



Royal University of Bhutan

**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 foster mutual respect, dignity and equitable treatment. The University seeks to unify its students in an engaged learning community that provides opportunities for growth, diversity and responsible living. Towards this the University shall make reasonable efforts to provide accommodation to students on campus.

This Policy shall establish a framework for governing hostel administration and transparent handling of the various issues related to hostel accommodation. Further, it also intends to address student's requests in an appropriate and timely manner.

## **Chapter I**

### **Preliminary**

#### **1.1 Title**

This document shall be known as the RUB Student Accommodation Policy.

#### **1.2 Scope**

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

#### **1.3 Interpretation**

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

#### **1.4 Purpose**

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

#### **1.5 Effective Date**

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

#### **1.6 Amendment**

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

## **Chapter II**

### **Guiding Principles**

#### **2.1 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. The College shall institute a Mess Management Committee. The Mess Management Committee shall be chaired by the Dean of Student Affairs.

##### **2.1.2 Self-catering hostels**

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

##### **2.1.3 Private accommodation**

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

#### **2.2 Principles**

##### **2.2.1 Room allotment**

University accommodation shall be provided to students based on availability of hostel rooms at the respective Colleges. Rooms shall be allocated subject to the following provisions:

- 2.2.1.1 Preference shall be given to disabled students based on ease of accessibility and convenience. An attendant shall be allowed accommodation in the same room, based on assessment by the Hostel Management Committee;
- 2.2.1.2 As far as possible, all first-year diploma/undergraduate students shall be allocated hostel residency. This shall include both government and self-financed students;
- 2.2.1.3 Next priority for hostel residency shall be extended to second year students;
- 2.2.1.4 Students shall not be allowed to change rooms mutually. Any request for change of room must be routed through the Student Service Officer; and
- 2.2.1.5 The Hostel Management Committee may exercise discretionary power in special circumstances.

#### **2.3 Facilities**

##### **2.3.1 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, table top 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. 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 for students to store work tools such as sickles, spades and other tools.

### **2.3.2 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.

### **2.4 Rent**

House rent shall be levied as determined by the University from time to time.

## 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.

### **3.1.1 Composition of the Hostel Management Committee**

- |                                   |                    |
|-----------------------------------|--------------------|
| a) Dean of Student Affairs        | - Chair            |
| b) Estate Manager                 | - Member           |
| c) Finance Officer                | - Member           |
| d) Student leader                 | - Member           |
| e) 1 male student                 | - Member           |
| f) 1 female student               | - Member           |
| g) Other Student Service Officers | - Members          |
| h) 1 Student Service Officer      | - Member Secretary |

While this is the minimum composition, Colleges can include additional members based on their unique situations. The Presidents will be invited to attend meetings which require important strategic decisions to be made.

### **3.1.2 Functions**

The Hostel Management Committee shall:

- 3.1.2.1 Ensure the allotment of rooms and provision of minimum hostel facilities and services as outlined in this document;
- 3.1.2.2 Ensure a safe, healthy and supportive environment that promotes intellectual, physical, social, emotional and spiritual development of students;
- 3.1.2.3 Oversee responsibilities for all aspects of management of hostels, including maintenance and discipline;
- 3.1.2.4 Provide general directions for improvement of the hostel environment for students' wellbeing;
- 3.1.2.5 Consider appeals related to hostel facilities; and
- 3.1.2.6 Formulate College level accommodation policy in conjunction with this Policy document.

### **3.2 President**

The President shall:

- 3.2.1 Act as the overall advisor to the Hostel Management Committee;
- 3.2.2 Ensure the provision of minimum hostel facilities and services as outlined in this Policy and the RUB Space Norms 2020.

### **3.3 Dean of Student Affairs**

The Dean Student Affairs shall:

- 3.3.1 Facilitate in setting up hostel facilities;
- 3.3.2 Create and maintain a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual development of students;

- 3.3.3 Monitor, guide and assist the Student Service officers in ensuring provision of services and hostel facilities;
- 3.3.4 Undertake periodic inspection of hostel premises;
- 3.3.5 Provide orientation on the hostel facilities and their use, including sensitization to rules and regulations; and
- 3.3.6 Carry out any other directives of the Hostel Management Committee from time to time.

#### **3.4 Student Service Officer (SSO)**

The Student Service Officer shall:

- 3.4.1 Look after the welfare and care of the students for the designated residential areas/ hostels under the guidance of the Dean of Student Affairs;
- 3.4.2 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;
- 3.4.3 Assist in inducting new students to hostels and familiarizing them to student rules, regulations, and common norms and standards in the hostels;
- 3.4.4 Assist in managing and administering student affairs for the given residential area including record keeping;
- 3.4.5 Manage hostel facilities, hostel allocation and its surroundings in terms of cleanliness and upkeep of the facilities;
- 3.4.6 Coordinate and support student activities for the hostel related to social and community services, literary activities, social engagements and other events;
- 3.4.7 Provide help, guidance and grievance redressal to the students;
- 3.4.8 Maintain records of students with disabilities and report to appropriate officials;
- 3.4.9 Maintain proper records and recovery of hostel dues and fines;
- 3.4.10 Convene Hostel Management Meeting when required; and
- 3.4.11 Carry out any other directives of the Dean, Student Affairs, from time to time.

#### **3.5 Hostel Councilors**

The Hostel Councilors shall:

- 3.5.1 Assist SSOs in identification of minimum hostel facilities and services;
- 3.5.2 Assist SSOs in allocation of appropriate hostel rooms and facilities;
- 3.5.3 Monitor services required in the hostels and inform the respective SSOs;
- 3.5.4 Keep proper record of facilities in their respective hostels and submit these to the SSOs;
- 3.5.5 Ensure proper maintenance and cleanliness of common areas, toilets and premises;
- 3.5.6 Assist the SSOs in handing over the facilities of their hostel to the next Councilor;
- 3.5.7 Check, monitor and report any suspicious activities in the hostel premises to the SSO; and
- 3.5.8 Carry out any other directives of the SSO, from time to time.



### **3.6 Estate Manager**

The Estate Manager shall:

- 3.6.1 Ensure the purchase and provision of hostel facilities as outlined in this Policy based on directives of the Hostel Management Committee;
- 3.6.2 Carry out routine and regular inspection of the buildings, water supply, electricity and sanitation facilities;
- 3.6.3 Carry out maintenance of hostel premises and facilities; and
- 3.6.4 Carry out any other directives of the Hostel Management Committee, from time to time.

### **3.7 Students**

Students shall;

- 3.7.1 Submit duly completed Check-in form while entering the hostel to the SSOs;
- 3.7.2 Self-report any disabilities to the SSOs at the time of registration;
- 3.7.3 Maintain cleanliness of their rooms, common areas and the hostel surroundings;
- 3.7.4 Inform the Councilors and SSOs about services required or damages;
- 3.7.5 Take care of the hostel facilities provided;
- 3.7.6 Submit the Check-out form and surrender the facilities as provided while leaving the room to the Councilor and SSO; and
- 3.7.7 Carry out any other directives of the SSO/Dean, Student Affairs, from time to time.

## Chapter IV Rules and Regulations

### 4.1 General Rules and Regulations

All students are required to maintain behavioural standards that is 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 result in a penalty or eviction from the hostel as decided by the Hostel Management Committee.

### 4.2 Sanctity of the hostel

- 4.2.1 The rooms, common areas and surroundings of the hostels should be kept clean at all times.
- 4.2.2 The College shall be responsible for maintenance related to normal wear and tear of the hostel properties.
- 4.2.3 Students 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 by the SSO.
- 4.2.4 Students 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.
- 4.2.5 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.
- 4.2.6 Paintings, art or graffiti of any sort on hostel walls is prohibited.
- 4.2.7 Pasting of obscene pictures and other inappropriate images is prohibited.
- 4.2.8 Students shall not indulge in any illegal and unethical activities in the hostel premises.
- 4.2.9 Silent hours shall be observed from 8:30 pm to 6 am in the morning.
- 4.2.10 The use of audio systems which may cause inconvenience to other students is prohibited.
- 4.2.11 The visit of boys to girls' hostel and vice versa is restricted.
- 4.2.12 Pets are not permitted inside the hostels.
- 4.2.13 Students shall not relocate common room electrical fixtures and fittings.
- 4.2.14 The SSO, hostel Councilor and the College Management may, at any time, without serving notice visit the rooms for administrative reasons.
- 4.2.15 The College reserves the right to remove any equipment deemed unsafe for use in the hostel.
- 4.2.16 Alcohol and tobacco related products are prohibited in the hostels.
- 4.2.17 Students shall switch off the fans, lights and any electrical appliances when they leave the room.

### **4.3 Hostel Security**

- 4.3.1 Students 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.
- 4.3.2 Students are advised not to bring valuable items to the College. The College shall not be responsible for the loss of such items.
- 4.3.3 Students shall not leave the College campus without prior permission from the College authorities.
- 4.3.4 Students shall refrain from the use of personal conveyance within the College premises, unless authorized by the Hostel Management Committee.

### **4.4 Visitors to the Hostel**

- 4.4.1 Visitors to the hostels, including parents shall seek prior permission from the SSO.
- 4.4.2 Visitors who are intoxicated or whose behaviour may disturb the residents shall not be permitted into the hostels.
- 4.4.3 Visitors shall not be allowed to bring in any intoxicative substances or weapons of any kind.
- 4.4.4 Visitors shall not be allowed to stay overnight in the hostel unless authorized to do so.
- 4.4.5 Respective student/s shall be held fully responsible for any misconduct / offence that may arise on account of a visitor.

### **4.5 Check-in Check-out Procedure**

- 4.5.1 At the time of entry, a student shall sign the Check-in form listing all the facilities provided, in the presence of the SSO after proper verification. (Annexure A)
- 4.5.2 A student vacating the hostel permanently shall get their room checked by the SSO. A clearance certificate shall be signed by the SSO after the hostel facilities are verified and returned, including any other dues.

### **4.6 Centrally catered hostels**

- 4.6.1 Students residing in centrally catered hostels shall avail the common mess facilities compulsorily.
- 4.6.2 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.
- 4.6.3 Students shall not be allowed to carry mess food into the hostels unless authorized by the SSO.

### **4.7 Appeal**

- 4.7.1 Students may appeal against the decision of the Hostel Management Committee in writing to the College Management Committee.
- 4.7.2 The College Management Committee shall convene a meeting within a fortnight of the appeal.
- 4.7.3 The Dean of Student Affairs shall communicate the decision of the Committee to the student/s concerned in writing.

4.7.4 The decision of the College Management Committee shall be final and binding.

## **Chapter V**

### **Health and Safety**

#### **5.1 Health**

- 5.1.1 Rooms, common areas and surroundings of the hostels should be kept clean and hygienic at all times.
- 5.1.2 Students shall participate in Socially Useful Productive Work (SUPW) at least once a week to maintain cleanliness of the hostel and its premises.
- 5.1.3 Students shall ensure proper segregation of wastes into degradable and non-degradable.
- 5.1.4 Colleges will ensure installation of proper incineration facilities for disposal of sanitary wastes.

#### **5.2 Safety**

- 5.2.1 The use of heavy electrical appliances in the hostels that are not designed for such purposes is restricted.
- 5.2.2 The use of faulty electrical equipment is restricted to minimize fire hazards.
- 5.2.3 Students shall not be allowed to modify internal electrical wirings and fittings.
- 5.2.4 Students shall not possess lethal weapons, inflammable materials and any other hazardous products.
- 5.2.5 Hostel premises shall be under CCTV surveillance.
- 5.2.6 The use of railings, roof tops 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

**ROYAL UNIVERSITY OF BHUTAN**  
**ROOM HANDING AND TAKING OVER CHECKLIST**

1. Name:.....
2. Student No:.....
3. CID No:.....
4. Programme:.....
5. Contact Number:.....
6. Year:..... Semester.....
7. Admission Status: Scholarship  Self Financed
8. Hostel Name:..... Room Number:.....

The room is equipped with the following furniture/other items and these are handed over to occupants of the room by the Student Service Officer as follows:

Sl#	Item name	Number	Check-in (Tick)	Check-out (Tick)	Remarks
			Hand Over	Take Over	
1	Bed				
2	Study Table				
3	Chair				
4	Cupboard				
5	Bulb				
6	Tube light				
7	Socket				
8	Fan				
9	Mirror				
10	Refrigerator				
11	Windows/ Glasses				
12	Toilet Pot				
13	Toilet Mirror				

<b>14</b>	Soap Holder				
<b>15</b>	Toilet Wash Basin				
<b>16</b>	Shower				
<b>17</b>	Cloth Hanger in Bathroom				
<b>18</b>	Toilet Wash Basin				
<b>19</b>	Door (Handle and Latch)				
<b>20</b>	Lock and Key				
<b>21</b>	Key Hanger				
<b>22</b>	Bathroom Tap				

**9. Declarations**

I hereby declare that:

- a. I take the full responsibility to take care of the facilities assigned to me.
- b. I will replace or bear any cost of loss or damages of the assigned properties.
- c. I will return the facility to the Management when I leave the campus for longer duration for any reasons or after completion of my studies.
- d. All the information stated in this form is true to the best of my knowledge.

10. Lost Items:.....

11. Damaged Items:.....

12. Total cost to be recovered:.....

**Signature of Student**

**Date:**

**Signature of SSO**

**Date:**