

BANI

INTERNATIONAL HOSTEL



RULES & REGULATIONS



UNIVERSITY OF GHANA

BANI

INTERNATIONAL HOSTEL



BANI INTERNATIONAL HOSTEL

University of Ghana, Legon

I, Mr./Mrs./Miss.....
having read the rules and regulations of Bani International Hostel,
do understand and accept the rules and regulations governing
residents at Bani International Hostel, University of Ghana,
Legon.

I hereby declare that every personal information I have provided is
true and that I have read and understood the rules of occupancy at
Bani Int. Hostel and agree to abide by them. Any false declaration
or failure to abide by the rules of occupancy could lead to my
being sacked from the hostel and forfeiture of rent paid.

If I should violate the rules and regulation, I shall subject myself to
the appropriate penalty and sanctions.

.....
Name Signature Date

.....
(Hostel Manager) Signature Date
Bani International
Hostel

**BANI INTERNATIONAL
HOSTEL**

**UNIVERSITY OF GHANA,
LEGON**

**RULES AND REGULATIONS
GOVERNING RESIDENTS**

NEW EDITION
JULY, 2019



Rules and Regulations Governing Residence.

© Bani Investment Limited

A publication of Bani Investments Ltd.
Compiled and Typeset by Bani International
Hostel, University of Ghana, Legon.

For all enquires in the hostel contact:

BANI INVESTMENTS LIMITED
P.O.BOX AF 795 ADENTA
ACCRA

TEL: + 233 244 633 401

E- mail: info@banihostel.com
Website: www.banihostel.com

BANI INTERNATIONAL HOSTEL

University of Ghana, Legon

I, Mr./Mrs./Miss.....
having read the rules and regulations of Bani International Hostel,
do understand and accept the rules and regulations governing
residents at Bani International Hostel, University of Ghana,
Legon.

I hereby declare that every personal information I have provided is
true and that I have read and understood the rules of occupancy at
Bani Int. Hostel and agree to abide by them. Any false declaration
or failure to abide by the rules of occupancy could lead to my
being sacked from the hostel and forfeiture of rent paid.

If I should violate the rules and regulation, I shall subject myself to
the appropriate penalty and sanctions.

.....
Name Signature Date

.....
(Hostel Manager) Signature Date
Bani International
Hostel

TABLES OF CONTENTS

	Pages
1. Introduction	1-2
2. Condition for Bed Space	2-3
3. Payment of Hostel Fees	3-4
4. Residential Policy	4
5. Room /Bed Allocation	4-5
6. Administration of the Hostel	5-6
7. The Executive Director	6
8. The General Manager	6
9. The Accounts Officer	6
10. The Operations Manager, Secretary, Administrative Assistant, Sanitation Officer, Matron & Chief Driver	6-7
11. Porters	7
12. Admission and Residence	7-8
13. Vacation	8
14. Facilities in the Hostel	8
15. Visitors to the Hostel	9
16. Perching	9-10
17. Rooms	10-11
18. Wardropes	11
19. Balcony	12
20. Washrooms	12
21. Security of Property	12-13

22.	Water	14
23.	Cooking & Usage of the Kitchenette	14-15
24.	Smoking	15
25.	Noise in the Hostel	15-16
26.	Other Disciplinary Situations	16-17
27.	Light	17
28.	Electrical Appliances	17
29.	Prohibited Gadgets	18
30.	Washing & Drying of Clothes	18
31.	Use of Motor Vehicles	19
32.	List of Offences with sanctions	19-20

3. CATEGORY “C” OFFENSES

- (i) Unnecessary noise making in the hostel
- (ii) Eating of any form of food or drinking of alcohol in the reading room.
- (iii) Moving of hostel fittings or items from rooms.
- (iv) Walking on the lawns.
- (v) The use of cars to disturb others. (Screeching of cars)
- (vi) Littering and/or urinating in the gutters or on the hedges

SANCTION:

- (1) The first offence shall attract a warning.
- (2) The second offence shall attract an appropriate sanction
- (3) The third offence shall attract a punishment of not being accommodated in the hostel at the end of the semester. This sanction is without prejudice to any other sanction that may be recommended by the Dean of Student to the Vice Chancellor.

INTRODUCTION

- 1. These regulations shall apply to all students residing in BANI INTERNATIONAL HOSTEL.
- (ii) Students must carefully read the entire rules and regulations before they proceed to make payments. Breach of any rule or regulation governing the hostel would be severely dealt with. Students who feel they are too matured to observe our rules and regulations must stay away, hence, should not apply.
- (iii) Students in Bani International Hostel shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence; they shall observe the statutes and shall conform to all such regulation and by-laws as may be made for the good governance and smooth administration of the University and Bani International Hostel.
- (iv) If any student shall fail to observe these regulations and others or shall be guilty of any offence subversive of discipline or good order, or tending to bring discredit upon the Hostel or the University, or shall neglect his/her duty, he or she may be punished by a fine, rustication for a limited period or outright dismissal from the hostel. It is the responsibility of every student to observe these rules and regulations whose sole purpose is to ensure that life in the Hostel is orderly and conducive to the purpose for which it was established, namely, the educational and moral development of students.
- (v) Ignorance of regulations or any public notice shall not be accepted as an excuse for any breach of discipline. Accordingly, every student on enrolment shall be required to

-
- obtain a copy of such University, Hall, Hostel and any other regulations relating to his condition and are for the time being in force.
- (vi) The operation of these regulations is without prejudice to the application of the general law of the land which applies to all persons in the University.

2. CONDITION FOR BED SPACE

(a) Fees paid are strictly not refundable.

- (b) A student doing replacement of his or her bed-space must seek the approval from Hotel Manager.
- (c) Should it become necessary to resell an allocated bed-space on behalf of a student, Bani Hostel will only refund 75% of the resale amount and not the original amount paid, after the student has applied for the refund.
- (d) If the hostel is unable to re-sell the bed space before the semester ends, the hostel would not refund any money to the student.
- (e) Student (s) whose residential status are / is revoked due to indiscipline shall not be entitled to any refund.
- (f) A student who vacates his/her room on his own during the semester shall not be entitled to any refund.
- (g) The residential hostel fees cover accommodation only. The Hostel Application Form shall also attract a fee which shall be paid at the accounts office of the hostel.
- (h) In view of the abolishment of the Breakages and damages fee, resident would pay for any maintenance work done on their behalf.

-
- (vii) Possession and/or the use of narcotics
(viii) Defacing or wilful destruction of Hostel property
(ix) Possession of fire arms or any form of dangerous weapon.
(x) playing loud music

SANCTION:

The first offence shall attract outright dismissal from the hostel. This sanction is without prejudice to any other sanction that may be recommended by the Dean of students to the Vice Chancellor.

2. CATEGORY “B” OFFENSES

- (i) Insult, insubordination and uncompromising remarks on any staff member of the hostel.
- (ii) Hanging of clothes on the balcony rail.
- (iii) The use of unapproved/unauthorised items such as electrical appliance in a room.
- (iv) The use of unapproved passage or route to enter the hostel.
- (v) Washing clothes, plates, utensils or cooking in a room or veranda.
- (vi) Throwing of water and garbage over the balcony
- (vii) Cooking in a room
- (v) Duplication of room keys or taking of room key away
- (ix) Refusal to contribute to fill the gas in the kitchen
- (x) Squatting on the WC in the lavatory
- (xi) Sexual harassment of any form
- (xii) Alcoholism and drunkenness

SANCTION:

- (1) The first offence shall attract a warning
(2) The second offence shall attract a fine
(3) The third offence shall attract outright dismissal from the hostel. This sanction is without prejudice to any other sanction that may be recommended by the Dean of Student to the Vice Chancellor.

management to allow them per the rules and regulations of the hostel, to use some of these items in the hostel.

- b) Management reserves the right to confiscate any instrument used in playing loud music.
- c) All students are to declare their electrical gadgets and electrical apparatus at the porters' reception before sending the items to their rooms.

30. WASHING AND DRYING OF CLOTHES

Clothes may be washed only in the wash rooms or other designated areas and it is forbidden to hang clothes on the Verandas/ corridors/balcony or to spread them on the lawns, paths or hedges. Cloths must be hanged only on the dry lines provided in the drying area.

31. USE OF MOTOR VEHICLES

(I) The Hostel accept no responsibility for any stolen motor vehicles, or for any damage that may occur to them or to their owners. The use of the vehicle is a privilege which is enjoyed at the sole risk of the owners.

(ii) The Hostel does not provide garages for students' motor vehicles.

32. LIST OF OFFENCES WITH SANCTIONS

1. CATEGORY "A" OFFENCES

- (I) Harboursing guest (perchers) in the room
- (ii) Selling/transferring of allocated beds
- (iii) Harboursing unauthorised persons outside visiting hours
- (iv) Stealing or theft of any form
- (v) Fighting or physical assault of any form.
- (vi) Pounding and any form molestation

-
- (i) Those who fail to report damages in their rooms due to the above clause shall be sanctioned if detected.

3. PAYMENT OF HOSTEL FEES

- (a) Payment of hostel fee can be made to any of the following banks in Ghana, and Nigeria.

Ghana

NAME OF BANK	: CAL BANK
ACCOUNT NAME	: BANI INVESTMENTS LIMITED
ACCOUNT NUMBER	: 1400002354917
BRANCH	: LEGON

A copy of the payment slip must be attached to the forms (new residents) and submitted to accounts office for processing.

- (b) As much as possible, students must pay their residential fees in full for the academic year.
- (d) Only persons who have applied to BANI INTERNATIONAL HOSTEL in accordance with the by-laws of the hostel will be admitted.

4. RESIDENTIAL POLICY

- (a) Bani International Hostel DOES NOT operates neither the IN-OUT-OUT-IN nor the IN-OUT-OUT-OUT policy of the University.

(b) Students admitted into the hostel are required to be in residence during the whole of the academic year i.e. first and second semesters.

© Under no circumstances shall a student sell or transfer beds allocated to him/her.

(d) Residential fees for the year should be paid into the Bani International Hostels Account in advance. These fees cover accommodation only. Any further charges covering other facilities would be determined by the Board of Directors.

5. ROOM/BED ALLOCATION POLICY

(a) Bed space allocation in Bani Hostel is not based on first come first serve basis. As much as possible, students in advance level shall occupy the down beds. However, if a matured student is allocated a room, he/she shall be given the down bed.

(b) Students already in residence shall have the right to their bed space in their original rooms if they so desire.

(c) Students with genuine medical condition satisfied by the University Hospital Medical Director shall be given preference in the allocation of a bed space.

(d) The General Manager reserves the right to relocate students from a particular room to a different room if he deems it necessary.

(e) The Hostel reserves the right to conduct unannounced periodic inspections of the rooms/premises of students for health and safety purposes. Students who obstruct these inspections shall be liable to disciplinary action.

e) Switch off fans, socket, and light when going out.

f) Students should not touch any thing in the electrical panel.

g) Students are not allow to use 15amp plug in the hostel.

28. ELECTRICAL APPLIANCES

The under listed electrical appliances may be used in student rooms:-

a) Radio Set

b) Electric iron

c) Rice Cooker

d) Television Set

e) Laptop

f) Table Top Fridge

g) Only one television set would be allowed per room.

Note: Please note that with regards to the television set, all the room members must agree before a television set would be allowed in the room.

29. PROHIBITED GADGETS

The use of the under-listed gadgets is absolutely banned from the hostel.

1) Hot plates or Electric Cooker

2) Deep Fryer

3) Loud Stereo/Wi-Fi/VCD/DVD Player

4) Musical Woofer Table/Standing fan

a) However, in line with our policy of not wanting to cause any inconvenience to our valued residents, students who genuinely believe they cannot live a comfortable life on campus without some of these prohibited items can apply to

26. OTHER DISCIPLINARY SITUATIONS

- (a) The cultivation on the campus, possession, use, peddling of narcotic drugs and herbs are punishable by the regulations of the University, and of course the laws of the State.
- (b) The Hostel views wilfully causing damage to hostel property and inciting others with a view to such damage being caused as a grievous offence.
- (c) Playing of football or basket ball in rooms or on the corridors is strictly prohibited.
- (d) Students who don't like bathing or do not like washing their clothes and bed sheets and thereby causing discomfort to their room mates would not be tolerated. The residential status of the offending student shall be revoked without any refund of residential user fees.
- (e) Management views tempering with the fire extinguishers, water pumps, electricity meters as very serious offence. The residential status of the offending student shall be revoked without any refund.

27. LIGHT

- a) A quota of electricity credit will be given to each room at the beginning of the semester. Students will buy any additional electricity credit required during the semester.
- b) The lighting and electrical system in the rooms must not be tempered with. All electrical faults must be reported to the porter on duty immediately.
- c) Student are not supposed to use adaptors, and plug which do not fit or fix well in the socket.
- d) Socket should not be over loaded.

6. ADMINISTRATION OF THE HOSTEL

(a) THE BOARD

The HOSTEL shall be administered by a Board of Directors

POWERS AND DUTIES OF THE BOARD

- (b) The Board shall have all the powers necessary for the proper and efficient organization, coordination, management and implementation of the Hostel.
- c) In exercising all or any of its powers, the Board may delegate part or any of its powers to the administrative staff for specific purposes.
- (d) Notwithstanding the delegation of any of its powers to the administrative staff, the Board shall have final authority in all matters.
- (e) The Board shall formulate policies in line with the University of Ghana statute and other rules and regulations of the University in the administration of the Hostel.

7. THE EXECUTIVE DIRECTOR

- (a) The Executive Director is the executive head of the Hostel, and he is mainly responsible for matters of Implementing the policies of the Board.
- (b) The Executive Director has authority in relation to the general administration of the Hostel.

8. THE GENERAL MANAGER

- (a) The General Manager is responsible for all matters pertaining to

students in the Hostel, such as registration of students in the Hostel. She/he deals with all matters concerned with the welfare of students in the Hostel.

- (b) The General Manager also ensures that proper care is taken of the Hostel facilities.

9. THE ACCOUNTS OFFICER

- (a) The Accounts Officer is in charge of the financial affairs of the Hostel.
- (b) She/he ensures that proper records of account are kept.

10. THE OPERATIONS MANAGER, SECRETARY, ADMINISTRATIVE ASSISTANT, SANITATION OFFICER, MATRON & CHIEF DRIVER.

- (a) They assist the Executive Director and the General Manager in the discharge of their duties.

11. PORTERS / SECURITY OFFICERS

- (a) The Operations Manager is in charge of security.
- (b) He is assisted by the Head of Security who is in charge of front desk security officers (porters) and other security officers. He/she is on duty during working hours. The other officers / security officers are on duty on shift basis. Front desk officers (Porters) and other security officers perform several functions in the Hostel. They attend to incoming mails, enquiries etc. They are in charge of keys to the rooms and they act as both welfare and security officers.
- (b) They are authorised to administer the rules and regulations of the

24. SMOKING

Smoking is strictly forbidden in Bani Hostel Premises.

25. NOISE IN THE HOSTEL

1. The noise from musical instruments, radios, religious noise, human noise etc, must be controlled at all times so that it does not constitute a nuisance to other members of the Hostel.
2. Any student making undue noise within the Hostel renders himself/herself liable to disciplinary action.
3. Students who are disturbed by intolerable noise may report to the Porter-on-duty who in turn will warn the offending student. If the latter fails to comply, the Porter will make a formal report in the Occurrence Book for appropriate action to be taken.
4. Students who wish to organise any public function within or outside the hostel shall obtain permission from the General Manager in writing within 72 hours before the function is organised.
5. A refundable deposit of Ghc150.00 (to be reviewed periodically) would be paid to the Accounts Officer before permission would be granted for the event to take place.
6. The student/group shall forfeit the deposit if the student / group do not abide by the rules and regulation in the cause of their programme or if they fail to tidy where the event took place.

management for common area kitchenette runs out, students shall contribute and fill gas cylinders themselves.

5. Users of the kitchenette facility are to note that in order to prevent human and property calamity through fire out break, the following rules must be strictly observed:
 - Students are supposed to sit at the kitchenette till cooking or heating is completely done. This will eliminate food burning and poisoning by others.
 - Students should note that all porters have been authorized to turn off the burner in any kitchenette found with food cooking without a student attending to the food.
 - Combustible or highly inflammable materials should not be placed closer to burners.
 - Gas leakage must be promptly reported to the porter on duty.
 - Blenders etc must be turned off and pulled out from the electric socket after use.
 - Burners should be switched off immediately after use.
6. Ensure that cooking does not spill onto the burners and keep the kitchen worktop always dry.
7. Every student must ensure that he/she tidies the kitchenette after use.
8. The Porter or cleaner has the right to dispose of any dirty and unkempt saucepan, bowl, cup etc left in the kitchenette.

Hostel and get in touch with the Hostel Manager or any of the administrative staff should they be unable to handle any situation in their absence.

- (c) The Security Officer work together with other Hostel officers to maintain peace and harmony. The Head of security is responsible to the Operations Manager.
- (d) The officers and staff of Bani International Hostel have a responsibility to ensure discipline in the Hostel. It is an offence to disobey these officers in the discharge of their duties.

12. ADMISSION AND RESIDENCE

- (a) Members who are in debt to the Hostel or who have not paid the appropriate residence fees in advance will normally not be allowed to come into hostel or if already in residence may be required to leave.
- (b) On going out of residence during vacation, members must hand in the keys of their rooms to the Porters on duty and sign the key book. Failure to hand in keys constitutes a major breach of regulations and will attract severe punitive sanction.
- (c) Members are required to remove all personal property from their rooms before embarking on their vacation. The Hostel has no responsibility for property in the students rooms.
- (d) During the Easter break or other inter-semester breaks, members may leave personal property at their own risk in the special box rooms provided for that purpose.
- (e) During long vacation the Hostel will only accept students who have paid a deposit for the next academic year to keep their luggage in the Box room.

13. VACATION

Students shall vacate their rooms in accordance with the University's academic calendar.

14. FACILITIES IN THE HOSTEL

Cafeteria
Study Room
Wireless Internet
Unisex Salon
Transportation
Grocery Shop
Photo Studio

(a) Students are permitted to enter and leave the Hostel by the Porters Lodge and by the gates.

15. VISITORS TO THE HOSTEL

- (a) Guest are permitted from 9:00am until 9:00pm.
- (b) All visitors must first call at the Porters' Lodge and sign the visitors' book. It is in the interest of the residents that their guests should register with the porter-on-duty on entering the Hostel. Visitors found not to have signed the visitors' book will be considered to have entered the Hostel without authorisation.
- (c) All occupants of a room must give their consent to allow a guest into the room before a guest can be entertained in the room.
- (d) Males are not permitted to visit the female floors before 7:00am
- (e) The Head Porter or any of his staff is authorised to:-

-
- I) When leaving the Hostel, all students sharing a common room door keys should deposit the key at the Porter Lodge. It helps the Porters to know if the student is in (in case someone calls to see him/her).
- j) Each student has one drawer or wardrobe which he/she should lock. They are however advised to use the Facilities provided by the banks on the campus for keeping large sums of Money.
- k) The Hostel bears no responsibility for cases of theft in student rooms.
- L) Students should report the movement of suspicious looking people in the hostel to the Porters - on - duty immediately.

22. WATER

- a) Students should ensure that they always lock taps after use or opening. And avoid wastage of water.
- b) Students should be mindful of water usage.

23. COOKING & USAGE OF KITCHENETTE

1. Cooking is FORBIDDEN in Student rooms and veranda. Kitchenette provided on balcony/room shall be used for such purposes.
2. Management reserves the right to lock up any kitchenette which is constantly kept untidy.
3. Food particles should not be poured into the kitchen sinks.
4. Management shall provide 2 cylinders of 14kg gas to each common area kitchenette. However, when the gas provided by

21. SECURITY OF PROPERTY

- a) **Access to the hostel**
Students are permitted to enter and leave the Hostel by the Porters Lodge and by the gates
- b) **Hostel gates**
The gates of the various blocks as well as all entry points will be partially closed at 12:00 midnight, as well as the entry point at the porters lodge.
- c) **Notices**
Notices and adverts are strictly to be displayed on the notice boards upon approval by the Administrative Secretary.
- d) **Trading in rooms**
It is strictly forbidden for students to allow traders into the hostel or their rooms. Collective responsibility shall apply and all the rooms' members shall be sanctioned.
- e) **Furniture**
Moving of furniture or other hostel items out of a room without permission is strictly prohibited.
- f) Students are advised, when they leave their rooms, to ensure that doors are locked and windows securely fastened. They are also advised to lock their outer doors even when away from the room for short periods of time. This is to ensure the safety of their personal property.
- g) As much as possible, the hostel would provide personal door keys to each occupant in a room.
- h) Students who misplace their wardrobe or door keys would have to replace the whole lock for security reason.

- (i) Refuse admission to visitors outside the permitted hours.
- (ii) Demand the names of visitors outside the permitted hours.
- (iii) Ask any visitors who may be rude or create a disturbance to leave the Hostel.
- (iv) Ask any visitor who have stayed beyond the permitted hour to leave.

16. PERCHING

- (a) Students are not allowed to accommodate guest in their rooms beyond visiting hours. It contravenes both university and Hostel regulations to extend personal accommodation facilities to guests.
- (b) **Perching is strictly not allowed.** Any room hosting a percher would have all the room members sanctioned accordingly. Collective responsibility shall apply.
- (c) Very severe sanctions are invoked for the infraction of this regulation. In exceptional cases a student who urgently desires accommodation for a guest may apply to the General Manager who will be able to inform him/her, if there is a room available for his/her guest.

17. ROOMS

All students should expect to share rooms with other students. Where possible a student's preference as regard a partner will be taken into consideration. The rooms are equipped only with basic furniture. Students are therefore expected to provide for their own bed sheets, blankets, pillow-cases, curtains, towels, buckets and toiletries. Under no circumstances are students allowed to sleep on bare

mattresses belonging to the hostel.

- (a) No student has a prescriptive right to any particular room in the hostel. Students are responsible for cleaning their rooms. Each student is expected to exercise care in maintaining a reasonable standard of tidiness.) If a room or its part is untidy the Hostel cleaners will clean and charge the occupants a fee not less than GHC15.00
- (b) In the bath rooms students are asked not to use the local 'wood wool' sponge as it tends to block the drainage; suitable substitutes are loofa rubber, foam or net sponges.
- (c) Students must not knock nails into walls or woodwork, or use starch/glue to paste time tables, posters, wall papers etc, on walls or furniture as this tends to deface the walls. The use of candle smoke to make decoration on the ceiling is strictly prohibited.
- (d) Washing of plates, utensils and clothes on the corridors of the Hostel is prohibited; students should do their washings in the pantries or bathrooms as appropriate.
- (e) Students who brush their teeth on the balcony, corridors or verandas and throw water over the balcony to the ground or litter the surroundings indiscriminately with garbage are liable to disciplinary action.
- (f) It is prohibited for students to duplicate room/wardrobe keys. Students who lose keys must report to the Hostel Manager for immediate replacement.
- (g) Students must clean their own room regularly. Under no circumstance should students sweep the dirt in their room into the corridor of the hostel.

-
- (h) Student are not supposed to drop refuse in the corridors, washroom and stair case areas. But rather use the Shots on each floor of the main Blocks and the Bins on Facility Building for waste disposal.
 - (i) Students shall not paint or decorate their rooms or change locks without authorisation. Any such acts of redecoration shall render a student liable to disciplinary action. He/ she shall be charge for repainting the room.

18. WARDROBES

- a) Students are responsible for their wardrobes. They are not suppose to hang clothes on the wardrobe doors.
- b) Heave items or suitcase should not be stored in the wardrobe. Students should not fix or nail anything on the wardrobe.

19. BALCONY

- a) Study table(s) and chair(s) are not to be left at the balcony. The occupants of the room will be charge unless the corporate is mentioned.

20. WASHROOMS

- a) Flush the W/C after using it.
- b) Don't put food particle in the wash hand basin. It chokes it.
- c) Don't wash your clothes in the wash room.
- d) Don't squat on the W/C when using it.
- e) Don't use any paper apart from tissue paper when attending to natures call.