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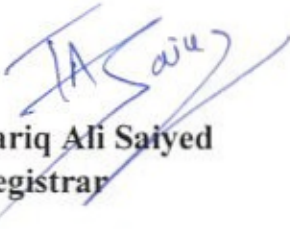
NOTIFICATION NO. KU/POL./2022/005

Date: 24th January 2022

Subject: Karnavati University - Rules related to the Constitution of Hostel Administration Committee (Issue 01 Revision 00)

Karnavati University hereby notifies 'Rules related to the Constitution of Hostel Administration Committee' as appended herewith. This committee shall administrate proper functioning and maintenance of the code of conduct within the hostel premises of the University.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar



Enclosure: Karnavati University - Rules related to the Constitution of Hostel Administration Committee (Issue 01 Revision 00)

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Rules related to the Constitution of Hostel Administration Committee

Policy Title	Rules related to the Constitution of Hostel Administration Committee
Key Stakeholders	Student, Chief Warden
Approved on	24 th February 2022
Date Effective	25 th February 2022
Next Version	
Relevant Policies	Student Hostel Accommodation Policy
Relevant Committees/Council	
Related guidelines	

1. Short Title

These rules shall be called the “*Rules related to the Constitution of Hostel Administration Committee*”.

2. Hostel Administration Committee (HAC) – Constitution, Composition and Meetings

- i. The University shall constitute a Hostel Administration Committee (hereinafter referred to as “**HAC**”) for the proper functioning and maintenance of the code of conduct within the hostel premises of the University.
- ii. **Composition** - It may have the following members:
 - a. Hostel Administrator, who is the head of the Hostel Administration, he/she shall be the chairperson;
 - b. Campus Administrator;
 - c. One Sr. Warden Girls Hostel;
 - d. One Sr. Warden Boys Hostel;
 - e. HOD Maintenance & Housekeeping
 - f. One member of the Student Council, who shall be nominated by the chairperson, for a period upto two (2) years;
- iii. **Meetings** – the HAC shall meet two (2) times in an academic year, the quorum of the meeting shall be of one-third (1/3rd) members, the minutes of the meeting shall be prepared by the chairperson and shall be signed by all the members present.

3. Powers and Functions of the HAC

- i. The HAC has the right to take disciplinary actions against the defaulters and such other students who are found violating the rules and regulations mentioned under the *Student Hostel Accommodation Policy*, and impose penalty.
- ii. It shall decide the rules for allotting the rooms to the students.
- iii. It shall decide the dates for vacating the hostel rooms.
- iv. It shall decide the timings of the hostel, and the code of conduct which needs to be followed by the students while residing in the hostel.
- v. Power to conduct surprise inspections of the hostel room.
- vi. Power to remove the belongings of the students from the hostel rooms, in cases of failure to vacate the rooms after the last date notified for vacating the room as per the *Student Hostel Accommodation Policy*.
- vii. Confiscation of all such items prohibited under the *Student Hostel Accommodation Policy*, and imposing penalty for the same.

- viii. The HAC reserves the right to terminate the occupancy of the student for any wilful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities.
- ix. The HAC has the discretion to impose penalties for offences under various heads as per the list mentioned in clause 17 of *Student Hostel Accommodation Policy*.
- x. Such other powers and functions, as may be necessary, from time to time.