

Regulation-8

Hostel Regulations

(Section 32 of the Act.)

1) INTRODUCTION:

The aim of our Hostel is to make it a Home away from Home. The air cooled Hostel have the ambience with the Main focus on studies and to bring out latent qualities of the students by promoting sports, cultural activities and Interpersonal development.

- a) To provide congenial atmosphere and to maintain discipline the allotment of the hostel accommodation is provisional subject to the satisfactory academic performance and discipline of the student.
- b) The 1st appraisal of the student about the academic performance & discipline will be made after one month of his admission to the Hostel. If the student is not upto the expectation he will be given a warning.
- c) 2nd appraisal will be made after two months and if the student does not improve in spite of the warning, he will be expelled from the Hostel.
- d) The Student whether leaving the hostel on his own or expelled from the Hostel in the midst of the session will not be entitled for any refund/ claim for the Hostel Money.**
- e) The allotment of the hostel accommodation is valid only for one academic session. A fresh application is to be made for the new academic session. The allotment of the hostel accommodation in one session does not guarantee accommodation in the successive academic session.

2) GENERAL:

- a) All residents of the hostel are required to follow the hostel rules and regulations.
- b) Allotment of rooms is solely at the discretion of the administration.
- c) Hostel facilities include boarding and lodging. It is meant for those students who are not residents of Jhajjar, are serious in their studies, can maintain proper discipline and decorum and make regular payments against hostel charges.
- d) The rooms are provided with cots, mattresses, tables, chairs, almirah, & wardrobe.
- e) Residents are not allowed to bring their personal furniture to their rooms unless they have obtained prior written permission from the Warden for doing so.
- f) Loitering around the campus after 09:00 PM is strictly prohibited.
- g) Hostel residents will be solely responsible for any offence or casualty caused to individuals inside or outside the campus.
- h) The rooms shall be open to inspection by the Hostel Warden / Management, any time.
- i) The use electric appliances except computer/laptops are banned in the hostel.**
- j) Students must obtain a "No Dues Certificate" from the Warden before leaving the hostel at the end of the session.
- k) Students are required to be in the University premises before 8 p.m for Boys and 6 p.m for Girls and in the hostel premises after 09 pm for Boys and 6 pm for Girls.**
- l) Students are not permitted to keep any type of music system (Extra speakers/woofers) in their rooms.**
- m) Parties of all nature are banned in the hostel premises (Specifically 'Birth Day Party' at night)**
- n) During the class timings students are expected to attend all the classes regularly & punctually.**

- o) **If any day-scholar is found to be present in the hostel in the collusion with the hosteller, the former will be suspended from the university and the latter will be suspended from both the hostel and the university.**
- p) **Without prior information of the hostel warden, not even a single hosteller will enter another hostel.**

3) APPLICATION FOR ADMISSION:

Application for admission is to be submitted to the Hostel Warden on the prescribed Form available in the Hostel Office and must be accompanied by self addressed stamped envelope & three passport size photographs. No students shall become local guardian of any other student.

4) HOSTEL CHARGES:

- a) The Hostel fees for the whole session from the commencement of the academic session to the last day of the examination of the academic session or last day of the practical training as per curriculum whichever is latter is **Rs. 70,000 per academic session & 5000** as caution money (refundable) is required to be paid at the time of provisional admission to the Hostel accommodation.
- b) **Hostel and Mess charges can be revised any time without prior information, and students have to comply with accordingly. In this regard the decision of Management shall be final and binding.**

5) MESS RULES:

- a. Only vegetarian meals would be served.
- b. Residents should take all their meals in the Dining Hall of the Mess only. The meals include morning tea, breakfast, lunch evening tea and dinner.
- c. Residents will be served meals only during the prescribed timings, which will be displayed on the Notice Board from time to time.
- d. There will be a common menu for all the residents.
- e. **Residents should not carry their meals wholly or in part outside the Mess to their room, nor should they carry any utensils or other property of the Mess outside the Dining Hall.**
- f. Residents should be properly dressed for the Mess. They may not come in dressing Suits / night wear etc.
- g. Residents should not interfere with cooking or other services and shall not meddle with the Mess equipment.
- h. Sick residents may be allowed to eat their meals in their rooms with the written permission of the Warden. They may obtain special sick-diet, such as porridge, cornflakes, toasts and milk etc, on the recommendation of the Medical Officer or with the permission of the Warden and on prior intimation to the Mess contractor.
- i. No guest shall take breakfast, lunch, tea or dinner without prior permission of the Hostel Warden. If permitted, the host resident shall pay the charges in advance to the contractor.
- j. Residents should cooperate with the Mess employees and deal with them in a polite and courteous manner.
- k. If residents want to miss any meal i.e. breakfast, lunch / dinner they are advised to inform the canteen contractor in writing in advance.

6) ENTRY IN / OUT OF THE HOSTEL:

- a. Residents shall not go outside their rooms after Roll Call at night till **6:00 AM** next morning without the written permission of the Warden, except for attending Institute functions or authorized academic work in the Institute. Attendance may be taken during these hours.
- b. Residents shall not leave the station without obtaining the prior permission of the Warden.
- c. Residents shall not invite any unauthorized person into their rooms. They shall deal with only authorized vendors, washer-men, cobblers etc. during the prescribed hours and pay them directly.
- d. No resident shall stay in the hostel during the Institute hours without a valid reason, permission for which must be taken from the Warden.
- e. No resident shall leave the Institute Campus during University working hours without permission. The Out-Pass shall be issued for valid reasons by the Hostel Warden / Course Co- coordinator / Proctor.
- f. For leave of absence from the Hostel during night or for longer period an application is to be submitted to the Proctor / Course Coordinator through the Warden, well in advance. Only after getting the leave sanctioned, the resident should proceed on leave. Proceeding on leave without permission or overstay of sanctioned leave will constitute an act of indiscipline.
- g. No resident shall leave the Institute Campus without making necessary entries in the register kept with the guard at the hostel and at the main gate.

7) USE OF FACILITIES:

- a. A student who has opted for the Hostel accommodation shall reside in the allotted hostel room only.
- b. Residents shall be responsible for all furniture, electrical and other fixtures in their rooms. They should not disfigure or paint on the walls, doors and windows or otherwise damage them.
- c. Once allotted, the change of occupancy of the room without permission of the Warden is not allowed.
- d. Residents shall not use heaters or any other power appliances in their rooms.
- e. Residents should maintain decorum and dignity and should not create any nuisance or disturbance, which may disturb / annoy the neighbours.
- f. Room lights / cooler must be switched off when the resident leaves the room. The defaulter shall be fined Rs. 50/- each time.
- g. Residents should inform the Warden in writing on the prescribed form & enter in the Register kept with the Hostel Guard when they suffer from illness or injury. Charges for stay at hospital, consultations, medicines, taxi/vehicle etc. will be borne by the residents.
- h. Residents should not visit or stay in any other room than the one allotted to them after Roll Call without prior permission of the Warden.
- i. Residents should not organize any party, assembly or activity without the permission of the Warden.
- j. Residents shall not remove any furniture, games, materials from the recreation rooms or mishandle or damage them.
- k. Residents shall obey the directions of the Wardens and follow their instructions on all matters concerning the Hostel / Mess.
- l. During academic working hours of the university power-backup will not be provided in the hostel**
- m. During power failure of electricity board air cooling machine will not run.**

8) GUEST / VISITORS:

- a. They are to be received in the reception lounge only. Residents are not allowed to take visitors to their rooms. If under special circumstances, a resident want to guest / visitor to his room, he must take special permission from the Warden.

- b. No visitor or parents are allowed to enter the hostel rooms without prior permission of the Warden.
- c. Guest Room is available in the Hostel for the parents only. Daily charge of the Guest Room will be **Rs. 200/-** per day excluding Mess charges.
- 9) Hostel Committee will be formed by the Administration comprising Hostel Student's representative and Wardens to ensure smooth functioning of the Hostel and its activities regarding Hostel.
- 10) **Action would be taken against a Hosteller, which may lead to the cancellation of his /her allotment of the Hostel accommodation, if:**
- His / her stay in the Hostel is found to be not congenial to the Hostel atmosphere.
 - A criminal charge is registered or an FIR has been lodged / an enquiry is in progress against him / her.
 - He / she has been a habitual defaulter in making payment of dues.
 - He / she has been irregular in attending the class lectures and / or has failed to show good performance in studies or has failed to appear at the examination / tests.
 - He / she has failed to vacate his her room immediately after his / her examination as required under the rules or has not obtained the "No Dues Certificate" from the Warden on leaving the hostel after vacating the room.
 - He / she is found guilty of misbehavior with the hostel employee(s) Warden / Asstt. Warden or fellow hostellers, and has failed to improve his / her conduct in spite of verbal / written warning by the hostel administration.
 - He / she is found stealing hostel property like electric bulbs, tube-lights, curtains, utensils, etc.
 - He / she tries to cause any damage to the Hostel property.
 - He / she is found to have in possession of any article belonging to the Hostel / Institute which he / she has taken away without prior permission of the concerned authorities.
 - He / she is found sharing his / her room with any outsider or day scholar without the written prior permission of the Warden.
 - He / she is found involved in other illegal activities including gambling, gherao and making noise at night etc.
 - Cancellation of admission in the college would mean cancellation of hostel accommodation also.
 - Smoking is strictly prohibited in the campus.
 - The use of intoxicants-alcohol, zarda, gutkha etc are strictly prohibited in the hostel as well as university premises or in living room. No students will come to the hostel in an inebriated condition.
 - Any student can be asked to get medical check-up on suspicious on intoxicants consumption.
 - Residents found guilty under clauses (b), (j), (k), (m) & (n) may be summarily expelled from the Hostel by the Warden.
- 11) **IF HE/SHE IS FOUND INVOLVED IN RAGGING, HE/SHE WILL BE EXPELLED FROM THE HOSTEL UNIVERSITY IMMEDIATELY.**
- 12) **DAMAGE / BREAKING CHARGES:**
- Hostellers will be responsible for their rooms and the furniture provided to them. Any breakage or damage or theft of furniture etc. must be reported to the Warden / Asstt. Warden immediately in writing

who will take suitable action. If the student is found guilty of the damage to the room and its furnishings, cost of the repair along with a fine would be recovered from him.

- b) The students would also be responsible jointly for common facilities provided to them in the Hostel and in the Mess. Any breakage / damage or theft of the common facilities must be reported by the student / students to the Warden / Asstt. Warden immediately in writing. The cost of the repair / replacement along with a suitable fine imposed would be required to be shared by all the students if they fail to establish an individual / group of the student / students for the offence.
- 13) The Hostel shall remain closed during vacations as & when declared by the Administration. The students are required to vacate the Hostel and remove their belonging form the room during summer vacations. Moreover, the inmates may be asked to vacate the rooms at any time by the administration.**
- 14) The allotment of the hostel accommodation is only for one academic session. After the completion of the academic session, the student will vacate the hostel (within three days).**
- 15)**
- a. On matters not covered by these rules, the discretion of the Administration shall be final and binding.**
 - b. The Institute Management has full right to deny accommodation to any or all the students at any time in the overall interest of the Institute.**
 - c. The Institute Administration reserves the right to change the rules and regulations in the overall interest of the Institute.**

16) MISCONDUCT

The following cases would amount to breach of discipline and shall constitute as misconduct:

- Absence from the hostel without prior permission
- Absence from hostel beyond permissible time
- Destroying/Damaging the property of the hostel
- Misbehavior with other students and staff of the mess/hostel
- Disfiguring walls and furniture etc. of hostel
- Any breach of hostel rules
- Physical Violence
- Possession/use of drugs, alcoholic beverages & obscene literature and indulging in obscene act/gesture
- Noise through music system in the hostel
- Any other act against the interest of students in general and prejudicial to the reputation of the University

17) FIR MAY BE LODGED

- a. Keeping of weapons in personal possession or in the room is criminal offence, which may lead to immediate expulsion from the hostel.
- b. Keeping in possession a stolen article is a serious offence, which may lead to immediate expulsion from the hostel.
- c. FIR will be lodged for any criminal offence committed in the Hostel/ campus.

DECLARATION BY THE APPLICANT:

1. I have carefully read and understood all the rules and regulations mentioned above. I will follow the rules and regulations and subsequent changes / addition, if any, as laid down by the University.
2. I understand that a suitable action can be taken against me if I do not abide by the rules & regulations of the Institute. **If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session, I will not be entitled to claim any refund.**
3. I hereby undertake that if I stay outside the campus, I shall be doing it at my own risk and responsibility and the University will not be responsible in any manner whatsoever.

(Name & Signature of the applicant)

(Name and Signature of the Parent)
(In presence of the Hostel Warden)

Dated:

Signature of the Hostel Warden

Note: Approved by AC vide Resolution No. 1.9 dated 07-09-2015 & BOM vide Resolution No.1.7 dated 14-09-2015.

HOSTEL ADMISSION FORM

To,
The Hostel Warden

Photo

Sir,

I wish to apply for admission to the hostel from to I am giving below the necessary information.

1. Name of the applicant (in Block Letter) : _____

2. Course/Branch/Class/Semester : _____

3. Father's/Mother's Name : _____

4. Date of Birth : _____ 5. Blood Group : _____

6. Allergy to any Medicine if Yes, Please mention : _____

7. Email ID : _____ 8. Mobile No. : _____

9. Address of Correspondence (in Block Letter) : _____

Phone No. : _____

10. Permanent Address : _____

Phone No. : _____

11. Name and Address of Local Guardian : _____

Phone No. : _____

12. Occupation/Designation of :

Father : _____ Mother: _____
Local Guardian: _____

13. Name of the relatives/visitor (Other than Parents/Local Guardian) with address and Phone No.

i)

ii)

iii)

14. Whether he/she will travel alone or with the Parents/Local Guardian at the time of Holiday/of the Institute.

15. In case of emergency, we can contact Mr./Ms./Mrs _____

at Residence Phone _____ Office No. _____

Relationship with you _____ .

Declaration by the applicant

1. I have carefully read and understood all the rules and regulations mentioned above. I will follow the rules and regulations and subsequent changes/addition if any as laid down by the Management.
2. I understand that a suitable action can be taken against me if I do not abide by the rules & regulations of the Institute. If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session, I will not be entitled to claim any refund.
3. I certify that the information above is true to the best of my knowledge and belief. I further declare that anything happens to me or any kind of mishaps occurs outside/inside of the hostel due to my negligence/fault, the hostel authority will not be responsible for that.
4. I understand that in case of any natural calamities, management will not be responsible for any losses and damages.

Signature of the Student

Signature of the Father/Mother

Signature of the Local Guardian

For Official Use Only

Date of Admission in Hostel : _____ Room Allotted : _____

Signature of the Hostel Superintendent

Signature of the Hostel Warden

MEDICAL CERTIFICATE

(To be signed by a registered medical practitioner holding M.B.B.S. degree)

(To be submitted at the time of hostel admission)

This is to certify that I have carefully examined Mr./Ms. _____

S/D/o Mr./Ms. _____ whose signature is given below

based on the examination, I certify that he/she is in good mental and physical health and does not suffer from any infectious and contagious disease harmful to others or may interfere with his/her studies.

Marks of Identification : _____

Signature of the candidate: _____

Place :

Date :

**Name and signature of the Medical Officer
With Seal & Registration No.**