



**BABU BANARASI DAS  
EDUCATIONAL GROUP**

BBD CITY, Faizabad Road, Lucknow - 226028

**HOSTEL RULES  
&  
REGULATIONS**

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Note : The Names and the Contact nos. of the respective Resident Hostel Wardens, Wardens and Assistant Wardens are available in the office of Warden's of the respective Hostels.



# **BABU BANARASI DAS EDUCATIONAL GROUP**

BBD City, Faizabad Road, Lucknow - 226 028

## **HOSTEL RULES & REGULATIONS**

Student's Name.....

Hostel Name.....

Room No..... Contact No.....

Course ..... Branch..... Year.....



## TABLE OF CONTENTS

<b>HOSTEL MANAGEMENT</b> .....	<b>5</b>
<b>DISCIPLINARY COMMITTEE</b> .....	<b>6</b>
1.0 OBJECTIVE .....	6
2.0 DEFINITION .....	6
3.0 HOSTEL FACILITY .....	6
3.1 Blocks .....	6
3.2 BBD GROUP Support Staff .....	6
3.3 BBD GROUP Property .....	7
3.4 Room Mates .....	7
4.0 SANCTITY OF HOSTELS .....	7
5.0 JOINING RULES FOR HOSTEL .....	7
6.0 ROOMS ALLOTMENT .....	8
7.0 MAINTENANCE AND UPKEEP OF HOSTELS .....	8
8.0 MAINTENANCE COMPLAINTS .....	9
9.0 VACATING HOSTEL / SECURITY REFUND .....	9
10.0 GENERAL .....	10
10.1 Inspection of Hostels .....	10
10.2 Recreation/Exercises .....	10
10.3 Parties at Hostels .....	11
10.4 Roommate .....	11
10.5 Placement of Furnishings .....	11
10.6 Picnic or Leisure Trips .....	11
10.7 Music .....	11
10.8 Smoking / Chewing Gutkha / Pan / Gambling .....	11
10.9 Consumption of Alcohol .....	12
10.10 Drugs & Narcotics .....	12
10.11 Sleeping in Common Room .....	12
10.12 Vehicle .....	12
10.13 Vehicle Stand .....	12
10.14 Electricity & Water Usage .....	12
10.15 Tampering .....	12
10.16 Night Stay .....	13
10.17 Leave Application .....	13
10.18 Weapons .....	13
10.19 Uniform .....	13
10.20 Unauthorized Occupancy .....	13
10.21 Hostel Attendance .....	13
10.22 College Attendance .....	13
10.23 Playing Inside Hostel .....	13

10.24	Stay During Class Hour .....	13
10.25	Proxy .....	13
10.26	Usage of Laptop / PC.....	14
10.27	Responsibility for Personal Property .....	14
10.28	Failure of Electricity .....	14
10.29	Notice Board .....	14
10.30	Fine .....	14
10.31	Teasing.....	14
10.32	Usage of Electric / Electronics Gadgets .....	14
10.33	Naked Wires .....	15
10.34	Drying Clothes .....	15
10.35	Garbage .....	15
10.36	Cleaning of Rooms .....	15
10.37	Noise Pollution .....	15
10.38	Hostel Telephone .....	15
10.39	Refund of Fees .....	15
10.40	Cooking .....	15
10.41	Common Room Timing .....	15
10.42	Strike .....	15
10.43	Warden Arrangement .....	16
10.44	Rights of Admission are Reserved .....	16
10.45	Airconditioned and Non-Airconditioned Accomodation ...	16
11.0	COMPLAINTS AND REPRESENTATIONS .....	16
12.0	SICKNESS .....	16
13.0	FIRST AID .....	17
14.0	HOSTEL WARDENS .....	17
15.0	FURNISHINGS .....	17
16.0	SECURITY .....	18
17.0	ENTRY/EXIT TO/FROM HOSTELS .....	19
18.0	OUTING TIMING .....	21
19.0	GUESTS / VISITORS TO THE HOSTELS .....	21
20.0	VARIOUS CHARGES .....	22
21.0	PAYMENT OF BILLS .....	22
22.0	RAGGING .....	22
23.0	MEDICAL .....	24
24.0	WHAT TO BRING .....	24
25.0	MESS RULES .....	25
26.0	HOSTEL RESIDENT / STUDENT OATH DECLARATION .....	27

# **HOSTEL RULES & REGULATIONS**

**WE WELCOME YOU AS A MEMBER OF THE BBD  
EDUCATIONAL GROUP FAMILY AND WISH YOU AN  
ENJOYABLE AND PRODUCTIVE STAY**

**The following officer constitutes Hostel Management:**

- a. Chief Executive Director, BBD Educational Group
- b. Vice Chancellor, BBD University
- c. Director (Operations)
- d. Hostel Provost
- e. Resident Hostel Warden
- f. Hostel In-charge (Chief Warden)
- g. Warden
- h. Assistant Warden

**The following officer constitutes Disciplinary Committee:**

- a. Director/Dean
- b. Dean Students Welfare & Chief Proctor
- c. Hostel Provost
- d. Head of the Concerned Department
- e. One Senior Faculty from the Concerned Department (Nominated by Director/Dean)
- f. Resident Hostel Warden

**List of Hostels:**

- A. BOYS HOSTEL**
  - a) Justice D.P. Gupta Boy's Hostel
  - b) New Boys Hostel, Block A
  - c) New Boys Hostel, Block B
  - d) New Boys Hostel, Block C
  - e) New Boys Hostel, Block D
- B. GIRLS HOSTEL**
  - a) Smt. Vidyawati Devi Girl's Hostel
  - b) BBD Girl's Hostel
  - c) Smt. Sheila Devi Girl's Hostel
  - d) Dr. Nirmala Devi Girl's Hostel
  - e) Smt. Shail Gupta Girl's Hostel

Hostel is managed by the Hostel Provost, Resident Hostel Wardens, Hostel Incharge, Wardens & Assistant Wardens. The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher authorities must be forwarded through proper channel.

**1.0 OBJECTIVE**

1.1 The guiding principle towards the formulation of the rules and regulations for hostlers is to:

- Ensure a secure, comfortable and pleasant stay and to create an environment, which is conducive to learning.
- Ensure that Students coming from different parts of the country learn to live together and strengthen their relations with mutual cooperation and goodwill.

In fact, all of our activities are geared towards your development and progress. We all need to create a sense of belonging towards BBD EDUCATIONAL GROUP property.

1.2 Violation of any of the rule(s) will lead to disciplinary action as per respective rules. Institute /hostel / any of the part functioning / allied to the same will not be responsible / entertain in case of theft of any sort / FIR lodged against any student(s) or any mishap caused / happened with the student(s) due to violation of any of the rule(s) of the Institute / hostel / mess or any part functioning / allied to the same.

**2.0 DEFINITION**

2.1 These rules will be termed as Hostel Occupancy Rules & Regulations.

2.2 Failure to abide by these rules will be considered an unprofessional conduct on part of the residents, and will result in appropriate Disciplinary action.

2.3 For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with all its fixtures, furnishings and any other materials / equipment supplied by BBD EDUCATIONAL GROUP will be considered BBD EDUCATIONAL GROUP Property.

**3.0 THE HOSTEL FACILITY**

3.1 **BBD EDUCATIONAL GROUP Support Staff:** The support staff provided at hostels is to facilitate your stay, and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.

3.2 **BBD EDUCATIONAL GROUP Property:** You will have to act as custodians of the property; therefore, its usage should be done with care. You will be liable to pay for any loss or damage caused to it.

3.3 **Room mates:** BBD EDUCATIONAL GROUP treats all its students equally. Your roommate is entitled to equal rights of occupancy and access



to any material of common use. We expect you to have a courteous attitude towards your roommate.

- 3.4 **Hostel facility for the first year students is provided in separate hostels, as per the norms of UGC/AICTE. No first year student is allowed in senior hostels and likewise no senior hostel student is allowed in the first year hostels.**
- 3.5 **Any change in the class of accommodation will only be entertained for a better class and in no case it will be downgraded.**
- 3.6 **Management reserves the right to shift the room/hostel as and when required or deemed fit; and the student shall have to accept the decision without any murmur.**
- 4.0 **SANCTITY OF THE HOSTELS**
- 4.1 **The Hostels being a part of the College premises deserve a sacred status.**
- 4.2 **Students are not allowed to keep Firearms or Contraband items in the Hostel premises.**
- 4.3 **Students will not indulge in any illegal and / or unethical activity in the Hostel premises.**
- 4.4 **Neither the Students nor their visitors are allowed to bring or consume Liquor, Drugs, or any other Intoxicants in the Hostel premises.**
- 5.0 **JOINING RULES FOR HOSTEL**
- 5.1 **Every student who wishes to join the hostel has to fill in the application form with an annexure of undertaking from the Parents / Guardian.**
- 5.2 **Hostel Facility is optional and Institute reserves the right to allow hostel facility to the applicants.**
- 5.3 **Every Resident is required to submit general health report duly counter signed by Doctor. Resident having any Chronic/ Communicable disease(s) is / are not allowed to stay in hostel without the prior recommendation of institute's Medical Officer / institute authority.**
- 5.4 **Hostel residents are expected to observe the rules and regulations prescribed for them as well as all the requirements for Campus life & Social norms.**
- 5.5 **All resident students shall be issued a "Resident Identity Card" from the Director (Operations) office. Each resident must keep on his person his card and must produce the same on demand by Hostel Authorities/BBD Educational Authorities.**

- 5.6 In case of lost "Resident Identity Card", a duplicate card may be issued on payment of Rupees 100/- .
- 5.7 Duration of hostel stay will account from first day of academic session up to the last day of academic session.
- 5.8 Hostler is required to bring their own bedding and other required items for personal use. They should use their own locks.
- 5.9 Furniture items, as admissible, shall be handed over at the time of allotment or occupation of seat.
- 5.10 Admission in the hostel in the middle session is not possible, except under special circumstances.
- 5.11 Admission in the hostel for one year does not guarantee admission for next year.

#### **6.0 ROOM ALLOTMENT**

- 6.1 Allotment of rooms may not necessarily be of one's choice. It is at the sole discretion of the administration, which may allot the rooms either on first come first serve basis or any other basis, say academic background, etc.
- 6.2 At the time of starting of the semester, no student should lock any room other than the officially allotted room. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and Cupboards.
- 6.3 Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.
- 6.4 Allotment is done in single/double/triple occupancy (i.e. one/two/three persons per room). The rental value has been worked out on this basis.

#### **7.0 MAINTENANCE AND UPKEEP OF HOSTELS**

- 7.1 It is expected that residents will treat College property with care and consideration.
- 7.2 Furnishings for individual rooms as well as common areas will be provided once at the beginning of the academic year. The subsequent maintenance will be the responsibility of the residents. Any damage to the individual room furnishings will be taken care of by the individuals concerned, and that to the items of collective use by the residents jointly as a group.

7.3 Fixing of posters, making use of walls / doors as a canvas for painting of various expressions, etc., are strictly prohibited. The damage caused to the walls / doors due to this sort of activity will be recovered from the occupants of the respective rooms.

#### **8.0 MAINTENANCE COMPLAINTS**

8.1 For the convenience of the hostelites, a complaint handling system is in vogue. In case of any complaints regarding upkeep and maintenance or repair/replacement of any item, the complaint application letter should be dropped in the suggestion boxes located at the entrance of each block. A complaint register is also placed at the entrance of each hostel block for this purpose.

8.2 All avenues are available to you for lodging complaints for unattended works. It would, however, be appropriate if immediate channels are tapped first. These are:

(1) Wardens & Asst. Wardens

(2) Resident Hostel Wardens

#### **9.0 VACATING HOSTEL / SECURITY REFUND**

9.1 Students joining the hostel during an academic year are not allowed to vacate the hostel because the hostel accommodation is provided for the whole academic year.

9.2 Any hostel resident, whose roommate has checked out due to any reason, will accept a roommate or will shift with another hostel student who is staying single, as per the instructions of the Hostel Management. In such a case the Hostel Management will provide support staff for moving the luggage of the student.

9.3 If any student living in the hostel on double occupancy basis has the other space vacant in her / his room, will not proceed on term break / summer break / vacations etc., without giving the duplicate key of her / his private lock applied to the earl on her / his room door to the warden. This is necessitated by the condition if another student has to be allotted the vacant space. In case of default the omission will attract a fine of Rs 1000.00, and the lock of the room will be removed by the warden.

9.4 A student vacating the hostel permanently is required to hand over the room to the Administration Representative in the same condition it was handed over to him / her except for normal wear and tear &

will get his / her room / space (allotted to him / her) inspected by the Hostel Warden. The warden will carry out a thorough check of the room / space and note any deficiency / discrepancy / damage. Any damages caused to the room or its fixtures will be rectified at the cost of the respective student. This will be charged to the student as per rules.

9.5 The students will then hand-over the room keys (if provided) to the warden, who will issue a clearance certificate duly signed. The student will have to vacate the room there after and will not be allowed to use the facility after he/she is cleared from the hostel. The student will submit the clearance certificate in the accounts department. The accounts department will work out the dues and post a crossed cheque to the concerned student at his / her permanent address for final settlement of the accounts.

9.6 **Cloak Room:** A separate cloak room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases/bags/boxes & should bear complete details. The items kept inside room are to be entered in the note book kept with Caretaker under the supervision of respective Warden.

9.7 Students who have kept their belongings in the cloak room should positively report on or one day before the reopening day and move to their respective rooms. Students who come late will not be entertained for any loss of property and will be penalized.

#### 10.0 **GENERAL RULES**

10.1 **Inspection of Hostels:** Management Representatives can, at any time, check the hostel rooms and the equipment / materials to make sure that the rooms are kept neat and tidy and no unauthorized items like Liquor, Drugs, Lethal Weapons etc., are kept in the room. In case of Female hostels, inspection will be carried out in the presence of the lady Warden or lady Caretaker.

10.2 **Recreation / Exercises:** Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to BBD EDUCATIONAL GROUP property or Hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned residents. However, hostel residents can make use of the Campus Gymnasium at designated timings.

- 10.3 **Parties at Hostels:** The Management does not allow holding of any kind of Birthday parties in the hostel premises. On some special occasions, if the students need to organize a party at the hostel; they are required to get prior permission from the respective warden through the Director (Operations) after giving a written request in this regard. If the administration allows residents to organize any function, the hostel representative may be asked to provide a written undertaking of good conduct and observing accepted norms of behavior.
- 10.4 **Room Mate:** If you are facing any difficulty for any reason with your roommate and are unable to resolve the issue, the matter must be reported to the administration. You are expected not to involve your parents or guardians in such cases.
- 10.5 **Placement of Furnishings:** Every resident shall be responsible for the safety of the furniture / fixtures in the room. None of the furnishings / appliances provided in individual rooms or common areas can be removed and / or relocated. Damage to hostel property is a serious offence; any resident found guilty of damaging hostel property will be liable to disciplinary action as per hostel rules including expulsion from the Hostel / Institute.
- 10.6 **Picnic or Leisure Trips:** If the students plan to stay away from the hostel for extended hours, they will plan in advance and inform the Administration Office in writing. Verbal messages to the Warden will not suffice. Leave Application form must contain the whereabouts of the place where they have planned to go as well as a telephone contact number and should also have prior permission of their parents.
- 10.7 **Music:** Residents are advised to run the music in low volume, preferably using headphones, so that it does not disturb others. Any violation of this rule shall lead to the confiscation of these articles for the duration of stay in the hostel, and / or liable to fine of rupees 500/-.
- 10.8 **Smoking / Chewing Gutkha / Pan / Gambling:** Smoking anywhere inside the College premises is not allowed. The whole campus has been declared as **NON SMOKING ZONE**.  
Chewing Gutkha / pan and spitting is not allowed in the hostel premises. Gambling in any form such as playing cards (even without money at stake) is strictly prohibited. Violation will be considered a breach of discipline and will also attract a fine of Rs. 500/- for the first violation, Rs. 1000/- for the second, and Rs. 2000/- on third

violation and expulsion thereafter.

- 10.9 **Consumption of Alcohol:** Consumption of Hard Drinks/Wine/Beer or concoctions thereof are banned in the Hostel as well as Campus. Entry of students is also banned, if under the influence of such products. In case found, the same shall lead to expulsion from Hostel permanently.
- 10.10 **Drugs & Narcotics:** All drugs and narcotics are banned in the Hostels and Campus. Possession/use of the same shall lead to permanent expulsion from Hostel, respective College or University, rustication as well as action under IPC/NDPS Act 1985 (lodging of named FIR with the Enforcement Agencies etc.) shall be initiated.
- 10.11 **Sleeping in Common Rooms:** Sleeping in common rooms is strictly prohibited. Anybody found sleeping in common room will be subject to a fine of Rs 100/-. Similarly, if any mattresses are found in common room, these will be confiscated.
- 10.12 **Vehicle:** First year students are not allowed to have Motorbike in the hostel premises. Second year onwards, he / she, may be permitted after taking prior permission from Director-Operation after consent of their parents. While taking permission they have to submit a copy of the driving license, Vehicle papers and the Insurance Certificate. Wearing Helmet and seat belts is compulsory.
- 10.13 **Vehicles Stand:** Students' vehicles should be parked at the parking area. If any student's bicycle is found unlocked, the concerned student will be subjected to a fine of Rs 100/- per violation. Vehicle owners are subjected to the College General Rules.
- 10.14 **Electricity & Water Usage:** Residents should observe strict economy in the use of Electricity and Water. They are required to switch off the lights and fans as and when they leave their rooms, common room and dining hall. A warning "S O S" (Switch- Off Something) may be put up on the door to remind the residents before they leave the room.
- 10.15 **Tampering:** Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents, jointly or severally.

- 10.16 **Night Stay:** No resident shall remain absent from the hostel during night without written permission of the Warden and their parents.
- 10.17 **Leave Application:** Application for leave for absence from the hostel shall be made in advance to the Warden. Resident will make sure that their leave applications are sanctioned before they leave the hostel.
- 10.18 **Weapons:** Hunting Knives, Switchblades, Swords and other dangerous Blades, Firearms, Air Rifles, Air Pistols, and Ammunition are not permitted in BBD EDUCATIONAL GROUP CAMPUS.
- 10.19 **Uniform:** All the students are required to wear the designated College Uniform on all working days.
- 10.20 **Unauthorized Occupancy:** An undergraduate resident may not sublet, transfer, or share an Institute room, nor may unauthorized person reside therein at any point during the academic year. A resident may not trade places with another person in or out of the Institute. If a resident of an Institute is discovered at any point to be in violation, the Institute reserves the right to cancel his or her assignment, even if previously confirmed, and take disciplinary action as found appropriate.
- 10.21 **Hostel Attendance:**  
Boy - 8:00 pm to 9:00 pm  
Girls - 8:00 pm to 9:00 pm
- 10.22 **College Attendance:** 75% attendance in every subject in the College is compulsory for the Residents. In case of short attendance, they shall be rusticated from the hostel.
- 10.23 **Playing inside Hostel:** Students are not allowed to play Cricket and other outdoor games inside the hostel to prevent breakages and accidents. However, badminton, lawn tennis and stadium facilities are available for the residents use. Sliding along the hand rails / rest of stairs and fast running / climbing down should be totally avoided to prevent accidents.
- 10.24 **Stay During Class Hour:** Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission of the Warden and communicate the information to the Resident Warden in writing.
- 10.25 **Proxy:** Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy

attendance and mis guidance of any nature are punishable. In case of any quarrel between or among roommates it should be reported to the Warden for appropriate action.

- 10.26 **Usage of Laptop/PC, Iron, Kettle, Desert Cooler etc. :** Usage of Mobile phones, walkmans, stereo equipment and watching movies on Desktop computers and laptops are strictly prohibited during study hours. Laptops / Computer are for academic purpose only. Installation of computer systems in the hostel rooms should be done only after getting written permission from the Hostel Provost. The Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her including immediate seizure of the equipment. However, use of Electric Water Kettles, Iron, Hair Dryer, Laptops etc are permitted without charges but students have to bear the additional electricity cost for Desert Coolers, Refrigerators, Induction Heaters etc. aftr taking due permission.
- 10.27 **Responsibility for Personal Property:** The Institute assumes no responsibility for loss or damage to personal property of students or guests. This includes, but is not limited to, loss by Fire, Theft, Water, and malfunction of Electrical or Mechanical systems.
- 10.28 **Failure of Electricity:** Residents must bring to the notice of the Block Supervisor any failures / breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician is available round the clock for attending to any defect in the electric system or fittings.
- 10.29 **Notice Board:** All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information / orders.
- 10.30 **Fine:** At the end of each academic year, assessment will be made by the Hostel authority of damages to common utilities and a GENERAL fine may be imposed on the residents payable individually.
- 10.31 **Teasing:** The resident should not use abusive / teasing language.
- 10.32 **Usage of Electric / Electronics Gadgets:** The use of Electric gadgets, other than those mentioned at 10.26 above are not allowed. Even use of LPG, Immersion Rod etc are prohibited. Any forbidden gadgets, found in hostel room, shall be confiscated and fine of Rs. 1000/-



may be imposed on the owner for the first violation, Rs. 2000/- for the second, and Rs. 3000/- on third violation and expulsion thereafter.

- 10.33 **Naked Wires:** Hanging/ loose naked wires are not permitted anywhere in the hostel since they cause electric fires and accidents.
- 10.34 **Drying Clothes:** Residents are cautioned against drying clothes in the living / public areas. Clothes should not be visible from roadside. Backyard and open areas inside the hostel premises may be used for the purpose.
- 10.35 **Garbage:** Residents will not throw their garbage in the hostel corridor or from their window. Dustbins are available for this purpose.
- 10.36 **Cleaning of Rooms:** General cleaning of room will be done by resident. However hostellers residents are to ensure that their beds and items on the table are kept clean and properly arranged. Cupboard / Almirahs are locked when they are not in use.
- 10.37 **Noise Pollution:** The use of megaphones is prohibited. Playing instruments/music at a loud volume, causing disturbance to others, is discouraged. It is expected that hostel residents will respect each other's privacy, rest hours and peace of mind by not making undue noise. Habitual offenders are subject to punishment/censure/fines by the disciplinary committee.
- 10.38 **Hostel Telephone:** Hostel telephones are not available to residents for making outgoing personal calls. They are permitted to receive calls. Outgoing calls may be permitted in emergency situation for which the facility is available with the respective warden.
- 10.39 **Refund of Fees:** In case a resident is expelled in a disciplinary action from the hostel, Institute authorities reserve the right to decide about the refund of fee and deposits.
- 10.40 **Cooking:** Cooking inside the room is strictly forbidden.
- 10.41 **Common Room Timings:** Common Room is accessible only from 5:00 pm to 10:00 pm during working days and from 11:00 am to 10:00 pm during Sundays & Holidays (only with the prior permission of the Warden). Under no circumstances, should any student be found in common room during College hours. This will incite punishment and or fine.
- 10.42 **Strike:** Students shall not participate in any subversive forum or in any kind of strikes or form Unions. This is strictly prohibited.

10.43 **Warden Arrangement:** Assistant Hostel Warden will act as Hostel Warden in the absence of the Hostel Warden.

10.44 **Rights of Admission are Reserved :** The rights of admission can be denied to a resident student and / or outsider without assigning any reason for such action. If the Management is of the opinion that a resident is a persona-non-grata, rights of admission can be withdrawn at any time.

10.45 **Airconditioned and Non-Airconditioned Accomodation :** Non-AC students are strictly prohibited to enter AC Rooms. If such students are found present in AC rooms, they shall be leived AC charges right from the beginning of the Session without exception.

#### 11.0 COMPLAINTS AND REPRESENTATIONS

11.1 All complaints regarding repairs / maintenance in the Hostels must be entered personally by the students in Complaint Registers maintained in the Hostels. These complaints are attended to expeditiously by Hostel maintenance staff. All complaints are also monitored regularly by the Director (Operations)/ Hostel Provosts.

11.2 Suggestion Book is available with the Warden / Caretaker and Suggestion Box is available in corridor. Suggestion Boxes are opened periodically. Appropriate action will be taken on all suggestions/ complaints and a feedback will be given to the student(s). No cognizance of anonymous suggestions / complaints will be taken.

11.3 Students may enter / drop their suggestion regarding OPD, quality, quantity and variety of food in these registers / boxes which are perused by Hostel Provost for remedial action. Valued suggestions of residents are given due consideration.

#### 12.0 SICKNESS

12.1 If a resident falls sick, he / she or room-mate/friend must immediately inform the Hostel Warden / Caretakers / person on duty who will make arrangements to shift / evacuate the student to the Campus OPD / Hospital / Nursing home, duly authorized by the Institute (by Ambulance) only after the recommendations of the Medical Officer of the Institution and look after him / her. All cases of sickness must be immediately reported to the Hostel Warden for necessary actions. In case a resident is quite unable to leave the room and go to the Hospital, the matter must be reported to the Director (Operations). Information regarding any resident falling sick or getting admitted

in the hospital must be relayed to the Hostel / College authorities on priority. Girl students shall be accompanied with their roommates and / or the Hostel Lady Caretaker or Warden, depending upon the situation.

- 12.2 If the sick person requires medical care by outside hospital at any time, a form meant for the same should be filled along with the signature of the patient if possible or by the accompanying person and submitted to Hostel Warden for arranging the ambulance. The Out & in times of the Ambulance shall be mentioned in the respective Hostel Registers as well as Main Gate Registers.

### 13.0 FIRST AID

For first aid treatment, the OPD facility is available in campus. If a resident requires special medical treatment, he / she will be allowed to avail services of the authorized hospitals, only when referred by the Doctor on duty in campus. Only one attendant is required to accompany the patient to the hospital. Accounts department handles all medical claims of insured students in this regard.

### 14.0 HOSTEL WARDENS

- 14.1 The College Management appoints **Asst. Hostel Wardens, Hostel Wardens, Resident Hostel Wardens (Faculty Members)** as well as **Hostel Provosts** to administer all Hostel Functions. The Hostel Warden will represent students regarding any facilities and maintenance problems, complaints made by the students as well as they shall safeguard and interest of BBD EDUCATIONAL GROUP and act as a custodian of the property of BBD EDUCATIONAL GROUP. Any untoward incident at the hostel or any non-compliance of Administration instructions will be reported by the Hostel Warden to the Administration immediately.
- 14.2 **Students Prefects (Floor Representative)** are appointed for each floor mutually nominated by the residents of the respective floors to represent students' problems. Few of them are also given responsibility to taste the food before it is served.

### 15.0 FURNISHINGS

- 15.1 A - Individual Room (Triple Seater):
- |                        |        |
|------------------------|--------|
| (a) Beds               | 3 Nos. |
| (b) Built-in Wardrobes | 3 Nos. |
| (c) Study Tables       | 3 Nos. |
| (d) Study Chairs       | 3 Nos. |

- |      |  |        |
|------|--|--------|
|      | (e) Ceiling Fans   | 2 Nos. |
|      | <b>B - Individual Room (Double Seater):</b>  |        |
|      | (a) Beds   | 2 Nos. |
|      | (b) Built-in Wardrobes   | 2 Nos. |
|      | (c) Study Tables   | 2 Nos. |
|      | (d) Study Chairs   | 2 Nos. |
|      | (e) Ceiling Fans   | 2 Nos. |
|      | <b>C- Individual Room (Single Seater):</b>   |        |
|      | (a) Beds   | 1 Nos. |
|      | (b) Built-in Wardrobes   | 1 Nos. |
|      | (c) Study Tables   | 1 Nos. |
|      | (d) Study Chairs   | 1 Nos. |
|      | (e) Ceiling Fans   | 1 Nos. |
| 15.2 | <b>Bulbs and tube-lights will be provided once by the College at the beginning of the occupancy, subsequent individual room fittings will be taken care of by the individuals concerned and common area fittings will be taken care of by the students as a whole.</b>   |        |
| 15.3 | <b>Students are not supposed to take common room / area fittings / furnishings to their individual rooms. Violators are liable to be expelled.</b>   |        |
| 15.4 | <b>Demand of items of common use other than those mentioned above will be discussed in the Hostel Committee Meetings on a case to case basis. If the Committee feels that the item(s) demanded are of common use and are necessarily the responsibility of BBD EDUCATIONAL GROUP, these will be provided. Individual needs other than the ones mentioned above will be the responsibility of the individuals concerned, as long as they are not a cause of concern for other roommates and hostel residents.</b> |        |
| 15.5 | <b>Furnishings and design of hostel buildings may vary as per design and structure of each individual building</b>   |        |
| 16.0 | <b>SECURITY</b>  |        |
| 16.1 | <b>Whereas safety and security of furnishings for individual rooms will be the responsibility of the occupants of the particular room, for common areas or any other items(s) provided for entertainment or comfort will be the responsibility of the Resident Students. The Hostel Warden will, in case of damage to the common area furnishings, provide names of the students responsible for causing the damage. In case no individual names are attributed, the cost shall be borne collectively.</b>       |        |

- 16.2 To ensure security, it is requested that
- a) Guests are restricted to the Guest room area only; and
  - b) Each of the Student keeps his / her valuables under lock and key.
  - c) Any valuables and cash may be kept with the Bank or in the Bank lockers.
- 16.3 Valuables like Gold Ring, costly Wristwatches etc. or large amount of cash other than the ones needed for immediate requirements will not be kept at the hostels. Small cash or items of necessity like Purse, Calculators, cell phones, books etc. must be kept under lock and key. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks. The management will not be responsible for any loss.
- 17.0 ENTRY / EXIT TO / FROM HOSTELS**
- 17.1 For security reasons and to ensure that no unauthorised person enters the hostel premises, entry to hostels will strictly be restricted to the hostelites except for guests during specified hours and administration representatives. The students must keep their identity cards with them at all times.
- 17.2 Resident Students will neither be allowed to go out of Campus at night nor to enter the premises late night, unless they have prior approval of the hostel administration. In emergency situations, however, this condition shall be looked into and dealt with. You must, therefore, plan in advance purchase of grocery or any other items of your use before this time. Cases of the Resident Students who fail to abide by the instructions of security personnel on duty shall be referred to the Proctorial Board.
- 17.3 All movements from and to the hostels should be recorded in the Student's Movement Register kept with the security guard at the entrance of the College hostel and should be properly signed. No hosteller is permitted to stay out of the hostel beyond designated outing timing. (For Outing timings during Saturdays, Sundays & Holidays, Refer to point No. 18.0)
- 17.4 The security guard has instructions to lock the gate after the stipulated timings as mentioned above. If they have any local relatives with whom they intend to stay during weekends, or if they

have any local relatives who would like to visit them in the hostel, the names and addresses of such local relatives, duly authenticated by the Parents / Guardians, should be furnished along with the application.

- 17.5 Resident Students are generally discouraged from going out of the hostels during weekends and holidays. However, in extraordinary circumstances, if they want to leave the hostel, written permission has to be obtained from the Warden. Also that whenever they leave the hostel for vacations they have to inform the Warden in writing about their travel plan. Lady students, however, are required to obtain permission from the Resident Warden after confirmation with their parents. They are also required to return on the specified dates and submit a letter, signed by their parents as an indication that they stayed with their Parents / Guardian during the weekend's holidays/vacations. In addition they have to "Check out" and "Check in" in the movement register kept with the security guard of the block, and at The Main gate.
- 17.6 Emergency Outing for urgent and specific requirement with regard to procurement of material for academic purposes may be permitted on any weekdays subject to maximum two times a month, on the specific recommendation of the course coordinator or HoD.
- 17.7 Students remaining out of the hostels / going to their native place / local guardians / relatives / friends house / place without permission shall attract a penalty and / or expulsion from Hostel.
- 17.8 Residents are allowed to visit only those Local Guardians, whose record has been furnished at the time of admission.
- 17.9 If in any case the hosteller is unable to arrive to the hostel on the date mention in his/ her leave application , he / she should positively inform the Hostel Warden about the change of plan and circumstances.
- 17.10 On arrival of the student in the hostel premises, he / she should confirm his / her presence to the Hostel Warden right away.
- 17.11 The students should give their leave application in the prescribed leave format available in the office of Warden.
- 17.12 All the entries in the leave application format should be filled in clearly and correctly.

## **18.0 OUTINGTIMINGS**

- 18.1 In this regard, the students will be issued authorized movement slip from warden, and the in/out schedule and purpose will be noted in the student register.
- 18.2 The outing timings are decided and intimated to the resident students from the office of Director (Operations) from time to time

## **19.0 GUESTS / VISITORS TO THE HOSTELS**

- 19.1 A guest of a resident may be permitted, with the prior approval by the Director, to stay in the Guest House for not more than two Days on payment of the necessary charges, as fixed by the Hostel Management from time to time. The guest(s) can be permitted only if the permission is obtained prior to entertaining the guest in the room.
- 19.2 Male visitors to female hostels and female visitors to male hostels are **NOT** allowed.
- 19.3 Parents may visit the hostels from 5:30 p.m. to 7:30 p.m. during summer and 5:00 p.m. to 7:00 p.m. during winter. They are allowed access only upto the Guest Room and not the rooms of their wards.
- 19.4 Day scholars visiting hostels will be treated as guests to the hostels. Use of hostels as a place of 'rest by day' is also not permitted. Visitors from one hostel to another will be treated as guests as well.
- 19.5 Overnight stay by visitors in the hostel accommodation other than the day scholars is not permitted. Overnight stay by day-scholars will only be allowed if extremely genuine conditions warrant the same. Advance approval of the Hostel Administration through an application is a must.
- 19.6 All visitors to the hostel including the Parents / Guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- 19.7 If it is established that an overnight stay by a visitor has taken place, the host will be charged Rs 1,000/- per night per person as a penalty. In addition, such cases will be referred to the Disciplinary Committee for necessary action.
- 19.8 Parents / Relatives / Friends are not permitted to visit the student during working hours of College, when classes are in progress.

- 19.9 Visitor room is kept open from 7.30 am to 8.00 pm. Every one using this room should ensure that the room is left clean with no left over's of eaten stuff, or used tea cups remaining there.
- 19.10 Visitor is not permitted to visit the living area (room) of the hosteller. However they may be entertained in common room.
- 20.0 VARIOUS CHARGES**
- 20.1 All charges/expenses prescribed in the application form or any other documents are subject to change without notice.
- 20.2 Fee will be charged immediately of occupancy.
- 20.3 Gas heaters are not allowed under any circumstances in individual rooms. Even electric heaters and other appliances that you intend to bring in will be subject to approval by the hostel administration and payment of electrical consumption.
- 20.4 Students are not allowed to keep any electrical appliance in their rooms without prior written permission of the hostel management. Any electrical appliance found in the hostel room will be treated as in use of the concerned student. It would attract a heavy fine for violating the rule & will lead to confiscation of the goods. Kindly refer to Para 10.27 & 10.33 above in this regard, also for exceptions.
- 21.0 PAYMENT OF BILLS**
- 21.1 All the hostel fee bills must be paid by the due date.
- 21.2 Students are required to enquire about their bills from the Accounts Office.
- 21.3 In case a student fails to clear his/her bills one month after due date, he / she will have to vacate the hostel immediately, and the security amount will not be refunded. Re-admission to the hostel will be subject to approval of the competent authority and subject to fresh security deposit.
- 21.4 Student having any remaining balance of tuition fee in his / her College account will not be allowed to get this balance amount adjusted against his / her outstanding hostel dues.
- 21.5 Hostel fee is non refundable.
- 21.6 Delay in Deposit of Fees shall also incite fines.



## 22.0 RAGGING

RAGGING WHICH IS CRIMINAL & NON – BAILABLE OFFENCE IS DEFINED IN LEGAL PARLANCE AS “MAKING UNPLEASANT NOISE, DISORDERLY CONDUCT, DOING ANY ACT WHICH CAUSES OR LIKELY TO CAUSE PHYSICAL OR PSYCHOLOGICAL HARM OR RAISE APPREHENSION OR FEAR OF SHAME OR AN EMBARRASSMENT TO THE NEW STUDENT, WHICH INCLUDE TEASING, ABUSING, PLAYING PRACTICAL JOKES ON OR CAUSING HURT TO SUCH STUDENTS OR ASKING THE NEW STUDENT TO DO ANY ACT OR TO PERFORM SUCH THINGS WHICH SUCH STUDENT WILL NOT IN THE ORDINARY COURSE WILLINGLY DO” (*Excerpts from the Directors of Hon’ble Supreme Court of India in respect of curbing ragging in Educational Institutions*) IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/ COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER AICTE REGULATION DATED: 25/3/09 AND UGC REGULATION DATED: 17/6/09 CAN BE UPTO ONE YEAR IMPRISONMENT AND SHALL ALSO BE LIABLE TO A FINE OF RS.25, 000/- . SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE.

*The Head of the institution (Director / Principal, etc.) should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand.*

*Freshers should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably. Confidential information may be sent on email of Director (Operations) at operations@bbdu.ac.in When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential ragers not to indulge in ragging. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.*

**(COLLEGE ANTI-RAGGING SQUAD CONTACT NUMBER: 9889786389)**

### **23.0 MEDICAL**

During office hours on working days a qualified Doctor is available on campus for assistance, for further help or help after office hour's students are expected to contact the Hostel warden for medical help required. An Ambulance service is available on campus 24 hours to transport students to hospital and back if any emergency arises.

### **24.0 WHAT TO BRING**

Bedding

Pillow

Bed Sheet

Pillow Cover

Bucket & Mug

Clothing

Dustbins (for their rooms)

Other item as required by the student

#### **DON'T FORGET TO BRING:**

- An Open mind
- Patience
- Sense of humor
- A zest for learning

## **25-MESS RULES**

- 25.1 It is compulsory for every resident of the hostel to join hostel mess.
- 25.2 The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings.
- 25.3 Room service is not allowed. (Exceptions to carry food in their own tiffins is allowed only during in Medical Situation.)
- 25.4 Dining hall furniture like chairs, tables, etc., and utensils like stainless steel tumblers, plates, spoons etc., are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized. Fine of rupees 500/- will be charged in first instance.
- 25.5 Student shall go to the dining Hall in proper dignified dress & follow buffet system in dining. Half trousers and lungies are not allowed inside the mess.
- 25.6 Misbehavior with the Mess staff will be tantamount to act of indiscipline. In case of any complaint, the hostel staff, the resident student must report the same to the hostel warden.
- 25.7 Sick residents are entitled for sick diet if suggested by the Doctor. It may be supplied in the rooms of the resident with the permission of the Warden.
- 25.8 Regular fasting is not allowed except on special occasions, with information to the hostel warden.
- 25.9 The menu for the mess may be altered with the approval of competent authority.
- 25.10 Table manners must be observed while having meals.
- 25.11 Wastage of food is not allowed as a moral obligation to save food.
- 25.12 Anybody found guilty of violating Mess rules shall be suspended from the hostel.
- 25.13 Any Complaint / Suggestion regarding food / water should be brought to the immediate attention of Warden / Mess secretary for the corrective action.
- 25.14 Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden. All students are responsible for any damage / loss of mess property. In case of violation individual / collective penalty will be imposed.

- 25.15 The hostel kitchen is strictly “Out of Bounds” for the students.
- 25.16 Students Prefects shall taste & assess the food quality before it is served and report there findings in the Register for same.
- 25.17 The cost of damages will be recovered in the following manner:
- If any individual or group is identified to have caused the damage, double the cost will be recovered from him / her / group.
  - If damage is done in anyone of the rooms and the person(s) is / are not identified than double the cost will be recovered from the room-mates collectively.
  - If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is / are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property results in expulsion from the hostel.

**The College Administration reserves the right to modify the rules and regulations as it deems necessary.**

**26.0 HOSTEL RESIDENT / STUDENT OATH DECLARATION**

ACCEPTANCE FORM BY HOSTEL RESIDENT / STUDENT TO USE AND ACCEPT 'HOSTEL RULES AND REGULATIONS'.

(Latest Revision July 2023.)

I hereby accept the book 'HOSTEL RULES AND REGULATIONS' & have read and fully understand all rules and regulations in this book and agree to abide 'HOSTEL RULES AND REGULATIONS'. If I fail to do so, as stated, the Hostel Management is authorized to take an action that will result in withdrawal of all hostel facilities that have been given to me and / or a fine as stated in the 'HOSTEL RULES AND REGULATIONS'.

Hostel Resident Name : .....

Signature : .....

Parents Name : .....

Signature: .....

Allotted Room Number : .....

Floor : .....

Date : .....

Acknowledged by : .....

***“Help Us Keep Our Campus Clean & Green”***



# BABU BANARASI DAS EDUCATIONAL GROUP

DR. AKHILESH DAS NAGAR, FAIZABAD ROAD, LUCKNOW - 226028, U.P. (INDIA)

PHONES NOS. : 0522-6196222 / 23, 6196228



•  
**Babu Banarasi Das**  
Institute of Technology & Management  
Lucknow

•  
**Babu Banarasi Das**  
Northern India Institute of Technology  
Lucknow

•  
**Babu Banarasi Das**  
College of Dental Sciences  
Lucknow

•  
**Babu Banarasi Das**  
Engineering College  
Lucknow

•  
**Babu Banarasi Das University**  
Lucknow

**For Reporting any Incidence of  
"Ragging" Contact;**

- Helpline (24 -Hrs.) : 962274446
- Reception (During College Time) : 0522-619-6222, 53
- Security (In-Campus) : 0522-6169166
- Police Out Post : 9454405429
- Asst. Director Sect. : 9415195472
- Dean Student Welfare: 0522-619-6216  
(BBD Educational Group)
- Chief Proctor : 9889786389  
(BBD Educational Group)

**Complaint may also be reported to  
respective Batch / Programme Group  
Coordinators, Hostel Warden, Bus  
Incharge, Faculty Advisor, HOD, Dean,  
Principal or Director.**

"Name of Complainant will not be disclosed".

## (A) What Constitutes Ragging?

As per the AICTE / UGC / DCI Regulations and The Directions of Hon'ble Supreme Court of India "Ragging" constitutes one or more of any of the following Acts with or without any intention by any Student or Group of Students;

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts or Disturbs the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, Hardships, Physical or Psychological Harm or creates Fear.
4. Any act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or Danger to Health or Life.
6. Any act of Abuse by Spoken Words, e-mail, SMS, MMS or Public Insult etc.
7. Any act of Injury to the Fundamental Right to Human Dignity.
8. Any act of Wrongful Confinement, use of Criminal Force Trespass or Intimidation.
9. Any Unlawful Assembly or Abatement or Conspiracy to "Ragging".

## (B) Punishment to Those Found Guilty:

Any Student or Group of Students found guilty of "Ragging" in the Campus or Hostels or College Buses or even outside the Campus shall be liable for one or more of the following Punishment;

1. Suspension from Attending Classes and Academic Privileges.
2. Suspension or Expulsion from Hostels/College Bus.
3. Debarring from Appearing in any Seasonal Test/University Examination.
4. F.I.R. against the Concerned Student or Group of Students.
5. Withdrawing Scholarship and other Benefits.
6. Fine upto Rs. 25,000/- against the Concerned Student or Group of Students.
7. Rustication from the Institution for a period of One to Four Semesters.
8. Expulsion from the Institution and also Debarring from Admission to any other Institution through University.
9. Entry in the Character/Transfer Certificates regarding the Punishment given for any Act of "Ragging".

**Chief Executive Director, BBDEG**