



AUCDT
ASANSKA UNIVERSITY COLLEGE
OF DESIGN AND TECHNOLOGY



ASANSKA UNIVERSITY COLLEGE HOSTEL

POLICY ON RULES AND REGULATIONS

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About Us

AsanSka University College of Design and Technology (AUCDT) has a hostel facility that is safe, secure and suitable for both local and international students. It is located at Sasaabi within easy travel distance from the Oyibi campus (approximately 1 mile) and is well-served by public transport. The hostel has a 24-hour security presence, running water and electricity to provide a convenient and safe environment for our students.

The information regarding the hostel is being provided on the University College website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected, and students staying in the hostel are comfortable in a conducive environment for healthy living while discipline is maintained amongst the residents. All students are required to abide by these Rules and Regulations.

1.0 Admission and Termination

1.1 Admission

Admission to a Hostel is provisional and will be confirmed only after approval from the Hostel Manager and is also subject to satisfactory medical examination and payment of fee as given in the Hostel Policy Quick guide:

Medical Examination: The Medical examination is conducted by the AUCDT in conjunction with the Ghana Health Service. The student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.

Hostel Fees: With effect from 1st March 2022, continuing students are required to pay 60% of the hostel fees before admission into the hostel. New students are required to pay 70% before admission into the hostel.

All fees are to be paid directly into the account details below:

BANK: Consolidated Bank Ghana

ACCOUNT NAME: AsanSka University College of Design and Technology

ACCOUNT NUMBER: 0600779100001

BRANCH: Kokomlemle Branch

The room occupancies and charges are as listed below. *All rates are in Ghana Cedis and are effective from 1st March 2022.

ROOM OCCUPANCY	MONTHLY*	PER SEMESTER*
4 IN 1	300	1,200
3 IN 1	350	1,400
2 IN 1	400	1,600
SINGLE OCCUPANCY	500	2,000

Hostel Fees are quoted on a semester basis, which is four months. But, some students may want to stay or leave their personal belongings at the hostel at the end of the semester; in such cases, a charge will apply on a pro-rata basis.

1.1 Admission

1. Pay fees into the ACCOUNT detailed above – at the Prudential Bank on Valley View University Campus.
2. Pay fees into the ACCOUNT detailed above – at the Prudential Bank on Valley View University Campus.

3. Save a copy of your receipt/clearance form
4. Present your clearance form to the Hostel Clerk for your room key
5. Students must sign the Declaration form on the last page, and abide by all the rules and regulations of the hostel.

Students will be expected to pay a refundable deposit of GHS500 against damage to the Hostel furniture and fittings.

1.3 Room Allotment/Shifting

Room allotment is done by the Hostel Committee. Some of the rooms can accommodate a maximum of 4 students, and others can accommodate 2 students. There is a limited number of single-occupant apartments. Students shall not interchange their room with another student or shift into a vacant room/ bed without prior written permission from the Hostel Manager. The Hostel Manager has the right to shift any student from his/her room to another room in the hostel. The hostel is treated as an extension of the university and observance of the rules and regulations of the Hostel is compulsory for all the students.

1.4 No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University College, from time to time.

1.5 Re-allotment of Hostel Accommodation

Provision of hostel accommodation at the time of admission, does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re-allotment in the hostel. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re-allotment can be denied to students who indulge in acts of indiscipline.

1.6 Local Guardian

The student will register details of a local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Any student who does not have a local guardian will be required to get a fax/email authorisation from guardian/parent for nights out.

1.7 Safety & Personal Belongings

The hostel manager shall provide keys of the allotted room to the respective student. The student is personally responsible for the safety of all their valuables and these should be kept in the cupboard under lock and key. The student should not leave mobile phones, ornaments and other valuables unguarded. A student will not change the lock and key under any circumstance. Any loss of keys must be reported to the Hostel Manager at the first opportunity.

1.8 Furniture & Fixture

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the room allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from the room due to careless/ negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear. Interchange of Furniture/Fixture: A student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Hostel Manager, students involved in such activities may be sanctioned which includes being expelled from the hostel.

Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the entire hostel, the recoveries will be made from all the occupants of the hostel.

1.8 Electricity and Gas usage

1.8.1 Electricity and gas supply

The University College will initially fill a gas cylinder and load the ECG pre-paid card with GHC 50.00 on each floor/building. Subsequent refill of gas and electricity will be at the expense of the student(s)/tenant(s).

1.8.2 Restrictions on energy usage

The use of high energy-consuming electrical appliances such as Microwaves, Water Heaters, Washing Machines, Electric Stoves, Rice Cookers shall not be permitted in the room, defiance of which shall enable the Hostel Manager to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and must be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. A default on this account will attract a reasonable fine that will be imposed by the Hostel Manager. Table lamps can be used for study purposes after lights out time. Paraffin/kerosene lamps, open flames e.g. candles are not permitted in the hostel.

1.9 Water Usage

Students should use water wisely and judiciously.

1.10 Room Checking

The Hostel Manager/Hostel Porters/or any other Officials of the University College along with Security Guards may at their discretion inspect /check any room or students' belongings in the presence of the students living there at any time of the day or night.

1.11 Vehicles

Parking is not available at the Hostel, and students who have vehicles shall park on the main street (not on the front pavement) at their own risk. Students who park on the front pavement and cause obstruction will be sanctioned appropriately.

1.12 Notice Period

A boarder is expected to stay in the hostel till the completion of the academic year. In exceptional circumstances, other than disciplinary cases, one month's notice is necessary in case a student desires to vacate the hostel. The balance of the hostel fee and mess charges will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall have to vacate the hostel within a week of completion of her/his examination or any such academic requirement, whichever is later. Any student who wishes to stay beyond the one week period should apply to the appropriate authorities.

1.13 Expulsion from Hostel

The University College Hostel Council reserves the right to terminate the temporary occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, racial, anti-national or undesirable activities. In such cases the deposit shall be forfeited and the hostel fee will NOT be refunded. Students recommended for expulsion, will also be expelled from the hostel and hostel fee will not be refunded.



2.0 Attendance, Hostel Timings, Leave and Visitors

2.1 Visitors Register

The Porter shall take records of the arrival and departure of all visitors to the hostel. Visitors are not permitted to stay overnight, neither is perching allowed under any circumstance.

2.2 Returning to Hostel

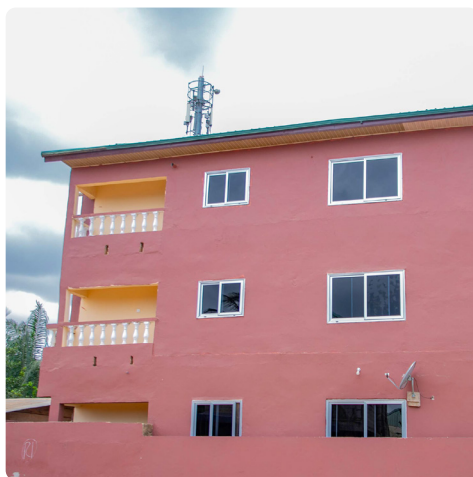
The student shall return to the hostel before 11:30 pm after which the gates will be closed. The gates will reopen at 5.00 a.m. the next day. Latecomers will have to make an entry in the register kept at the gate, which will be communicated to his/her, Dean of Faculty, parents and local guardians. Three late coming entries will lead to the cancellation of permission to stay in the hostel and the fee will not be refunded. The same shall be informed to his/her parents, local guardian.

2.3 Outside Competitions

The student is permitted to go outstation so as to participate in various competitions only after submitting proof and application along with parent's consent to the Registrar and getting permission of the Hostel Council. The student will inform the Porter in advance and make an entry in the Outstation Register kept with the Porter.

2.4 Celebration of Festivals and Birthdays

The student shall seek prior permission of the Hostel Manager/Porter for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one to two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.



3.0 General Care of the facility

3.1 Cleanliness

Students shall keep their rooms, veranda and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/balconies. The Porter may confiscate any such clothes hung for drying in the balconies.

3.2 Mattresses and Pillows

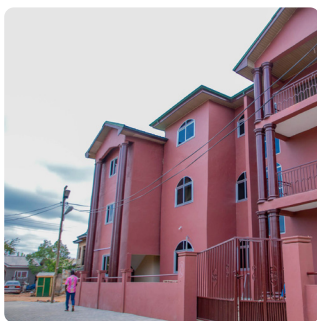
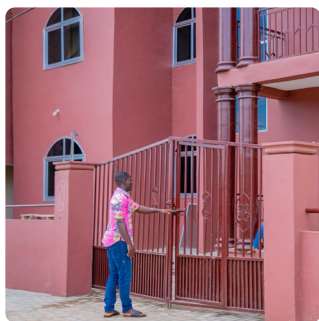
For hygiene reasons, students are expected to procure their own mattresses and pillows, and are expected to take care of the interior cleaning of their rooms.

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3.3 Hostel Staff

Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilised for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.



4.0 Strictly Prohibited Activities

4.1 Raging/Fighting/Violent Behaviour offence and violation

Engaging in any of these activities will invite action as per the law of the land, in addition to expulsion from the University College. Being a silent spectator and not reporting/stopping others indulging in raging /Fighting/Violent behaviour in any form whatsoever is strictly PROHIBITED. It is a clearly identifiable offence and will invite similar disciplinary action. Accepting/undergoing raging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Hostel Council/Hostel Manager/Porters/Security Personnel directly at any time of the day/night.

4.2 Alcohol/Drugs/Smoking

The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of the premises. The same shall also apply to visitors. An occurrence of such behaviour shall invite strict disciplinary action leading to expulsion from the Hostel, rustication from the University College and action as per the law of the land.

4.3 Gambling

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule will invite action as per the rules and regulations in addition to expulsion from the University College.

4.4 Misuse of Internet and Online Social Media

Any act of uploading derogatory remarks or images ridiculing a person in the eyes of others, against the University College or any other person or organization will invite disciplinary action. Students should strictly refrain from indulging in any act of violating the code of internet use.

4.5 Political or Communal Activity

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

4.6 Information to Media

The student shall take the prior written permission of the Registrar before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any public speech containing any information regarding the Hostel.

4.7 Firearms

Any type of storage or possession of a firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from the hostel and University.

4.8 Pets

Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dogs by offering food, petting them, etc.

5.0 Violation of Hostel Rules

5.1 Disciplinary action

In addition to penalties, punishment and fines provided in these Rules & Regulations, Disciplinary action as per the University College's Code of Conduct shall be taken against students violating these Hostel Rules and Regulations.

5.2 Recovery of Damaged/Lost Property

If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to the student(s), then a collective fine to recover the loss will be levied by the Hostel Manager.

6.0 Suggestion Box/Register

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion forms will also be available in the hostel.

A Caretaker is available for the Hostel.

Thank you.

DECLARATION BY THE STUDENT

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

Name of the Student:

Level:

Programme:

Room No.:

Signature of the Student: Date:

Signature of the Hostel Warden: Date:

Signature of the Local Guardian: Date:

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I have carefully read and fully understood the law prohibiting raging/- fighting/violent behaviour and the directions of the land and the University College in this regard.
2. I hereby undertake that I will not indulge in any behaviour or act that may come under the definition of raging. I will not participate in or abet or propagate raging in any form. I will not hurt anyone physically or psychologically or cause any other harm.

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Visit Our Website
<https://aucdt.edu.gh>

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