

JEPH INTERNATIONAL UNIVERSITY HOSTEL **RULES & REGULATIONS**

General

1. These rules and regulations, known as "Jeph International University Hostel Rules & Regulations," apply to both male and female students residing in the University Hostels. Jeph International University provides hostel accommodations to students to facilitate their academic pursuits. These rules govern the use of hostel facilities and services. Violation of any rule will make the student liable to disciplinary action, including expulsion from the hostel and/or the institution.

1. **Admission to Hostel.** Admission to the hostel is subject to availability of space.
 - (a) **New Students.** The student must deposit full hostel fees for an academic year and submit a duly completed hostel admission form and undertakings.
 - (b) **Old Students.** Apply to the Admin Manager for admission and deposit full hostel fees before the due date.
 - (c) **Allocation.** Hostel accommodation is allocated based on first cum first basis system, plus considering factors like duration of study and discipline.
 - (d) **Occupancy.** Students must vacate rooms at the end of the academic year, handing over allocated furniture and keys to the hostel warden.
 - (e) **Over-Staying.** Not permitted, except in special cases recommended by the head of the institution or Manager - Administration.

Documentation

- (a) **Availability of Accommodation.** Room-wise occupation/vacation details and rental charges will available with the respective Wardens and Admin Office.
- (b) **Hostel Allotment/Admission Form.** Available with the Admission Office.

2. **Accommodation**

- (a) **Room Types.** Twin-sharing, Four-Sharing and Eight-Sharing rooms without attached bathrooms are available.
- (b) **Room Allocation.** Rooms are allotted by respective Wardens.
- (c) **Furnishings.** Each hosteller is provided with: -
 - Bed & Mattress.
 - Dustbin
 - Standard electrical fitments like charging points and tube lights
- (d) **Responsibility.** Hostellers are responsible for any damage to provided items and must pay for damages. If the defaulter is not identified, a collective penalty may be imposed on all hostellers on pro-rate basis.

(e) **Room Occupancy**. Students must occupy their allotted rooms and are not allowed to change rooms without written permission from the Warden/Chief Warden. Room changes are generally not permitted during a term, except for pairing up with another student, subject to Warden's approval.

(f) **Room Vacate**. Students found staying without valid reasons may be asked to vacate their accommodation immediately.

3. **Upkeep of Rooms**

(a) **Cleanliness**. Students are to maintain cleanliness in their rooms and contribute to the general upkeep of hostel premises.

(b) **Housekeeping**. Adequate staff are employed for general cleaning and students should cooperate.

(c) **Energy Conservation**. Switch off fans, tube lights, and electrical appliances when not in use.

(d) **Room Maintenance**

- No pasting of posters/pictures on walls/doors.
- No writing, wall chalking, or unnecessary nailing.
- Defacing the hostel premises is strictly prohibited.

(e) **Damage Reporting**. Report any damage to hostel property to the authorities promptly. Hostellers will be charged for damages or loss, except for fair wear and tear.

4. **Leave/Out Pass from Hostel**

(a) **Visiting Local Guardian**. Students can visit their local guardian on weekends and holidays with prior permission and an out-pass from the Warden.

(b) **Parent Notification**. The Warden must inform parents about their child's request for an out-pass and obtain confirmation via email, fax, or SMS from the parent's registered mobile number.

(c) **Day Out Pass**. Permitted from 9 AM to 8 PM on weekends/holidays. For working days, prior permission from the Head of Institution/Department and Manager (Administration) is required.

(d) **Holiday/Break Out-Pass**. Will be issued by Wardens during University holidays/breaks.

(e) **Procedure**

- Show out-pass at the main security gate when leaving and returning.
- Check out/in at the hostel register and submit the out-pass to the Warden's office upon return.

(d) **Night Out Permission.** Permitted only twice a month with prior parental approval and permission from the Hostel Warden/Manager (Administration). No overstaying or missing academic classes is allowed. Students must obtain prior written permission from the Hostel Warden/Manager (Administration) to stay out overnight. The application must include departure and return dates, times, and destination. The student shall be responsible for his/her safety during their stay out of Hostel during Night Out Pass.

(e) **Hostel Gate Pass.** Permitted only between 5:00 pm to 8:00 pm. Students are not allowed to come in Hostel after 8:00 pm. For violation disciplinary action shall be taken by the University Disciplinary Committee.

5. **Attendance**

(a) **Muster.** Daily attendance will be taken at 10:00 pm for both male and female hostellers before going to bed. Hostel doors will be closed at 10:00 pm, and no student will be allowed to leave the premises thereafter.

(b) **Absence.** If a student is unable to attend due to sickness, they must inform the Warden in advance.

(c) **Student Coordinator** A nominated student coordinator on each floor will be responsible for maintaining discipline and attendance.

(d) **Attendance of Classes.** Hostel staff will conduct regular checks to identify students staying in the hostel during working hours (8:00 am to 5:00 pm).

(e) **Medical Emergencies.** In case of a medical emergency, students may go outside after obtaining approval from the concerned authority.

6. **Guests/Visitors Hours**

(a) **Prior Permission.** Outsiders, including parents and spouses, require prior permission from the Manager (Administration) to stay in the hostel room.

(b) **Guest Room Accommodation.** Available on payment for parents/ grandparents, subject to prior permission from the Warden and Manager (Administration), and completion of the prescribed formalities.

7. **Ragging**

(a) Ragging in any form is strictly banned and considered a cognizable offense.

(b) Violation will invite disciplinary action, including rustication from the institute, as per the law of the land.

(c) Being a silent spectator or failing to report ragging is also an offense and will attract similar disciplinary action.

(d) Ragging incident if any should report immediately to: -

- Anti-Ragging Committee
- Warden
- Campus Administrator
- Security Personnel
- Deputy Director/Director

(e) **Undertaking.** Each student and their parents/guardians must submit an affidavit/undertaking affirming that they will not participate in or abet ragging. If found guilty, they will be liable for punishment under Ugandan law.

8. **Code of Conduct**

(a) **ID Cards.** Hostellers must carry valid identity cards issued by the university.

(b) **Register.** Record departure and arrival times in the register at the entry gate.

(c) **Pets.** Pets are prohibited in the hostel, and feeding stray animals is not allowed.

(d) **Safety and Security**

- Students are responsible for their belongings and should not keep large amounts of cash or valuables in their rooms.
- Hostel residents are responsible for insuring their laptops and valuables.
- Residents must take care of their ATM/Debit Cards.
- Smoking, consumption of alcoholic drinks, and possession of illegal materials are strictly prohibited. For violation, the responsible student shall be immediately rusticated.

9. **Hostel Rules**

(a) **Partying.** Partying in rooms/corridors or anywhere in the hostel is not permitted.

(b) **Fire Hazards.** Candles, incense, and combustible materials are not allowed in the rooms.

(c) **Room Entry.** The Warden may enter any room for verification at any time.

(d) **Unauthorized Entry.** No unauthorized person is allowed to enter or stay in the hostel premises.

10. **Mess and Dining**

(a) Mess timings will be strictly followed.

(b) Students are expected to take their meals in the designated dining area.

(c) Food waste is discouraged, and students will be charged for any damage to mess property.

JEPH INTERNATIONAL UNIVERSITY

APPLICATION FORM FOR ALLOTMENT OF HOSTEL

1. Name of the Applicant : **D/o, S/o :**
2. Department : **Date of Joining :**
3. Gender : Male/Female **Marital Status : Single/Married**
4. Permanent Address :

5. Mobile No. of applicant: **Mobile No. of Parents:**

6. Details of Family members who would generally visit the allottee.

Sr. No.	Name	Age	Relation with allottee	Occupation

(Signature of the applicant)

Date:

NOTE: -

A Security Deposit of UGX 300,000 is payable upon admission to the hostels, in addition to the applicable rental charges for the chosen accommodation type.

Hotel In-charge

Form No.

University Registration No.

JEPH INTERNATIONAL UNIVERSITY

Hostel

Plot 104, Butabika Kirombe Road, Next to Royal Palm Estate, P.O BOX 21234 Kampala, Uganda
Email: info@jiu.ug / Website: www.jiu.ug

This form dully filled-in should be submitted to the Hostel In-charge

ADMISSION FORM

Rights of admission is reserved to the college

Name of Candidate (In CAPITAL letters only)

Space for Passport
Photograph

Father's Name (In CAPITAL letters only)

Occupation of Father

Date of Birth (DD/MM/YYYY) _____ / _____ / _____ Gender :

Place of Birth Nationality

Emergency Contact No. (with code no.)

Blood Group Health problems, if any

Permanent Address of Parents

.....
.....

Ph . No. (with code)

Local Guardian Name Occupation

Relationship with student

Address local guardian

.....
..... Ph. No. (with code)

Signature of Candidate

RESIDENT UNDERTAKING

The Residents are directed that no Resident shall leave the bus in between from college of posting/placement to Hostel Premises and Hostel Premises to college of posting/placement without prior permission in writing from the Hostel In-charge.

1. Use of Cooking Induction, Cooking Stove, Electrical Kettle, Press (Ironing Box), Heater/Heating Rods, Water Geyser are strictly prohibited in the Hostel Room/Toilets/Common Room. Strict financial penalty upto UGX 200,000/- shall be imposed for violation extending to rustication from Hostel with no refund of Hostel fee paid.
2. No Non-Resident University student shall be allowed to stay in the Hostel. Strict financial penalty upto UGX 200,000/- shall be imposed on both Resident and Non-Resident for violation.
3. If any University student wants to meet any Resident, then he/she will have to take their prior permission from the Hostel In-charge at the time of their entry & the Hostel In-charge must be informed at the time of departure.
4. The Resident must ensure that they cause no disturbance to the other Residents of the Hostel.

Signature of Students

PARENT'S UNDERTAKING

I, solemnly affirm that am the natural father / mother of Sh. / Kum. and my monthly income is Rs.

1. I hereby solemnly affirm that statement and information furnished in my sons' / daughter's / ward's application as also in the enclosed enclosure there to are true. I realize that if any information furnished therein is found to be untrue in material particulars, my ward is liable to disciplinary action and if admitted, to be rusticated from the Hostel.
2. I undertake to be responsible for his / her conduct and for maintenance of discipline and shall pay regularly all his / her expenses during his / her stay at the institution.

Place:

Date:

Signature & Address of Parent / Guardian

Student's Acknowledgement

I, received below mentioned items, in working condition, in the room and I promise to keep all these items in good condition. For any damage, the same be adjusted from my deposited security Deposit.

1. Bed
2. Fan
3. Tube Light
4. Cupboard
5. Mattress

Signature of Student

ANTI-RAGGING UNDERTAKING/AFFIDAVIT

I, _____ (Student's Name), student of _____ (Course/Year) of Jeph International University, do hereby solemnly affirm and undertake: -

1. That I am fully aware of the rules and regulations of Jeph International University regarding ragging and its consequences.
2. That I will not participate in or abet any act of ragging in any form, including verbal, physical, or psychological harassment.
3. That I will not indulge in any activity that may cause physical or mental harm to any other student or individual.
4. That I will report any incident of ragging to the authorities immediately.
5. That I understand that ragging is a cognizable offense and violation will invite disciplinary action, including rustication from the institution.
6. That I am aware of the punishment under the law of the land for ragging and am willing to face the consequences if found guilty.

I, _____ (Parent/Guardian's Name), parent/guardian of _____ (Student's Name), do hereby solemnly affirm and undertake:

1. That I have read and understood the rules and regulations of Jeph International University regarding ragging.
2. That I will ensure that my ward/child does not indulge in any form of ragging.
3. That I will cooperate with the institution in preventing and addressing any incidents of ragging.

Signature:

Student: _____

Date: _____

Place: _____

Signature:

Parent/Guardian: _____

Date: _____

Place: _____

JEPH INTERNATIONAL University
(HOSTEL JOINING FORM)

I, MR./MS.S/o / D/o.....

Batch.....have joined in Boys/Girls Hostel on..... Room No.....of Floor

Department Name..... Type of accommodation: Single /Shared

Permanent Address

.....

Mobile No. StudentMobile No. Parents.....

(Signature of Student)

(Signature of Hostel In-charge)

Note: - A late fee of UGX 2000/- per day will be charged after the hostel and mess fees become overdue.

JEPH INTERNATIONAL University
(HOSTEL LEAVING FORM)

I, MR./MS.S/o / D/o.....

Batch.....has left Boys/Girls Hostel on Room No.....of Floor

Type of accommodation: Single / Double / Triple

Mobile No. StudentMobile No. Parents.....

(Sign. of Student)

(Sign. of Cashier JIU)

(Sign. of Hostel In-charge)