

Hall of Boys' Residence

Guidelines

(2018-2019)

MMA Jauhar Hall

Provost: Prof. Eqbal Hussain



Dr. Zakir Husain Hall

Provost: Dr. Arshad Khan



Jamia Millia Islamia

Maulana Mohammad Ali Jauhar Marg,

New Delhi – 110 025

Jamia Millia Islamia

Jamia Millia Islamia was established in 1920 by a group of nationalist Muslim intelligentsia at Aligarh (Uttar Pradesh). Its campus shifted from Aligarh to Delhi in 1925 and the foundation stone of the present campus was laid on 1 March 1930. Since then, the university has been expanding and has become a premier educational institution of the country. Recognising its contributions in the field of teaching, research and extension work, the University Grants Commission (UGC) bestowed the “deemed university” status to it in 1962, and it was designated a Central University in 1988. Jamia Millia Islamia was declared a minority educational institution by the National Commission for Minority Educational Institutions on 22 February 2011.

Jamia Millia Islamia has set into motion a climate of academic resilience and a congenial atmosphere for the students and faculty to promote studies in an array of disciplines from Humanities & Languages, Social Sciences, Natural Sciences, Fine Arts, Law, Education, Mass Communication, Nano-technology, Engineering & Technology, Architecture, Physiotherapy and Dentistry and courses ranging from Nursery to Ph.D.

The University has come a long way in its march to carve a distinct niche in the academic world as centre of higher learning without compromising or altering its foundational values of nationalism, secularism and democracy and its commitment to composite Indian culture.

Rules & Regulations

1. General Information

Jamia Millia Islamia provides hostel accommodation to limited number of students depending on the availability of vacant seats. There are two Hall's of Boys residence consisting of seven hostels accommodating about 1200 students.

MMA Jauhar Hall

Hostel

Capacity

Fazalur Rahman Khan Hostel
Dr. B.R. Ambedkar Hostel
Sir A.M. Khwaja Hostel

(366)
(150)
(108)

Dr. Zakir Husain Hall

Hostel

Capacity

Allama Iqbal Hostel (250)
E.J. Kellat Hostel (168)
Shafiqur Rehman Kidwai Hostel (120)
Obaidullah Sindhi Hostel (35)

2. Admission

- Students seeking admission in the hostel must apply on the prescribed application form/online available on University website, to the Provost, Hall of Boys' Residence.
- Foreign students are required to submit the application for hostel accommodation through the Foreign Students Advisor duly forwarded by the respective Embassy.
- Admission to the hostels is exclusively on the basis of merit as per admission criteria for the course in which he is admitted at the time of his admission to the hostel.
- The students who have availed hostel accommodation for one course and join another course will have to apply afresh on the prescribed application form for hostel accommodation. Such cases will be treated as new admission.

3. Eligibility

- Accommodation in the University Hostels is available only to the bonafide students of full time courses.
- Applicants must have secured minimum of 45 per cent marks in aggregate in the qualifying examination.

4. Admission Criteria

S.No	Criteria		Points	Max. Points
1.	Marks in Qualifying Examination	Percentage Secured		
		45% To < 60%	10	30
		60% To < 75%	20	
		75% & above	30	
2.	Distance	Distance of origin (in Kms)		
		Up to 300	3	15
		301-600	6	
		601-900	9	
		901-1200	12	
		1200 & above	15	
3.	Seniority in University	One Year	3	10
		Two Year	6	
		Three years and above	10	
4.	Economic status	Income from all sources (in Rs)		10
		upto Rs. 2,00,000	10	
		Rs. 2,00,000 – Rs. 5,00,000	5	
5.	NCC	Type of Certificate Examination		5
		Certificate 'A'	1	
		Certificate 'B'	3	
		Certificate 'C'	5	
6.	Interview	Assessment by the Interview Committee duly constituted by the Vice Chancellor	30	30
Total Marks				100

*

Certificate from Revenue Officer/Higher Divisional Officer must be produced.

** Copy of Voter Card/ Ration Card/ Domicile Certificate to be submitted as proof of domicile in the mentioned areas.

- Physically Disabled students (not less than 40% of disability) certified by competent authority of a Govt. Hospital may be given priority as per Jamia rules.
- Physically challenged students and whose parents' annual income is not above Rs. 1.50 lakhs per annum are exempted from the payment of Room Rent.
- A total number of 15 seats, which includes re-allotment cases, are earmarked for outstanding sport persons duly recommended by the University Games/Sports Committee.

5. Admission Procedure

- Available seats in each hostel are distributed to each department/centre on pro rata basis.
- The merit list of the students of each department shall be prepared separately.
- A committee constituted by the Vice Chancellor/Provost will conduct an interview of the applicants for admission/re-admission in the hostels.
- The admission process for both the Hall of Residence (Boys) will be combined.

6. Renewal of Hostel Admission

- a. The residents including foreign students who are promoted to II, III or Final year of their respective courses shall be required to submit renewal forms in each academic session in the office of the Provost, Hall of Boys' Residence.
- b. Ph.D residents are required to submit progress report of the research work through the supervisor and HoD on a prescribed proforma along with renewal application form at the beginning of each academic session. The total duration of stay of a Ph.D student in the hostel shall not exceed 5 years or submission of the thesis, whichever is earlier.
- c. The bonafide resident whose result is awaited must apply in time but finally allotment may be granted only after the clearance of the results subject to the availability of seats in the hostel.
- d. M.Phil/M.Tech/LLM residents are required to complete their dissertation within 6 months after the completion of their course work or in the duration of the course mentioned in the prospectus. After the expiry of this period they will have to vacate the hostel.
- e. The renewal of hostel admission would only be granted to those:
 - i. Who have been promoted to next class/semester are eligible.
 - ii. Have cleared all dues before appearing at the annual/semester examination.
 - iii. The conduct report of the said resident from the respective warden is satisfactory.
 - iv. There are no complaints of indiscipline and misbehaviour with the hostel staff or fellow residents.
 - v. The maximum stay in the hostel in continuation shall not be more than five years.

7. Disqualification

The following students shall not be eligible for admission/renewal in the hostel:

- a. Those who failed in the examination for which they were given admission to the hostel.
- b. Who were detained from appearing in examination by the university authorities.
- c. Who did not appear in the examination on their own volition.
- d. Disciplinary action(s) was/were taken against them by the university authorities.
- e. There is discontinuation in the study of more than one year due to reasons other than those mentioned above.
- f. They have violated hostel rules/by laws or have been found guilty to breach of hostel discipline and/or have been reprimanded, fined, or punished in any way by the Proctor/Provost/Wardens.
- g. They are employed part time or full-time.
- h. They have stayed in the hostel for five years continuously.

8. Mess Rules

- a. Mess is compulsory for all the residents.
- b. The residents are required to take meals in the Hostel Dinning Hall. Dinning Hall timings shall be fixed as notified from time to time. All residents shall adhere to these timings.
- c. Food shall not be taken out of the Dining Hall. Only sick residents may be allowed by the Warden/Care Taker to have light meals in their rooms on the written advice of the University doctor. Otherwise Students will be expelled from the hostel if they are found eating hostel food in their rooms.

- d. The caretakers shall record their daily attendance of the residents in the mess register at the time of breakfast.
- e. Carrying of mess articles/plates to the rooms or common places is strictly prohibited. Any violation will lead to expulsion from the hostel.
- f. Room mates are not allowed to take food on behalf of absentees.
- g. The hostel mess may not function during the winter and summer vacations. However, for those residents who are permitted to stay in the hostel during summer vacation, if the mess functions, the charges would be as per arrangements made.

9. Attendance and Leave Rules

- a. All the residents should return in the hostel latest by 10:00 p.m. Residents returning to the hostel after the specified time shall record their name in the hostel register kept with the security guard at the gate indicating reason(s) for their late coming. Those found not following this rule will be expelled from the hostel.
- b. Residents may be permitted to stay with their local guardians on Saturday/Sunday or during Jamia holidays, for which they must seek prior permission from the Senior Warden/Warden on prescribed proforma.
- c. Residents desiring to leave the station must obtain prior written permission in advance on prescribed proforma from the Senior Warden before leaving the hostel.
- d. Residents going for research work/field work or attending seminar/conference or participating in sports tournament as a member of University team /departmental educational tour must submit prior written permission along with relevant documents from the HoD/Director of Games & Sports/NCC officer in the office of the Warden before leaving the hostel.
- e. Strict disciplinary action shall be taken against those, who fail to abide by the Leave/Attendance rules.

10. Vacating Seat/Room

- a. All residents shall vacate the hostel at the end of each academic session or within three days of the last examination, or on the submission of M.Phil/Ph.D dissertation/thesis.
- b. In the event of their vacating the hostel during the session, prior information of at least fifteen days shall be given by the resident.
- c. Residents must hand over hostel belongings provided to them, before leaving the hostel.
- d. During summer vacations, residents are required to vacate their rooms and get them sealed by the hostel staff.
- e. All hostels will be closed on 16th May every year. However, for students whose regular examinations continue beyond 16th May the hostel facility may be extended till 30th May. Official Mess facility will not be provided to them. However, special arrangement for Mess will be made available till 30th May, provided a minimum 100 residents are willing to avail the facility and deposit advance Mess charges for the period with the Mess Warden before 30th April.
- f. Residents who have to attend Project/Summer Training/Field Work as an integral part of their regular course will be accommodated in a single hostel identified for the purpose, after obtaining recommendation from their respective HoD/Deans/Directors. This arrangement will remain operational from 1st June to 15th July by paying Rs. 100/- per day as room rent.
- g. M.Phil/Ph.D scholars are supposed to follow the university vacation schedule and vacate the hostel as soon as the university closes. However, in special cases on recommendations from their respective supervisors through proper channel, accommodation will be provided in the identified hostel.

11. Conduct

- a. Any resident damaging the hostel property in any manner shall pay the full cost, including installation charges, if any. In addition, he would also be liable to a fine imposed by the Warden/Provost.
- b. At the end of each academic year, assessment of damages to common utilities will be made by the hostel authorities and a "General Fine" may be imposed on residents.
- c. The use of electrical gadgets, like Refrigerator, Heater/blower, Immersion Heater, Electric Press and TV etc. is prohibited. Any forbidden gadget, found in a hostel room, shall be confiscated and a fine of Rs.2000/- may be imposed on the owner for the first violation, and expulsion, thereafter.
- d. Electric Kettle may be allowed with the prior written permission of the Warden on payment of Rs.150/- per month as electricity charges.
- e. Personal Desert Coolers are allowed with prior permission of the Warden on a payment of **Rs.300/- per month** as Electricity Charges.
- f. Cooking inside the hostel room is strictly forbidden. Violation in this regard shall lead to confiscation of the cooking gadgets and a fine of Rs.1000/- shall be imposed on the resident.
- g. Keeping of Gas Cylinders inside hostel rooms is strictly prohibited. Violation of this clause will lead to expulsion from hostel.
- h. Music systems and CD players, etc. may be used in rooms strictly with Head-phone, provided the roommates and neighbours do not object. Any violation shall lead to the confiscation of these gadgets.
- i. Residents are not allowed to make noise especially after 10:00 p.m. as it would disturb the privacy of other residents nearby.
- j. Residents are not allowed to hand over the keys of their rooms to any person other than the caretakers /hostel authorities.
- k. Residents shall maintain hygiene and keep their rooms/washrooms and hostel premises neat and clean. Hostel/Rooms may be inspected/checked by hostel/university authorities at any time.
- l. Residents are expected to come to Dining Hall, Common Room, Visitors Room, Reading Room and Office properly attired, failing which they shall be liable for disciplinary action.
- m. Residents must strictly follow the timings of TV/Common/Reading Rooms as notified from time to time.
- n. No items from places of common use shall be taken to rooms. A default in this regard may attract a fine Rs.500/- per item.
- o. Residents using Scooter/Motorbikes are required to register their vehicles with the Proctor Office and submit copy of the registration to the Office of the Warden/Provost.
- p. Residents are required to park their vehicle properly at the authorized parking provided in the hostel. If any vehicle is found in the gallery of the hostel a fine of **Rs.1000/-** shall be imposed on the owner. Safety of the Vehicles is the owner's responsibility. Parking of any outsider vehicle is strictly prohibited. Disciplinary action shall be taken against the defaulters.
- q. Any violation will lead to expulsion from the hostel.

12. Discipline

- a. Silence hours have to be observed from 10 p.m. to 6 a.m.
- b. Residents desirous of consulting Warden about their day to day problems can do so at the time specified by their respective Wardens.
- c. Residents are required to bring their own bedding and other items of personal use.
- d. No resident on his own shall shift from the allotted room to another room. No furniture should be shifted from one room to another.

- e. All residents shall be issued a Resident Identity Card from the Office of the Provost. Residents must keep this card with them at all times and must produce the same on demand by hostel authorities and security staff. In case of loss, a duplicate card may be issued on payment of Rs.50/- in cash.
- f. No resident shall indulge in any activity in his room/hostel, which may cause disturbance or annoyance to his roommate/neighbours or to the hostel/university authorities. Appropriate disciplinary action shall be taken against such students.
- g. Consumption/Possession of alcoholic drinks, narcotic drugs is totally banned. Any violation will lead to expulsion from the hostel.
- h. Smoking in the hostel premises is prohibited.
- i. The electricity bills, if found to exceed the regular amount, shall be collected from all residents.
- j. Residents shall not misbehave or manhandle any resident and Office Staff on duty. Any such misdemeanour shall attract severe punishment including expulsion from the hostel.
- k. Lights and fans must be switched off while leaving the room. Water taps should be closed properly after use.
- l. Posters or stickers should not be pasted on the hostel/room walls.
- m. Parties, social or political gatherings in the hostel complex are not permitted.

13. Disciplinary Action

- a. The Provost can for any default on the part of a resident, such as suppression of information in the application for admission, act of indiscipline, violation of any of the duly prescribed rules, indulgence in indecent or violent behaviour, or for any other reason deemed sufficient for taking a disciplinary action, issue warning, intimate the parents/guardian Head of the Department/supervisor, if any, impose fine minimum penalty of Rs.500/-, double-lock the room/cancel the allotment of room of a resident/expel or forcibly evict a resident at the risk and cost of the resident or take any other disciplinary action, including banning the entry to the hostel and recommending non-issuance or de-recognition of degrees, depending upon the gravity of the act of indiscipline committed by a resident.
- b. The Provost and the university authorities reserve the right to expel students in case their conduct is found to be of a grave nature or on a disciplinary ground. In that case the entire hostel fees including the caution money will be forfeited.
- c. Residents are required to abide by all rules and instructions given in the Hostel Guidelines and as notified on the Notice Board from time to time. They are not to plead ignorance of the same. They are to co-operate with the hostel staff and actively participate in the smooth running of the hostel.
- d. At the time of admission, every student shall be required to sign a declaration that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor, the Provost and other authority of the University who may be vested with the authority to exercise discipline under Jamia Act/ Statutes.
- e. Students found staying the hostel without paying the requisite fees or without obtaining proper permission from the competent authorities will be evicted from the hostel without any prior notice and the authorities will not be responsible for any loss/damage of items or inconvenience caused during the eviction process.

14. Ragging

Ragging in all its forms is totally banned in the premises of the Hall of Boys' Residence. **Any student found indulging in Ragging will be expelled.**

As per University Grants Commission Letter No. F1-16/2007 (CPP-II), dated April, 2009 related to UGC Regulation on curbing the menace of ragging in higher educational institutions, 2009, the students are advised to take note of the following:

As per the orders of Hon'ble Supreme Court of India "Ragging" means "Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, 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 do 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:

- * Abetment to ragging
- * Criminal Conspiracy to rage
- * 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 unnatural offences
- * Extortion
- * Criminal trespass
- * Offences against property
- * Criminal intimidation

Strict action shall be taken against those found guilty of ragging and/or abetting ragging.

Each resident shall have to sign an undertaking to the effect that he is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he has not been expelled and/or debarred from admission by any institution and that he if found guilty of the offence of ragging and /or abetting ragging, is liable to be punished appropriately at the time of joining the hostel.

An undertaking shall also be signed by the parent/guardian of the applicant to the effect that he is also aware of the law in this regard and agrees to abide by the punishment meted out to his ward in case the latter is found guilty of the offence of ragging and /or abetting ragging.

Punishment

Depending upon the nature and gravity of the offence as established by the Anti-ragging Committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

1. Suspension/ Expulsion from the hostel
2. Cancellation of admission
3. Rustication from the institution
4. Debarring from admission in the hostel in future
5. Fine ranging between 25000-100000 rupees
6. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

15. Visitors

- a. Visitors will be allowed in the hostel premises only between 9.00 a.m. to 10.00 p.m.
- b. Visitors must provide all the details in the register available at the hostel gate with the security guard.
- c. On demand, the visitors must declare their identity through identity card, or bus pass etc.
- d. All visitors must leave the hostel premises by 10:00 p.m. A visit beyond the specified hours shall attract legal action.
- e. Visitor's vehicles are not allowed inside the Hostel Campus.
- f. Residents are not permitted to allow visitors of the opposite sex in the hostel at any time for whatever reason(s). Any resident violating this rule will be evicted from the hostel.

16. Guests

- a. Residents' Guests are not allowed to stay in the hostel.
- b. It is the responsibility of the residents to ensure that unauthorized guests are not present in their rooms.
- c. The residents having unauthorized guests in hostel rooms shall be liable to disciplinary action which includes expulsion from hostel.
- d. No resident shall keep or give shelter to any debarred/campus banned/rusticated students in his room. In case of violation, the hostel allotment of the erring residents shall be cancelled.
- e. Notwithstanding any of the punishment mentioned above, the Provost and the University authorities reserve the right to expel students in case their conduct is found to be of a grave nature.

17. Hostel Welfare Association

- a. Residents are provided ample space of freedom to ensure smooth functioning of the hostel, and to generate a lively atmosphere.
- b. For the purpose, a Hostel Welfare Association consisting of Food, Sports and Cultural Committee is elected democratically by the General Body comprising of residents in each hostel separately.
- c. The Senior Warden of the hostel shall be the Advisor of the Association and the Provost its Patron.

- d. All the activities of the Association shall be held with the prior approval of the Provost. In this regard Wardens/Hostel Welfare Association shall discuss the proposal(s) with the Provost.

NOTE: Residents can collect the money on their own and organize the games and cultural activities themselves. University will not charge any money for such activities.

18. Gymnasium

- a. Gymnasium facility is available to the resident members on a nominal fee of Rs.1000/- per annum (or Rs.300/- per quarter). Membership of the Gym shall be granted on merit to be determined by the duly constituted committee.
- b. Gymnasium will remain open from 6.00 a.m. to 8.30 a.m. and 5.00 p.m. to 7.30.p.m. on all working days and from 6.00 a.m. to 10.00 a.m. on Sundays and Holidays or as notified from time to time.
- c. The members shall strictly abide by the rules & regulations of the Gym, failing which disciplinary action will be taken against them.
- d. Gymnasium will remain closed during summer and winter vacations.

19. Fee Payment Schedule

a. Mess Fee

- i. All students must pay the prescribed Mess Fee, which may be revised from time to time.
- ii. Mess will generally function from **July to 10th December** and **January to 15th May** every year.
- iii. Mess fee is charged in **TWO INSTALLMENTS**. The **first** instalment is from July to 10th December (to be deposited at the **time of admission**) and the **second** instalment from January to 15th May (to be deposited immediately after **Winter Vacations**);
- iv. Every resident has to deposit a sum of **Rs.2000/-** towards Mess Caution Money (refundable) at the time of admission.
- v. On prior information, the Warden (Mess) may allow the adjustment of mess remission at the end of session. However, no mess refund shall be allowed for less than **7 consecutive days** and not more than **30 days** in one academic year. No claim for remission of food charges shall be entertained if the resident has not submitted prior application to the concerned Warden/Caretaker.
- vi. If the resident fails to deposit the Mess Fee on due date, a late payment fine of **Rs.200/-** shall be charged up to **15 days**. Thereafter, the mess facility shall be withdrawn and an appropriate action shall be taken against such defaulters including expulsion from the hostel.
- vii. Any resident, who is exempted from the hostel mess by Sr. Warden (Mess) under special circumstances/Medical background, shall have to pay a token fee of **Rs.500/-** per month for **06 months** as **Mess Exemption Fee (Medical background)**.

b. Hostel Fee

- ii. Hostel Fee shall be submitted in ONE INSTALLMENT at the time of Hostel Allotment/Renewal.

20. Mode of Payment and Cancellation

- a. No part payment is allowed.
- b. Residents are required to make payments during the prescribed period, failing which a fine of Rs.200/- will be charged up to 15 days after the expiry of the last date.
- c. If a resident fails to pay before the end of the prescribed date mentioned for the instalments, his admission to the hostel will be cancelled. He may, however, be re-admitted with the permission of the Provost on payment of re-admission charges of Rs.1000/- provided vacant room in the hostel is available.
- d. Hostel and Mess Caution Money will be refunded to the resident within one year from the date of leaving the hostel. However, residents are required to produce a clearance certificate from the concerned Office/Department/Centre before claiming the same on a prescribed form available in the Warden Office.
- e. The claim of the student for reimbursement of caution money shall stand forfeited or deemed to have been relinquished, if it is not claimed within one year from the date of leaving the hostel.
- f. In case of withdrawal of admission from the hostel within a week, all the fees except the admission fees shall be refunded.
- g. On withdrawal beyond one week, no fees will be refunded except the Caution Money on the production of the clearance certificate.

Note: The final authority in all hostel matters rests with the Provost.

FEE STRUCTURE *

Heads of Fee	New Allotment	Renewal
Admission Fee	100	NIL
Maintenance Fee	1000	1000
Common Room	250	250
Development	300	300
Kitchen Maintenance/Crockery Utensils	400	400
Hostel Function	150	150
Hostel Magazine	50	50
Sports	50	50
Student Welfare Fund	50	50
Hostel Identity Card	50	50
Room Rent	800	800
Electricity /Water	1600	1600
Caution Money (Refundable)	500	NIL
TOTAL	5300	4700

****Physically challenged students, whose parents' annual incomes is not above Rs. 1.50 lakhs per annum are exempted from the payment of room rent (Supporting document required as per Jamia norms)***