

**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD 500 605**

THE TAGORE INTERNATIONAL HOSTEL

RULES AND REGULATIONS

The Tagore International Hostel (TIH) has been established by and is under the jurisdiction of The English and Foreign Languages University, Hyderabad. It provides lodging and other facilities to bonafide international male students of the University. The Hostel is administered by a Provost with the assistance of a Warden and 2 Deputy Wardens under the guidance of the Dean, Hostels and as per the rules prescribed by the Hostel Management Committee. The rules regarding the governance are given below:

Objectives of the Hostels

1. To provide a level of comfort for residents to devote adequate time to their studies and research.
2. To help students from different parts of the world to live together in harmony and develop a spirit of goodwill.

I. Eligibility for admission

1. (a) Depending on the availability the rooms will be allotted to the following categories of students/scholars:
 - i. Students registered for statutory courses in the University.
 - ii. Participants in workshops, seminars, conferences, symposiums and short-term courses conducted by the University.
 - iii. Participants in courses which are jointly sponsored by the University and another agency or agencies.
 - iv. Foreign and Indian scholars visiting the University on academic work, either to consult a member of the academic staff or to use the Library. They should produce relevant evidence that they have a legitimate Academic reason to visit the University.

- v. Persons attending academic seminars and conferences in the twin cities. For such persons, an application should be submitted on their behalf by the organizers or sponsors concerned.
- vi. Persons who are invited by a Department of the University for an interview or an entrance test for admission to a course.
- vii. GOI sponsored students (ICCR students) should be given first priority in admission. Second priority should be given to those students coming under official exchange or training programmes. Third priority should be given to students of non-formal courses organized by the University. Self-financing students will be given admission subject to the availability of rooms.
- viii. All physically challenged students are eligible for allotment of Hostel rooms on priority basis.

Note: Nobody shall promise hostel accommodation without consulting the Dean, Hostels/Provost of the Hostel.

(b) The following categories of persons will NOT be allotted rooms (or allowed to retain their rooms) in the Hostel:

- i. Students who are enrolled on part-time courses run by the University.
- ii. Students who are employed full-time or part-time. Once admitted to the Hostel, a resident cannot take up a job.
- iii. Students who have already availed themselves of the Hostel facility for a course of the same level earlier.
- iv. Students who have faced disciplinary action by the Hostel or a Department of the University.
- v. Residents who have not cleared their dues.
- vi. Students who have not produced a medical certificate from the EFL University doctor.

- vii. Accommodation will not be provided to tourists, or to students enrolled on courses in other Universities in the twin cities.

II. Admission procedure

1. Students seeking admission to the Hostel should fill in the prescribed application/registration form. The form along with the Handbook of rules and regulations can be obtained from the Hostel Office on payment of Rs. 100/- in cash.
2. Rooms are allotted by the Warden and the final list will be approved by the Provost.
3. Admission to the Hostel is for a period of one academic year. A fresh application should be submitted by all student residents at the beginning of the following academic year. If a resident fails to apply for re-admission within 10 days of the declaration of the results or the due date, whichever is later, they will be charged Rs.50/- per day as late admission fee. After 2 weeks from the due date or the date of declaration of results, they will forfeit their accommodation in the Hostel.
4. M.Phil and Ph.D. scholars, residents should vacate their rooms within five days of the completion of their course. The maximum period of stay for a Ph.D. student is three years and for those pursuing M.Phil is one year. Extension will be granted only on the recommendation of the Chairperson, Board of Research Studies.

III. Fees

The Hostel Fee Structure is as follows:

- a) Students registered for statutory courses in the University

GOI / ICCR Students	Ph.D. Students Single Occupancy HRA	Other Students Double Occupancy HRA
Self-financing Students	Single Rs.3,500/- Approximately US \$70	Double Rs.2,000 +Rs.2,000/- US \$ 40 + US \$ 40
Admission Fee	Rs. 500/- US \$ 10	

 Caution Deposit Rs.15,000/-US \$ 300 (Refundable) To be deposited in a separate joint account (either or) operated by the Provost and Warden

Students/Participants belonging to other categories
 Non-AC rooms Rs. 150/- per day
 AC rooms Rs. 300/- per day

The monthly fees are payable by the 10th of every month. If the dues are not settled by the date specified, a fine of Rs.50/- per day will be charged. Rooms of residents who fail to clear their dues by the 21st of the month may be double locked without prior notice and the residency may be cancelled. All residents going out of Hyderabad, during vacation or at other times, should make arrangements for the payment of dues in time.

IV. General rules

1. Applicants are admitted to the Hostel after they satisfy the Hostel authorities of their bona fides and after they fill in the application/registration form. The process of admission will begin after the list of newly inducted students is received from the University Admissions office/International Students Office.
2. Residents are not permitted to take visitors up to their rooms. A visitors' lounge is provided on Level I and they may meet their visitors only in the lounge.
3. Residents are not permitted to keep pets like dogs, cats and birds in the Hostel premises.
4. Residents are expected to keep the furniture and fittings in their rooms in good condition. They will be held responsible for any loss, breakage or damage other than normal wear and tear.
5. The furniture and furnishings (like carpets, cushions, etc.) in the lounge/TV room/dining hall should not be removed under any circumstances.
6. No resident is allowed to shift from one room to another without the written permission of the Provost.

7. Residents are responsible for the safety of Hostel property. Residents who cause any damage to Hostel property will be charged individually or collectively as the case may be. The amount will be deducted from the Caution Deposit. Disciplinary action may also be taken against such residents.
8. **Ragging in any form is strictly prohibited. Any resident indulging in ragging will be expelled from the Hostel.**
9. **Smoking and consumption of alcohol are strictly prohibited on the Hostel premises and in public places on the campus. Note: Consumption of narcotic drugs is prohibited by Indian laws.**
10. Basic medical facilities are available at the University Health Centre. The list of doctors and consultation schedules are available at the Health Centre.
11. For complaints regarding electricity, plumbing, and water supply, the Hostel office should be contacted.
12. Residents are not permitted to organize any religious or political function within the premises of the Hostel.
13. At all times the resident is expected to carry on his person the official identity card issued by the University or the Tagore Hostel. The authorities of the Tagore Hostel, including members of the security staff, may at any time, evict or take appropriate action on the person who does not have the official identity card.
14. The following information concerning emergencies is also displayed on the notice-boards of the Hostel Office, the Hostels, and the Health Centre:

1. Fire Service	-	101
2. Police	-	100
3. O. U. Police Station	-	040-27853570 040-27070112
4. Health Centre	-	9452 (intercom)

040-27689452

5. Ambulance/EMRI - 108

6. Vehicle - Contact (driver) - Kankaiah - 900678101

7. The current list of Hospitals approved by the University will be displayed on the Hostel and Health Centre Notice Boards.

NIMS : Tel No: 040-23320332

Yashoda, Somajiguda : Tel No: 040-24555555

15. International Students admitted to the hostels will be given the following items in every Suite:

One gas stove, one cooker, 4 plates, one cooking pot, one frying pan, one pot for making tea/coffee, 4 spoons, 4 forks, 4 knives, one chopping board, one chopping knife one tea strainer, 2 ladles. These items have to be maintained by the students and returned to the Hostel Office at the time of vacating the room. Residents are allowed to use only the electrical gadgets provided by the hostel authorities.

16. The residents shall submit a monthly attendance certificate from the programme coordinator or Head of the Department.

V. Vacating rooms

1. Residents cease to be students when they have completed their course or when their period of registration is over. They have to vacate their rooms within five days of the end of their course.
2. Students who wish to be absent from the Hostel even for one day should inform the Hostel office in writing. They should leave their contact address and telephone number with the Hostel office.
3. If a resident does not vacate his room by the date specified in the notice for eviction the room will be taken over by the authorities and action will be taken as per rules.
4. Residents proceeding on field work will be allowed to retain their rooms according to rules. However, they will be required to submit a certificate from the Dean concerned authorizing the field work.

VI. Do's and Don't's

1. At all times the resident is expected to carry on his person the photo ID card issued by the Hostel/University. The security personnel/Hostel authorities may ask for this and may inspect this at any time.
2. Residents are expected to behave decorously with the Hostel staff at all times and not have any altercation or argument with them. Any grievance or complaint should be brought to the notice of the Warden.
3. Residents should not keep excessive sums of money, or valuables like expensive watches and gold jewellery in their rooms. They should take steps to keep them in a safe and secure place. Loss of or damage to valuable property will be the responsibility of the student and the hostel authorities will not be liable for the loss.
4. Visitors are not permitted in the residential areas of the hostel.
5. Residents should get the rooms cleaned in their presence (and not hand over the room keys to the cleaning staff for the purpose).
6. They should turn off the lights, air coolers, water heaters, and fans when they leave the rooms. They should not leave taps running in the bathrooms or kitchen. Fine will be levied if these rules are violated.
7. They should keep their rooms locked when they go out (even for a short period of time).
8. They should not hand over the room key to any unauthorized person.
9. Smoking, and consumption of alcohol or drugs in the Hostel is Prohibited.
10. All residents are expected to be in their rooms by 11 p.m.
11. Salesmen, vendors and other such persons are not permitted in the residential areas of the Hostel.

VII. Discipline

1. At the time of admission to the Hostel, students are required to sign a declaration that they submit themselves to the disciplinary jurisdiction of the Vice Chancellor, the Proctor, the Dean (Hostels), the Provost and

other officials of the Hostel who are vested with the authority to exercise discipline under the Acts, Statutes, Ordinances and Rules of the University.

2. Residents who violate any Hostel or University rule, or create disturbance in the Hostel, are liable to disciplinary action by the Provost or Warden.
3. Residents will have to produce the ID card given by the University when ever required for the purpose of verification.
4. The Hostel administration has the right to enter a resident's room to make an inquiry or conduct a search, if considered necessary.
5. No notice can be put up on any of the notice boards of the Hostel without the written permission of the Warden. Display of unauthorized bills, posters, advertisements, etc. within the Hostel premises is strictly prohibited.
6. No resident should indulge in any activity in the Hostel premises other than academic or Residents Union activities.
7. Racist comments are to be strictly avoided. Religious propaganda, distribution of religious material or religious literature in any form is strictly prohibited on the Hostel premises.
8. The rules given in this Handbook are subject to change. In case a rule is added, changed or modified, it will be applicable from the date of approval of the minutes of the meeting of the Managing Committee or from the date specified in the minutes.
9. The decisions of the Managing Committee as per the rules and regulation mentioned above shall be final and binding on all concerned.

Administrative team

Dean, Hostels and Guest Houses : Prof. Jayanth Dhupkar

Provost : Prof. V. Sudhakar

Warden : Dr. Muzaffar Alam

Dy. Wardens:

Dr. Vinay Kumar Gupta

Office:

Senior Assistant/Stenographer:

Office Assistant: T. Krishna

Office Assistant:

Junior Office Assistant: Mr V Kishan

Sec. Assistant : G. Hari Prasad

Attendant : Mr Mohd Altaf

Managing Committee

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| 1. Prof. T. Nageshwara Rao | -Chairperson |
| 2. Dr. Syed Muhamed-UI-Hashmi | -Member |
| 3. Dean, Foreign Students | -Member |
| 4. The Provost | -ex-officio Secretary |
| 5. The Warden | -ex-officio Asst. Secretary |
| 6. The Dy.Warden | -ex-officio Member |
| 7. The Proctor | -ex-officio Member |
| 8. Dean, Students' Welfare | -ex-officio Member |
| 9. The President of the Resident
Student's Union of Hostel | -ex-officio Member |
| 10. Secretary of the Hostel Mess
Committee | -ex-officio Member |

