

**RUB Student Accommodation Policy**

**2021**

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# Introduction

The Royal University of Bhutan aspires to provide a conducive learning environment that promotes student wellbeing and fosters mutual respect, dignity and equitable treatment. Towards this the University shall make reasonable efforts to provide accommodation to students on campus.

The University seeks to unify its students in an engaged learning community that provides opportunities for growth, diversity and responsible living, and govern the conduct of hostel residents in a desired manner.

This policy shall establish a framework for governing hostel administration in uniform and transparent handling of the various issues related with hostel accommodation and address student’s requests in an appropriate and timely manner.

# Chapter I

# Preliminary

* 1. **Title**

This document shall be known as RUB Student Accommodation Policy.

* 1. **Scope**

This policy shall apply to students of the Royal University of Bhutan.

* 1. **Interpretation**

The final authority for interpretation shall be the Office of the Vice Chancellor, Royal University of Bhutan.

* 1. **Purpose**

The purpose of this policy is to facilitate student accommodation on university campuses based on the principles of transparency, equity and diversity to ensure a secure and comfortable environment which is conducive to learning.

* 1. **Effective Date**

This policy shall come into force with effect from the date of a notification issued from the Office of the Vice Chancellor.

* 1. **Amendment**

Amendments to this document shall be approved by the Academic Board.

# Chapter II

# Guiding Principles

* 1. Type of Accommodation

**2.1.1 Centrally catered hostels**

Centrally catered hostels refer to accommodation where meals are provided to students from a common mess managed by the College.

* + 1. **Self-catering hostels**

Self-catering hostels refer to accommodation where cooking space is provided for students to cook their own meals.

* + 1. **Private residency/accommodation**

Private residency refers to accommodation managed by students on their own other than university accommodation.

* 1. **Principles**
     1. **Room allotment**

University accommodation shall be provided to students based on the carrying capacity of the respective Colleges. Rooms shall be allocated subject to the following provisions:

* + - 1. Preference shall be given to disabled students based on the ease of accessibility and convenience. An attendant shall be allowed accommodation in the same room, based on assessment by the Hostel Management Committee;
      2. It shall be mandatory for the first-year undergraduate students to take up hostel residency;
      3. Next priority for hostel residency shall be extended to students on government scholarship with preference for junior students;
      4. Subsequently, hostel residency shall be extended to self-financed and repeating students respectively, based on their expression of interest and availability of rooms;
      5. No special consideration shall be extended to married students;
      6. Students shall not be allowed to change rooms mutually. Any request for change of room must be routed through the Student Service Officer; and
      7. The Hostel Management Committee may exercise discretionary power in special circumstances.
  1. **Facilities**
     1. **Facilities for domestic students**

The minimum hostel facilities to be provided to individual students by the Colleges, as per the space norms of RUB 2020, include bed, chair, study table, tabletop book rack with single shelf and wardrobe. The facilities to be provided in the common hostel area includes recreational facilities, safe drinking water, toilets and bathrooms with adequate lighting facilities. Maintenance and replacement of basic room facilities like bulbs, tube-lights, sockets and furniture will be the responsibility of the residents once provided by the College. The College shall provide appropriate space within the campus to store sickles, spades and related tools of the students.

* + 1. **Facilities for international students**

As per the space norms of RUB 2020**,** international students may be provided with single/double occupancy rooms in a separate block. However, they may be allowed to stay in hostels occupied by domestic students or take up private residency based on their choice. The room facilities to be provided will be the same as for domestic students.

* 1. **Rent**

Government and other scholarship students including international students residing in the hostels shall pay 10% of their monthly stipend to the College. Self-financed students residing in the hostel shall pay rent equivalent to the rent paid by government scholarship students.

# Chapter III

# Management Structure and Responsibilities

3.1 There shall be a Hostel Management Committee to look into matters related to hostel accommodation for students.

* + 1. **Composition of the Hostel Management Committee**

1. Dean of Student Affairs - Chair
2. Estate Manager - Member
3. Finance Officer - Member
4. Head of Student Governance Body - Member
5. Student Service Officers - Members/Member Secretary  
   * 1. **Functions**

The Hostel Management Committee shall:

* + 1. Ensure the provision of minimum hostel facilities and services as outlined in this document;
    2. Ensure a safe, healthy and supportive environment that promotes intellectual, physical, social, emotional and spiritual development of students;
    3. Ensure overall responsibilities for all aspects of management of hostels, including maintenance and discipline;
    4. Provide general directions for the improvement of hostel environment for students’ wellbeing;
    5. Consider appeals related to hostel facilities; and
    6. Formulate the College level accommodation policy in conjunction with this policy document.

3.2 **President**

The President shall:

* + 1. Act as the overall advisor to the Hostel Management Committee;
    2. Ensure harmonious living environment in the hostels; and
    3. Ensure the provision of minimum hostel facilities and services as outlined in this document and the RUB Space Norms 2020.
  1. **Dean of Student Affairs**

The Dean Student Affairs shall:

* + 1. Facilitate in setting up hostel facilities;
    2. Create and maintain a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual development of students;
    3. Monitor, guide and assist the Student Service officers in ensuring provision of services and hostel facilities;
    4. Undertake periodic inspection of hostel premises;
    5. Provide orientation on the hostel facilities and their use, including sensitization to rules and regulations; and
    6. Carry out any other directives of the Hostel Management Committee from time to time.
  1. **Student Service Officer (SSO)**

The Student Service Officer shall:

* + 1. Look after the welfare and care of the students for the designated residential areas/ hostels under the guidance of the Dean of Student Affairs;
    2. Contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high-quality residential experience for students in the College;
    3. Assist in inducting new students to hostels and familiarizing them to student rules, regulations, common norms and standards in the hostels;
    4. Assist in managing and administering student affairs for the given residential area including record keeping;
    5. Manage hostel facilities, hostel allocation and its surroundings in terms of cleanliness and upkeep of the facilities;
    6. Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other events;
    7. Provide help, guidance and grievance redressal to the students;
    8. Maintain records of students with disabilities and report to appropriate officials;
    9. Maintain proper records and recovery of hostel dues and fines;
    10. Convene Hostel Management Meeting when required; and
    11. Carry out any other directives of the Dean, Student Affairs, from time to time.
  1. **Hostel Councilors**

The Hostel Councilors shall:

* + 1. Assist SSOs in identification of minimum hostel facilities and services;
    2. Assist SSOs in allocation of appropriate hostel rooms and facilities;
    3. Monitor services required in the hostels and inform the respective Student Service Officer;
    4. Keep proper record of facilities in their respective hostels and submit these to Student Service Officer;
    5. Ensure proper maintenance and cleanliness of common areas, toilets and premises;
    6. Assist the SSOs in handing over the facilities of their hostel to the next councilor;
    7. Check, monitor and report any suspicious activities in the hostel premises to the appropriate authority, and
    8. Carry out any other directives of the Student Service Officer, from time to time.
  1. **Estate Manager**

The estate manager shall:

* + 1. Ensure the purchase and provision of hostel facilities as outlined in this document based on directives of the Hostel Management Committee;
    2. Carry out routine and regular inspection of the buildings, water supply, electricity and sanitation facilities;
    3. Carry out maintenance of hostel premises and facilities; and
    4. Carry out any other directives of the Hostel Management Committee, from time to time.
  1. **Students**

Students shall;

* + 1. Submit duly completed check-in form while entering the hostel to SSOs;
    2. Self-report any disabilities during the registration to SSO;
    3. Maintain cleanliness of their rooms, common areas and the hostel surroundings;
    4. Inform the Councilors and SSOs about services required or damages;
    5. Take care of the hostel facilities provided;
    6. Submit the Check-out form and surrender the facilities as provided while leaving the room to the Councilor and SSO; and
    7. Carry out any other directives of the SSO/Dean, Student Affairs, from time to time.

# Chapter IV

# Rules and Regulations

* 1. **General Rules and Regulations**

All residents are required to maintain behavioral standards that are expected of students of the Royal University of Bhutan. The University not only aims to produce students with strong values and moral ethics to promote academic excellence but also to produce ideal citizens who are honest, loyal, responsible, self-disciplined, compassionate and accountable. Therefore, students of the University are expected to honor and abide by the hostel rules and regulations. Violation of the rules and regulations shall either result in eviction from the hostel or a penalty as decided by the Hostel Management Committee.

* 1. **Sanctity of the hostel**
     1. The rooms, common areas and surroundings of the hostels should be kept clean at all times.
     2. The College shall be responsible for maintenance related to normal wear and tear of the hostel properties.
     3. Residents shall be responsible for damages to the room and facilities provided during their occupancy. The cost of damages/loss of hostel property shall be assessed by the Estate Manager and recovered from the student/s responsible.
     4. Residents shall be responsible for damages on walls in their rooms caused by the use of nails, glue and other adhesives. The cost of such damages shall be assessed by the Estate Manager and recovered from the student/s responsible.
     5. The cost of repair/replacement of damages or loss in the common hostel areas which cannot be attributed to any particular student shall be recovered from all students living in that hostel.
     6. Paintings, art or graffiti of any sort on the hostel walls is prohibited.
     7. Pasting of obscene pictures, pornographic materials and other inappropriate images is prohibited.
     8. Residents shall not indulge in any illegal and unethical activities in the hostel premises.
     9. Silent hours shall be observed from 8.30 pm to 6 am.
     10. The use of audio systems which may cause inconvenience to other residents shall be prohibited.
     11. The visit of boys to girls’ hostels and vice versa is restricted.
     12. Pet animals inside the hostels are not permitted.
     13. Residents shall not relocate common room electrical fixtures and fittings.
     14. Student Service Officer, hostel councilor and the college management team may, at any time, without serving notice visit the rooms for administrative reasons.
     15. The College reserves the right to remove any equipment deemed unsafe for use in the hostel.
     16. Alcohol and tobacco related products are prohibited in the hostels.
     17. Residents shall switch off the fans, lights and any electrical appliances when they leave the room.
  2. **Hostel Security**
     1. Residents are encouraged to vacate their rooms during vacations to prevent loss of personal items. The College shall not be held responsible for the loss of personal items due to failure to vacate the rooms.
     2. Residents are advised not to bring valuable items to the College. The College shall not be responsible for the loss of such items.
     3. Residents shall not leave the college campus without prior permission from the college authorities.
     4. Residents shall refrain from the use of personal conveyance within the College premises, unless authorized by the Hostel Management Committee.
  3. **Visitors to the Hostel**
     1. Visitors to the hostels, including parents shall seek prior permission from the Student Service Officer.
     2. Visitors who are intoxicated, or whose behaviour may disturb the residents shall not be permitted into the hostels.
     3. Visitors shall not be allowed to bring in any intoxicating substances or weapons of any kind.
     4. Visitors shall not be allowed to stay overnight in the hostel, unless authorized.
     5. Respective residents shall be held fully responsible for any misconduct / offense that may arise because of a visitor.
  4. **Common Hostel Funds**

The Hostel Management Committee may institute a provision of raising common hostel funds for maintenance of common hostel facilities. In case of such a provision, accounts will be maintained by the Student Service Officer and respective hostel Councilors jointly. They shall be responsible and accountable to the hostel residents and subject to verification and audit by the Student Audit and Integrity Unit. Collection and expenditure reports shall be presented to the hostel residents at the end of each semester.

* 1. **Check-in Check-out procedure**
     1. At the time of entry, a resident shall sign the check-in form listing all the facilities provided, in the presence of the Student Service Officer after proper verification.
     2. A resident vacating the hostel permanently shall get their room checked by the Student Service Officer. A clearance certificate shall be signed by the Student Service Officer after the hostel facilities are verified and returned, including any other dues.
  2. **Centrally catered hostels**
     1. Students residing in centrally catered hostels shall avail the common mess facilities compulsorily.
     2. Cooking utensils and other related appliances shall not be allowed in the hostels. If found, the College reserves the right to confiscate the same. The items will be returned upon graduation.
     3. Residents shall not be allowed to carry mess food into the hostels unless authorized by the Student Service Officer.
  3. **Self-catering hostels**
     1. Students residing in the self-catering hostels shall cook their own meals in the designated space provided by the College.
     2. Students in self-catering hostels shall not be allowed to avail meals from the common mess.
  4. **Appeal**
     1. Students may appeal against the decision of the Hostel Management Committee in writing to the College Management Committee.
     2. The College Management Committee shall convene a meeting within forth night of appeal.
     3. The Dean of Student Affairs shall communicate the decision of the Committee to the student concerned in writing.
     4. The decision of the College Management Committee shall be final and binding.

# Chapter V

# Health and Safety

* 1. **Health** 
     1. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic at all times.
     2. Students shall participate in Socially Useful Productive Work (SUPW) at least once a week to maintain the cleanliness of the hostel and its premises.
     3. Students shall ensure proper segregation of wastes into degradable and non-degradable.
     4. Students shall ensure proper disposal of sanitary pads.
  2. **Safety**
     1. The use of heavy electrical appliances in the hostels that are not designed for such purposes is restricted.
     2. The use of faulty electrical equipment is restricted to minimize fire hazards.
     3. Residents shall not be allowed to modify internal electrical wirings and fittings.
     4. Residents shall not possess lethal weapons, inflammable materials and any other hazardous products.
     5. Hostel premises shall be under CCTV surveillance.
     6. The use of railings, rooftops and windows for drying clothes is restricted.

*Cross references to other existing Policies or Regulations of RUB*

1. Student Code of Conduct, 2021
2. Student Service Management Policy and Guidelines, 2021
3. RUB Space Norms, 2020
4. The Wheel of Academic Law, Royal University of Bhutan