution money before he is allowed to occupy a seat in a Hall. This advance shall be collected by the Provost/Asstt. Provost in charge of collection and the balance remaining after subsidising the dining hall expenses and making refunds in each session shall be deposited in a Bank in the name of the Provost of the Hall in a separate account. This amount less outstanding dues if any, shall be refunded to the student concerned, when he leaves the Hall.
- (ix) The Asstt. Provosts or in-charge of dining Hall management in each Hall will act as Treasurer of the dining hall funds who will be the custodian of the dining hall dues and who will pay out money to the mess committee or the per-

son authorized by it, out of the funds actually in hand, in accordance with the budget approved by the mess committee. The mess committee shall have the responsibility for managing the dining hall of the Hall and for fixing the rate.

(x) The fines realized from students of each Hall other than those in connection with the admission or payment of University fees, shall be placed at the disposal of the respective Provosts for expenditure on any purpose which in their opinion would further the corporate activities of the students of their Hall.

(xi) At the end of session, the Treasurer as mentioned in Subsection ix shall prepare a balance-sheet of the expenditure incurred in respect of Mess and other funds and a copy of the same shall be submitted to the Director of Students' Welfare for information and record.

(xii) No meals shall be served to anyone who not on the roll of the resident students unless he can produce a guest ticket, which will be issued by the Treasurer.

30. There shall be a Pesh Imam for each of the Hall where Muslim students reside to arrange for the calling of the Azan at the appointed hours to lead the five daily Prayers in the designated prayer room and to conduct the Taravih during the month of Ramzan and to perform such other duties as may be assigned to him by the University.

31. All applications, representations about residence must be signed and addressed to the appro-

priate authority and submitted to the Provost or the Asstt Provost who shall forward them to the authority with his recommendation thereon.

32. Any notice concerning students shall be published on the Hall Notice Boards and shall be considered as having been brought to the notice of the students, both resident and attached. Failure to read a notice will not be accepted as an excuse for non-compliance with such notice.

No notice shall be placed in the Notice Board of a Hall without the permission of the Provost.

33. The Controller of Examinations shall, on receipt of reports from Provost concerned, withhold the publication of the results of candidates who do not comply provision of article 29 (vii) above.

ORDINANCES REGARDING DISCIPLINE IN THE EXAMINATION

Conduct of
discipline at
Examination.

34. Chief Supervisor shall be responsible for maintenance of discipline in the Examination Halls.

35. A supervisor on duty in examination hall shall report to the Chief Supervisor in case of breach of discipline in the examination hall. The Chief Supervisor may expel the examinee concerned from the Hall debarring him from appearing in that particular examination.

36. Breach of discipline in the examination halls shall be reported by the invigilator through the Chief Supervisor to the Vice-Chancellor.

37. The candidates shall strictly follow the following instructions :

(i) Candidates are strictly forbidden to write their names on the cover or in any part of the answer book. If any candidate does so, his answer book will not be assessed.

- (ii) Each candidate must write legibly on the cover his Examination Roll Number. If any candidate omits to write his Examination Roll Number and the University Registration Number on the cover of his answer book, the paper may not be assessed.
- (iii) When more than one answer book is used each additional book should be stitched to the first book immediately after it is supplied and the Examination Roll Number and the University Registration Number should also be written by the candidate on the cover of additional book or books immediately.
- (iv) No loose paper will be provided for scribbling, and no paper is to be brought in for this purpose. Any candidate found with loose paper in his possession will be expelled from the examination hall. All works must be done in the book provided and pages must not be torn out. The book provided must be submitted; it cannot be replaced by another, but, if necessary, an additional book will be given. All works intended for assessment by the examination should be written on both sides of the paper.
- (v) Candidates are forbidden to write anything whatsoever on the question paper or on the blotting paper.
- (vi) In any matter not specifically mentioned in these rules candidates are required to abide by the decision of the invigilator in the examination room.
- (vii) No candidate will be allowed to leave the examination room until an hour has elapsed from the time when the question papers are given out.

OFFENCES AND PENALTIES

- 38: Disciplinary action will be taken against candidates reported to have violated the instructions under Article 37 or resorted to unfair means and/or acts or indiscipline at the different University examinations as follows. (The term whole examination in this article means all examinations, including sessionals and class tests conducted during the academic year).
- (i) Attempts to communicate with other examinee or examinees in the examination Hall, first time-warning which may be accompanied by a change of seats. The second time deduction of 5% of the total marks of that paper. Third time-expulsion from the examination hall for that paper and reduction of a total of 10% of total marks of that paper.
 - (ii) Possession of writings related to the particular subject of examination or copying/receiving information from any other source expulsion from examination hall and cancellation of whole examination expulsion from the University for the rest of that session and in addition expulsion from the University for one to two Academic year. (Writings in the person of the examinee or in his apparels, in papers, drawings & instrument scales found with him or on the desk, bench or chair will be considered as writings in possession of the examinee for this sub-clause.)
 - (iii) Use of violent language and holding out threats to examiners and invigilators cancellation of the whole examination and expulsion from the University for good.

- (iv) Attempts to get possession of the question papers or examinations scripts before the examination cancellation of the whole examination and expulsion from the University for one to two Academic years.
- (v) Writing related to that particular subject on loose papers (viz. blotting paper, question paper etc) seizure of the writings and cancellation of that paper and expulsion from the examination hall.
- (vi) Attempts to influence the examiner-cancellation of that paper.
- (vii) Impersonating or causing to impersonate in the examination hall-cancellation of the whole examination and expulsion from the University for good.
- (viii) Insertion in the examination script, answer to any question or questions written outside the examination hall-cancellation of the whole examination expulsion from the University for the rest of that session and in addition expulsion for one to two Academic years.
- (ix) Having any question answered by someone else-cancellation of the whole examination expulsion from the University for the rest of that session and in addition expulsion for two Academic years.

39. The invigilator is empowered to warn a student and deduct his mark upto 10% as mentioned in section 38(i) above.

The chief invigilator is empowered to expel students from the examination room/hall if he is satisfied after an on the spot enquiry that the student is guilty of misconduct mentioned in Section-38 above.

in all such cases the matter has to be reported by the chief invigilator immediately to the Vice-Chancellor with incriminating documents, if any. Decisions for further disciplinary action including expulsion from the University for a period of not exceeding six months will be taken by the Vice-Chancellor. For expulsion for a period more than six months, the Vice-Chancellor shall refer the matter to the Board of Residence and Discipline as provided in Article 6.

ORDINANCES REGARDING RESIDENCE OF WOMEN STUDENTS

Recommended by the Academic Council on 6.6. and approved by the Syndicate meeting on 21.6.74 and 25.6.74).

25. (i) Every full time student of the University shall reside in or be attached to a Hall of Residence under such conditions as may be allowed in these Ordinances.
- (ii) A student who is attached to but does not reside in a Hall of Residence of the University, shall be styled as an attached student.
- (iii) An attached student shall reside with her local guardian with written approval from her parent or guardian. If necessary, the parent or guardian shall approve a new local guardian with whom she shall reside. The original and change of local guardian with his address shall be communicated to the Provost by the parent/guardian.
- (iv) Provisions for residence in the Halls and the allotment of seats and rooms therein to the students shall be freshly made from session to session provided that if a student's name is struck off the rolls of the University, she shall automatically forfeit her seat in the Halls.
- (v) All admission to the Halls made in the beginning of the academic session together with the names and postal address of the approved local and legal guardians, shall be reported by the Provosts of the Halls to the Director of Students' Welfare. Every subsequent admission and change of residence shall also be reported to the Director of Students Welfare.

- (vi) No resident shall leave Dhaka during term time without the previous permission of the Provost concerned and this permission shall not be given unless supported by either a letter or an application from the boarder's parent or guardian.
- (vii) If a resident student is expelled from the Hall, she shall remain attached to the Hall for the period of expulsion. After this period the Director of Students Welfare may allow her readmission on the recommendation of the Provost.
- (viii) The Halls shall be closed during the vacations during which every resident student shall vacate the Hall. On recommendation from the Provosts, the D.S.W., however, may permit a student in special case to stay in a hall on grounds acceptable to him (D.S.W.).
- (ix) At all other times when classes are suspended the Vice-Chancellor shall have the right to close the Halls of Residence and ask the boarders to vacate the Halls within specified time.
26. (i) All applications for allocation of seats and change of seats should be made to the Provost.
- (ii) Students shall not change the seats allotted to them by the Provost, without the permission of the Provost.
- (iii) The resident students must be in the Halls before 9.00 P.M. and must not leave before 6.00 A.M. except with the permission of the Provost.

Accordingly the gate of the Hall shall be closed at 9 P.M. and it shall not be opened until 6-00 A.M. next morning except with the permission of the Provost. Students who return to the Hall after the gate has been closed shall enter in the Gate Book their names and classes, the time of their return and the place or places where they had been every such entry being countersigned by the Provost with the next 3 days with such remark as he thinks fit to record in each case. Students may be required to produce written evidence of their whereabouts during the time they were out if the Provost is not satisfied with their explanation about their delay in returning to the Hall.

In case the Provost is not satisfied with the evidences furnished the cases of those students shall be referred to Director of Students' Welfare for disciplinary action including expulsion from the Hall, if necessary.

27. (i) Parent/guardian, local guardian and two relatives nominated by parent/guardian, may visit a student in the Women's Hall during the visiting hours as decided by the Provost. Visitors must enter in the Visitor Book his name and relationship to the resident student visited. No visitor male or female, shall be allowed to enter any room other than the visitor's room.
- (ii) No private servants may be employed by the students.
- (iii) No clubs or societies shall be formed and no meeting shall be held within the Hall premises or Hall compound without the previous permission of the Provost.

- (iv) It is desirable that a local guardian should be a person with a family in case of emergency his or her ward's infection or other illness he or she must be prepared to remove his or her ward from the Hall as soon as such notice is served on him or her.

28. (i) A student who wilfully destroys or damages University property shall be called upon to make good the loss to the University and will also be liable to other penalties.
- (ii) Any case of assault on a servant or an M.L.S.S. employed in a Hall will be severely dealt with.
- (iii) Students shall keep their rooms clean and in good order.
- (iv) No resident student shall be permitted to stay overnight outside the Hall without the prior permission of the Provost on written application of the guardian, or the local guardian if empowered by the legal guardian to do so at the time of admission. In the application the address in which she intends to stay overnight must be clearly mentioned.
- (v) No alcoholic beverages, intoxicants or narcotics shall be consumed or stored within the Hall premises. Defaulters shall be liable to disciplinary action including expulsion from the University for good.
- (vi) No clubs or societies shall be formed and no meeting shall be held within the Hall premises or Hall compound without the previous permission of the Provost.
- (vii) No student shall give a party or entertainment within the Hall without the previous per-

mission of the Provost nor he will play any musical instrument without the permission of the Provost.

29. (i) All resident students must be members of the Mess. Hall Provosts with the approval of the D.S.W. may allow exceptions for reasons acceptable to him (D.S.W.).
- (ii) Hall Mess dues are payable in advance within the date specified by the Provost.
- (iii) Dues are payable without any deduction even though the student did not join the mess, from the beginning of month or was absent from any portion thereof provided that the Provost may exempt any student from payment or the proportionate share of mess dues if the student comes into residence after first 7 days, messing adjustments will be made in the 1st. week of the following month and in any case before the next dues become payable. Refunds for absent in the mess shall be paid at the rate decided by the Provost.
- (iv) If full dues of a month are not paid within the specified time, fines shall be paid at the rates as decided by the Provost.
- (v) The Provost of Hall can excuse the daily fines for non-payment of mess dues in special cases for reasons acceptable to her.
- (vi) In case of habitual defaulters the Provost may inform the guardian of the defaulting student and demand extra hall deposit for messing dues.
- (vii) Candidates at all University examinations shall clear up all dues to their Hall 14 days before the commencement of the examinations and all the library books must be

returned as notified by the Librarian of this University after each examination.

- (viii) Every resident student shall deposit a sum as determined by the Director of Students' Welfare as Hall caution money, before she is allowed to occupy a seat in a Hall. This advance shall be collected by the Provost/Asstt. Provost in-charge of collection and the balance remaining after subsidising the dining hall expenses and making refunds in each session shall be deposited in a Bank in the name of the Provost of the Hall in a separate account. This amount less outstanding dues if any, shall be refunded to the student concerned, when she leaves the Hall.
- (ix) The Asstt. Provosts or in-charge of dining Hall management in each Hall act as treasurer of the dining hall funds, who will be the custodian of the dining hall dues and who will pay out money to the mess committee or the person authorized by it, out of the funds actually in hand, in accordance with the budget approved by the mess committee. The mess committee consist of students only and the committee shall have the responsibility for managing the dining hall of the Hall and for fixing the rate.
- (x) The fines realized from students of each Hall other than those in connection with the admission or payment of University fees, shall be placed at the disposal of the respective Provosts for expenditure on any purpose which in their opinion would further the corporate activities of the students of their Hall.
- (xi) At the end of session, the Treasurer shall prepare a balance-sheet of the expenditure incurred in respect of Mess and other funds and a copy of the same shall be submitted to the Director of Students Welfare for information and record.

(xii) No meals shall be served to any one who is not on the roll of the resident students unless she can produce a guest ticket, which will be issued by the Treasurer.

30. No inter-hall meetings or functions can be held in the hall.

31. All applications representations about residence must be signed and addressed to the appropriate authority and submitted to the Provost or the Asstt. Provost who shall forward them to the authority with his recommendation thereon.

32. Any notice concerning students shall be published on the Hall Notice Boards and shall be considered as having been brought to the notice of the students, both resident and attached. Failure to read a notice will not be accepted as an excuse for non-compliance with such notice.

No notice shall be placed in the Notice Board of a Hall without the permission of the Provost.

33. The controller of Examinations shall, on receipt of reports from the Provosts concerned, withhold the publication of the results of candidates who have not paid dues of Hall.