

# **JNTUK UCEV :: HOSTEL MANUAL**

**( Administration, Admission, Rules & Regulation , 2020-21)**



**JNTUK- University College of Engineering Vizianagaram  
Jawaharlal Nehru Technological University Kakinada  
Dwarapudi(po), Vizianagaram-535003, AP, India**

## **PREFACE**

Jawaharlal Nehru Technological University Kakinada(JNTUK) is formed in the year 2008 under Act No.30 of 2008, Govt. of AP. University College of Engineering Vizianagaram (UCEV, JNTUK), is one of the constituent Engineering Colleges of this University playing a significant role since 2007 in imparting Technological Education in the state of Andhra Pradesh.

At present, approximately 1400 students reside in campus hostels. This booklet outlines the hostel administration, rules and regulations in handling various issues related with the hostels consistently. The Principal/Chief Warden, JNTUK-UCEV reserves every right for changes and additions in the rules and regulation as and when required.

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## **I. THE HOSTELS**

The Hostels are well equipped with 209 rooms for Girls and 205 rooms for Boys and a Dining Hall, a Common Room, Kitchen and RO plant, Gym and arrangements for Indoor games in every Hostel. Campus hostels provide accommodation to about 650 Girls and 750 Boys from UG & PG courses. Power backup is available 24 hours a day in the hostel from generator of 62.5 KVA capacity. All hostels are Wi-Fi enabled and has free access to internet facility.

## **II. HOSTEL ADMINISTRATION**

The Hostel is managed by the Officer-Incharge-Hostels and Dy.Wardens on behalf of the Principal.

## **III. ADMISSIONS TO HOSTELS**

All admissions to the Hostels are considered afresh. The students who are already the residents also have to apply for readmission every year and has to go through all requirements applicable for a new admission. Admission into the hostels is strictly as per the available accommodation and no guarantee of admission is given to every student. The campus hostels are open for admission to students who have been admitted to any one of the UG/PG Course. However, the student is eligible to apply for Hostel admission provided that their parents are not residents of Vizianagaram. The admissions to the Hostel will be strictly as per the actual available number of seats. Admission without accommodation shall not be considered.

## **IV. PROCEDURE FOR FRESH ADMISSION/RENEWAL:**

The students who wish to apply for Fresh/Renewal of admission to the Hostel, are required to submit a filled in application in the prescribed

format duly completing in all respects to the Hostel Office as per the admission schedule. The students are required to deposit the Hostel dues/fees, in full, by the given date and time, failing which the offer admission/readmission to the Hostel will stand automatically cancelled.

## **V. ALLOCATION OF SEATS**

Seats in the Hostel are allocated course wise. The number of seats in any discipline/course depends on the sanctioned seats in the course for all categories. As Hostel Seats are limited and admissions are FIRST COME FIRST SERVE BASIS.

The order of preference for admission/readmission to Hostels is as follows:

1. The students who are from distant places (districts other than Vizianagaram) shall be first considered.
2. Other vacancies if any will be given only to those students who were residents of the hostels managed by the Department(s) of Social Welfare or Backward Class Welfare and are admitted under sports category.
3. After accommodating the students in 1& 2 the rest of the students shall be considered on merit. However, the students belonging to Vizianagaram and nearest native (< 25 km) are not eligible to any hostel admission/readmission.

## **VI. DISCIPLINARY RULES**

The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will, make the inmate liable to disciplinary action including expulsion from the hostels and also from institution.

- i. Every student must remember that the hostel is the home of the student on the campus and therefore, he/she should behave himself/herself on

the campus as well as outside in such a manner as to bring credit to him/her and to the institution.

- ii. Boarders should maintain atleast 75% of attendance in their academics, failing which hostel admission will be denied for the subsequent semester.
- iii. A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Unless they clear the dues, they shall not be allowed to take University examinations. Further he/she may be expelled from the Hostel.
- iv. Room furniture, electrical fittings etc., are required to be maintained by the students in good condition.
- v. No parent or guardian of a student is permitted to stay in the hostel. They must obtain prior permission from the chief warden to stay in the college Guest House only. (Such accommodation is available for a specific period on payment basis as per the Guest House accommodation rules).
- vi. vi. Male students shall not remain absent from their hostels during night between 9.00 pm to 6.00 am without the prior permission of the Deputy warden/OIH. Corresponding timings for the women's hostel are 6.00 pm to 7.00 am even with prior permission.
- vii. vii. In case of any emergency they should take written permission from the concerned Deputy Warden. The students are required to carry their identity cards with them when they move inside the campus.
- viii. Hostel students shall not leave the headquarters without prior permission of the Deputy warden/OIH. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimated.

- ix. Hostel students shall not leave the headquarters without prior permission on the Deputy Warden/OIH. They have to apply for permission in writing in advance stating the reason for leaving and the address of destination. Hostel students who leave hostel without the application and prior permission from the concerned authorities shall be deemed to be missing and their parent/guardian or even the police authorities may be intimidated
- x. The residents of the hostel should not leave the hostel premises on holidays for the purpose of excursion or picnic without prior permission of the Deputy Warden/OIH/Chief Warden .However ,for any accident or fatality that may occur during picnic/excursion the responsibility does not lie with the institute or Hostel authorities.
- xi. No association of students on the basis of region, caste or creed is permitted
- xii. No hostel inmate shall take the law into his / her own hands. If any of the hostel residents find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel residents, he/she should lodge a complaint in writing with the warden concerned.
- xiii. Ragging of any kind is severely punishable as per the Andhra Pradesh state Prohibition of Ragging Act, 1997 and 2002. As such students are advised not to indulge in such activity.
- xiv. Students who have finished the four years of course work but yet to pass some examinations are called back loggers. Such students will not be normally given accommodation in the college hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.
- xv. Hostel residents who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine,

suspension , rustification or dismissal either from the hostels and/or from the institute or both by the appreciate authority.

- xvi. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostels.
- xvii. The consumption or storage or supply of liquor or any sort of intoxicant is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also prohibited
- xviii. Residents shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned
- xix. A hostel student will be completely responsible for all the possessions including his/her cycle/laptop/Computer/Electronic gadgets, etc. The institute hostel will not be responsible for any loss incurred.
- xx. The use of motor vehicles such as Car, Motor cycle, Scooters, Mopeds, etc by the students is strictly prohibited inside the college/hostel premises.
- xxi. Boarders will be personally and collectively responsible for any loss /damage to the properties and equipment and other fittings in the common halls in case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities ,will b distributed equally among all the students of such groups or associations as may be found responsible.
- xxii. Fans and lights must be switched off when the students leave their rooms. Light must be switched off positively when they go to bed. In case it is noticed that fans/lights are on the locked room, a heavy penalty will be imposed for wasting the costly energy sources.

- xxiii. Students are advised not to keep valuables in the hostel Rooms. They should lock their rooms properly when they go out for bath, mess etc., each room-mate must keep a key of the door lock of his room.
- xxiv. The room of any student in the hostel can be inspected at any time by the Deputy warden/OIH/ Chief warden or any authorized member of the institute staff. Residents are advised to keep their ID cards with them and show them on demand.
- xxv. Residents should not play cricket, football etc., in the common halls or in front of hostels. It causes damage to the hostels property, but also disturbs the peace of the surroundings. Heavy penalty will be imposed and will collect from all students of the block.
- xxvi. All the hostellers are to note that electrical/carpentry /plumbing complaints should be given in writing to the complaint register available in the hostel office. In case the complaint is not attended to or there is any difficulty, the students can contract the OIH/Chief Warden.
- xxvii. Female visitors and girl students are not permitted to visit the men's hostel any time.All girl students must be present in their rooms before 7PM. Girl students must take prior permission from the concerned deputy Warden/OIH for leaving the campus, in case of urgent necessities only. They must enter their movements in the Register provided while going out and reporting in(after obtaining permission from the concerned Deputy Warden/OH).Students leaving the hostel without prior permission will be viewed very seriously and will invite expulsion from the rooms and or from the Hostels
- xxviii. Caution Money Deposit (CMD) will be adjusted /refunded only when the student finishes his/her course and takes T.C. from the college. No adjustment of mess bills against bills against CMD is permissible.

## **VII. DISCIPLINARY MEASURES**

- Any hostel student who is found to be indulging in undesirable activities such as ragging, physical assault, damage to property, causing

inconvenience to other residents, non-compliance of any of the conduct rules, or violation of any other rule defined in this manual will be liable to the following punishments

- a. Expulsion from the hostel.
  - b. A record of his / her misconduct will be made in his personal file.
  - c. The cost of damage will be fully recovered from him/her together with penalty.
  - d. He/she will also be fined appropriately with the offence committed.
  - e. The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
  - f. No recommendations will be given to him/her for studies abroad.
  - g. Rustication from the Institute.
- Taking food or mess utensils to the room will attract a fine and disciplinary action by hostel administration, if repeated.
  - Any violation of the conduct rules or any act of indiscipline will invite an enquiry that will be conducted by the Hostel Administration. If the student is found guilty, then the Hostel Administration will take disciplinary action that it deems fit. Depending on the case, the administration reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

## **VIII. MEDICAL FACILITIES TO RESIDENTS**

- i. In the case of illness of a hosteller, the concerned deputy Warden / warden shall inform the local guardian and will send for checkup at the local hospital in ambulance available in the campus.
- ii. Medical facility as detailed below is provided to all the Hostellers: The medical officer deputed at institute dispensary shall examine the cases at the dispensary during 3PM to 5PM daily and take necessary line of treatment utilizing the available resources, free of cost.

- iii. In case the Medical Officer is in the opinion of the requirement of treatment outside the Institute dispensary/Hospital, he/she may refer the case to the outside hospital.
- iv. Cases of a Hosteller requiring hospitalization will be reported to the local guardian and his/her parents/guardians at respective home addresses. It shall be the duty of the local guardian / parent / guardian to take care of their wards.
- v. If there is a need arises to follow up the hosteller before coming to his Parents/ local Guardian to take care of the student, it shall be the responsibility of the parents nominee till the arrival of his parents/local guardian/guardian.
- vi. In case of emergency, such ailing hosteller will be shifted to his/her home town only when he/she is accompanied by his/her parents nominee.
- vii. All cases of illness shall be reported to the deputy warden who in turn shall inform OIH/CW.
- viii. In case of illness the food can be served to the patient outside the dining hall with the permission of deputy warden.
- ix. In case of serious illness or infectious diseases, the Institute authorities in consultation with the parent/local guardian, will make necessary arrangements to shift the student from the hostel to any other appropriate place as per medical advice.

## **IX. RESPONSIBILITIES OF RESIDENTS**

- i. It is the collective responsibility of all the residents for any general damage to the hostel property and they will be required to make such

damage into good condition, if the students who caused the damage could not be identified.

- ii. The residents should not indulge in any practices/activities, which may endanger their own personal safety and of any others.
- iii. The residents will be personally responsible for the safety of their belongings.
- iv. Every inmate's duty bound to report to the Deputy Wardens/ OIH / Principal, in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- v. The inmate's are not allowed to use/ drive the motor-vehicles on the campus and in the hostel. However, he/she may be allowed in unavoidable conditions with prior written permission by the CW/Principal.
- vi. Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without specific permission of the CW/Principal. Meetings for routine hostel affairs (management of mess, organizing sports, co-curricular and extra-curricular activities etc.) have to be in the notice of deputy warden/OIH and with their consent.
- vii. Students should not arrange for any picnic outside the campus without specific permission of the DW,OIH and Principal.
- viii. Hostellers are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable.
- ix. If students create law and order problems outside the campus, they are answerable to the police or city administration on their own. In such cases, they will also be answerable to JNTUK-UCEV administration as per the institute norms.

- x. Hostellers are not allowed to go out in large groups which are difficult to control. If any hosteller gets involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute too.
- xi. The institute authorities will do its utmost to protect you as long as you are on the right side of the law. Do not overstep the social and moral limits, help us to help you.

## **X. HOSTEL MESS: Rules and Regulations:**

It is compulsory for every resident to join the mess from the day he takes hostel admission. Cooking is not permitted in the rooms.

- The Hostel Mess is run by the residents of the hostels through their elected representative – MESS SECRETARY under the guidance of Officer-Incharge Hostels and Dy.Wardens and Care Taker. Break fast, Lunch and Dinner are prepared according to the local taste as per the MENU decided by the Mess Secretary in consultation with the residents of hostels.
- The quantity of food will be unlimited except in the case of special items.
- Non-vegetarian items will be served on specified days of the week.
- All the students are expected to maintain dignity of the hostel. They should be disciplined, polite in their behavior with the mess staff and other functionaries of the hostel. No student other than Mess Secretary is permitted in the kitchen. No student is allowed to carry the food or crockery items out of the dining hall, however if any student is ill, on medical advices food may be served in the room with the permission of the Dy.Warden/OIH
- Late lunch is kept only for those who come late due to their class work. Late breakfast/dinner is not allowed.

- Mess purchases are made by the Mess Secretary to see that the materials are of good quality and are purchased at competitive rates. He/She will check the quality ,quantity and compare the rates of all mess items
- Mess Secretary is responsible to check/receive the stock in the store and issue the items in presence of the mess staff.
- Mess Secretary should sign all the bills and ensure that the entries have been made in the stock register by the office assistant. The Office Assistant will sign and verify the bills before presenting them to the OIH and thereby to The Principal for payment. After that no bills be shown and no grievance will be heard.
- Mess Bills will be prepared by the Office Assistant in consultation with the Mess Secretary and are generally notified on flat rates.
- The students who bring their guests are required to make entries in the register and purchase a guest coupons before ordering the food.
- The hostels and Mess is closed during vacations for maintenance.

## **XI. MESS TIMINGS**

The students should adhere to the following mess timings:

- BREAKFAST: 7.00 – 9.00am
- LUNCH\*: 12.00 – 2.00 pm
- DINNER: 7.00 – 9.00 pm
- \* Subject to variations, if timing of classes change due to any reason.

## **XII. FINE FUNDS**

- i. Hostel fine fund will be utilized for hostel upkeep, as would be decided by the hostel maintenance committee and hostel administration. The fine funds are to be accounted clearly and are subject to internal audit.
- ii. The amount of fine to be imposed against the type of indiscipline will be decided by the hostel administration.

### **XIII. HOSTEL FEES**

The fees specified below are subject to changes from time to time as decided based on the recommendations of the CAC (College Academic Committee),

1<sup>st</sup> Term

<b>S.No</b>	<b>Description</b>	<b>Amount in Rs</b>
1	Establishment charges (Per term)	1500-00
2	Room Rent	600-00
3	2Water charges & Electricity Charges(Per Term)	1200-00
4	Caution deposit	300-00
5	Admission fee	400-00
6	Tin& Audit (Per Year)	3000-00
7	Miscellaneous Fee (Print & Stationary)	500-00
	<b>TOTAL</b>	<b>7500-00</b>

2<sup>nd</sup> Term

<b>S.No</b>	<b>Description</b>	<b>Amount in Rs</b>
1	Establishment charges (Per term)	1500-00
2	Room Rent	600-00
3	Water charges & Electricity Charges(Per Term)	1200-00
	<b>TOTAL</b>	<b>3300-00</b>

#### **XIV. HOSTEL AMENITIES**

- i. Each Hostel is a self-contained unit with amenities such as a TV room, reading area/room, an indoor games, shuttle court, gym, a dining hall with mess.
- ii. Dining Hall is equipped with Proper sitting arrangement for 150 students to be accommodated at a time. Mess supervisor available during the mess timings.
- iii. UV/RO purified Drinking Water unit.
- iv. Hygienic conditions in the entire mess area should be ensured with installed stainless steel equipments and fixtures.
- v. Adequate number of toilets and bathrooms with their regular maintenance.
- vi. Hot water provided in hostels.
- vii. UV/RO purified and safe drinking water provided on each floor.
- viii. Display Boards giving the information about the hostel staff, hostel rules, precautions and suggestive measures, hostels bills etc.
- ix. Provision of conduction of regular health check up camps.

#### **XV. GUESTS AND VISITORS**

- i. Subject to availability of proper accommodation facility, the Parent of an inmate may be permitted, with the prior written approval by the deputy warden to stay in hostel for not more than one day on payment of the necessary charges, as fixed by the Hostel administration from time to time.
- ii. No overnight guests are allowed in a student's room without permission of the deputy warden.
- iii. In boys' hostels, the parents of students and other male guests may visit the student in his room after due permission from deputy warden after making proper entry in the register available at the hostel gate.
- iv. Male students/visitors are not allowed inside the girls hostel.

- v. Female visitors are not allowed in boys hostels; however, female family members may be allowed to visit a student in the hostel between 6.00 a.m. to 6.00 p.m. with prior permission from the deputy warden.
- vi. Violation of any of the above rules regarding stay in the hostels will lead to disciplinary action including expulsion from the hostel.

## **XVI. ADDITIONS / ALTERATION**

Additions or alterations to these Rules & Regulations may be carried out by OIH and deputy wardens with prior approval of Principal. Principal JNTUK-UCEV reserves the right for changes and additions in the rules and regulation as and when required.

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**Hostel Application is enclosed in this manual  
(attach aadhar card copy to the application)**

**HOSTEL APPLICATION FORM**

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA  
University college of Engineering Hostels, vizianagaram  
Hostel Accommodation Application Form

Affix latest colour  
passport size  
photograph

- 1. Name of the candidate:.....  
(in block letters)  
Class: - ..... Semester ..... Branch:..... Roll No:.....
- 2. Date of birth(in figures):..... Gender: 

M	F
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- 3. AP EAMCET Rank: .....
- 4. Father's name(in block letters):.....
- 5. Mother's name:.....
- 6. Nationality:..... Father's occupation:.....
- 7. Category: 

OC	BC	SC	ST	PHC	Minority	EBC
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- 8. Permanent Address:

Address _____		
Town /city _____	District _____	State _____
Pincode: _____	Landline No. _____	Mobile No. _____

Correspondence Address (If different from Permanent Address)

Address _____		
Town /city _____	District _____	State _____
Pincode: _____	Landline No. _____	Mobile No. _____

Local Guardian Address:

Address _____		Landline No. _____
Mobile No. _____	Email ID: _____	

I declare that the information given above is true to the best of my knowledge. I agree that if any information furnished above found incorrect my admission is liable to be cancelled.

Date:  
Place:

Signature of the Student