

CUPB HOSTEL RULES BOOKLET

THE HOSTEL ADMINISTRATION

As a Central University, the CUPB maintains a number of hostels for students, both for men and women. The Dean Students' Welfare, Chief Wardens and Wardens shall look after the overall administration of the hostels. Hostels function with coordination of wardens and respective chief wardens. At present, there are three wardens for all the boys' hostels and three wardens for all the girls' hostels. The warden work and act in consultation with the respective chief wardens. The policy framework/decisions regarding hostels are decided by the chief warden, warden-I and warden-II in consultation with the Dean, Student Welfare (DSW). Hostel Policies are implemented by the wardens under the supervision of the chief warden.

Dean Students' Welfare

The Dean of Students Welfare in the University shall look after the general welfare of the students and their residential life in hostels. He will provide general instructions and guidance to the Chief Wardens and the Wardens on matters concerning their functions.

Powers and Functions of the Dean Students' Welfare:

- a) The Dean Students' Welfare in the University shall look after the general welfare of the Students and also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students.
- b) The DSW shall be the office-in-charge so far as Hostels, Mess/Canteen, Health Centre, Sports, University Cultural Committee, and the National Social Service are concerned.
- c) The Dean Students' Welfare shall have the overall responsibility of all the students in matters relating to:
 - organization and development of student bodies;
 - counseling and students' guidance facilities;
 - extra-curricular and sports activities of students;
 - promotion of students participation in co-curricular and National Social Service activities;
 - students' financial aid; DSW shall sanction refund of all kinds of refundable security and also to withhold wherever required by recording the reasons and information to the stakeholders;
 - students-faculty and students-administration relationship;
 - career advice services;
 - residential life of the students;
 - arranging facilities for educational tours and excursion for students;
- d) securing facilities for various clubs and cultural groups in the campus
- e) The Dean, Students' Welfare will convene and chair the meetings of the Wardens. The meeting will be held as regularly as may be necessary, but at least twice a month

Rules for Hostel Residents w. e. f. July, 2019

- f) The Dean of Students will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

The Chief Warden (Boys and Girls)

The Chief Warden shall look after the affairs of the respective hostels and advise the Wardens on matters concerning their functions.

Powers and Functions of Chief Wardens:

- a) S/He will coordinate with wardens in matters relating to the hostels' overall functioning, the resident-students' welfare and discipline.
- b) S/He will periodically visit the hostels and be in contact with the Wardens, staff and students.
- c) S/He will encourage sports, cultural and other activities at the hostel level so as to promote inter-hostel cooperation.
- d) S/He can permit stay of any guest for not more than 7 days according to hostel norms in consultation with the warden
- e) S/He, in consultation with wardens and with the approval of the DSW, can impose fines or waive fines and take other disciplinary actions, including the ordering of eviction of a resident from the hostel for reasons to be recorded in writing.
- f) S/He in consultation with the other Wardens will make recommendations to the Dean Students' Welfare for the distribution of work between Wardens in a hostel.
- g) S/He will meet with Wardens, which will be held as regularly as may be necessary, but at least once a month.
- h) S/He in coordination with wardens will pursue complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
- i) For short/casual leave from campus, wardens will discuss between themselves to transfer the charge to fellow warden and inform it to the chief warden and the DSW by email. In the case of long leave the concerned warden will discuss with fellow warden, chief warden and DSW and then transfer the charge to the fellow warden for the smooth functioning of hostels.
- j) Chief Wardens will discuss his/her leave with DSW and inform about his/her leave of absence and inform to the wardens by email.
- k) Chief Wardens and Wardens will perform their duties as a team for the betterment of the life of hostel residents. This is a consultative team to conduct the smooth functioning of hostel(s) and not to execute the administrative powers. In the day today functioning of the hostel(s) all the information should flow in the following fashion and vice versa;

Rules for Hostel Residents w. e. f. July, 2019

Resident & Hostel Attendants → Wardens → Chief Wardens → DSW

- l) Chief Wardens may not directly entertain the hostel residents as bypassing wardens makes difficult to maintain discipline and smooth functioning.
- m) Chief Wardens will work as a facilitator and the HMC runs the hostel(s). However, Chief Wardens should intervene in the day to day functioning of the hostel(s) only in the extra-ordinary situations and take appropriate actions.
- n) All complaints/incidents of indiscipline that are reported by the wardens should be reported and submitted to the DSW within a day for recommending/taking further disciplinary action.

The Warden

The Warden looks after all the affairs of the hostels assigned to him/her.

Powers and Functions of Wardens:

The Warden of Hostel shall perform such duties as are assigned to them by the DSW and the Chief Warden, from time to time and they shall function under the charge of the DSW.

In addition to the specific duties assigned by the DSW and the Chief Warden, the Warden shall perform the following functions:

- a) The Wardens shall keep close contact with the residents and shall pay attention to their general life in the hostel.
- b) The Wardens will function in coordination with Chief Warden and will be collectively responsible for the smooth functioning of the hostels.
- c) He/ She will allot hostel rooms and guest rooms and supervise them. (This function will not be delegated to any staff in the hostel).
- d) Will check the resident students register and the guest room register.
- e) Can permit stay of a resident-student's guest up to a period of 3 days.
- f) Will recommended disciplinary action for keeping any unauthorized guest.
- g) Will order double-locking of rooms of resident students and their re-opening, when required.
- h) Will take action for the eviction of defaulting resident students in consultation with the Chief Warden for mess bill defaulters.
- i) Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- j) Will periodically verify the furniture and fittings of the hostel with the assistance of the hostel staff, and take action for their repairs/replacement or for obtaining additional furniture.

Rules for Hostel Residents w. e. f. July, 2019

- k) Each Warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden all cases of misbehavior, and indiscipline of the residents in his or her charge.
- l) Warden can transfer a resident from one wing of the hostel to another
- m) The Wardens can impose fines (up to the limit set by DSW) upon resident-students.
- n) The Wardens should visit the hostel office at specified hours (to be notified in the hostel office) to attend to official business and to residents' problems.
- o) The Wardens will monitor the proper upkeep and maintenance of such properties of the hostel as are under his or her charge through hostel attendants.
- p) All complaints/incidents of indiscipline that come to the notice of the wardens shall be forwarded to the Chief Warden and DSW with clear observations within a day.
- q) Each hostel is managed through hostel attendant(s) who is available in the hostel in normal working hours. S/He may be asked by Wardens to report in the hostel at any time in special situations.
- r) The Wardens will make sure that the hostel attendants keep proper record of all the matters related to the hostel: hostel room allotment, duration of the stay of the residents, hostel dues, furniture and other gadgets in the hostel, and clearance before vacating the hostel.

HOSTEL LEVEL COMMITTEES - STUDENTS' PARTICIPATION

Hostel Management Committee: For the proper integration of the students' life, each hostel will have a Hostel Management Committee (HMC). Each hostel will have a HMC consisting of followings:

1. Warden-I (Warden of the respective hostel) Boys' or Girls' Hostel – Chairperson.
2. Warden-II Convener (Warden of the other hostel, or a warden nominated by DSW, if there are more than two wardens).
3. Hostel Attendants – Member, if available.
4. Hostel Secretary (Student) – Member.
5. Hostel Representatives (Students) 3– 5 Members, all directly elected by the General Body of the Hostel concerned. The General Body shall consist of all resident students of the hostel.

The notification of hostel representatives and the election of the hostel secretary should be made within 4 weeks of the start of the academic session by hostel wardens.

Functions of the Hostel Committee:

- a) The Hostel Committee will actively participate & collaborate with the Wardens in the routine functioning and organizing of all activities of the Hostel including the Hostel day celebration to ensure smooth running of the Hostel activities.

Rules for Hostel Residents w. e. f. July, 2019

- b) 'Swachh Bharat Abhiyan' (Clean India Mission) and other UGC directed programmes will be carried out in each and every hostel with the support and supervision of the hostel committees.
- c) All the hostel events like hostel day, inter hostel sports and arts competitions, social and national events etc. will be organized out of academic hours. Wardens will approve and supervise through resident hostel management committee (HMC) members with prior consultation with the chief warden and the DSW.
- d) The Committee will normally meet once or twice a month to discuss and mutually settle hostel affairs.
- e) The Committee shall help the residents during medical emergency.
- f) The Committee shall ensure that peace and order is observed at all times by the residents of the hostel.
- g) There will be a provision for the disposal of wastes in each hostel. The protocol issued by the Campus Manager through the Warden for the segregated waste management mechanism should be strictly followed by the /residents of the Hostel.
- h) Hostel committee is empowered to monitor the cleanliness and waste management mechanisms in the hostel.
- i) The members of the Hostel Committee will normally hold office for one year
- j) The Hostel Committee and its members shall be subject to all rules/norms as residents of the hostel and shall be responsible for any violation of hostel rules, etc.

HOSTEL ALLOTMENT: NORMS, PROCEDURE AND ADMINISTRATION

ELIGIBILITY FOR HOSTEL ALLOTMENT

- a) The students admitted to only full-time programme of study are eligible to apply for hostel accommodation. If any students who accept employment or join any course outside CUPB during the course of their study, s/he will lose their entitlement to hostel accommodation
- b) Students coming from outside Bathinda shall be given first preference over the local students.
- c) Students from Bathinda (including those coming from Talwandi, Mansa, Rampura, Kotkapura, Jaitu, Goniana, Bhucho Mandi, Gidderbaha, Dabwali, and within the radius of 50 km), may be considered for hostel accommodation provided rooms are vacant and all the students from remote regions have already been accommodated.
- d) An incorrect statement/address filled by the student in the hostel admission form would result in cancellation of admission and forfeiture of securities. In case of change of residential address or contact number of guardians or contact number to be contact during emergency, it shall be obligatory on the part of student to inform the Hostel Administration and provide new residential address and new contact number. Failure to do so may result in eviction from the Hostel and disciplinary action.**

Rules for Hostel Residents w. e. f. July, 2019

- e) The Dean of Students' Welfare may allot a single bed room to a student(s) on medical grounds, keeping in view the seriousness of the ailment and the merits of the case.
- f) Students belonging to SC/ST & PH. categories may be given reservation in hostel seats as per the quota fixed by the University/MHRD. Presently it is 15% for SCs; 7.5% for STs; and 3% for Physically Handicapped students. All SC/ST/PH students may be allotted hostel rooms on priority basis as per the UGC and University norms.
- g) Some rooms may be reserved for international students joining the various full-time programmes of study of the University, so as to provide accommodation at the earliest.
- h) A limited number of seats may be made available for JRF/SRF staff working in various projects in the CUPB and who are not registered students, subject to the availability of rooms
- i) No student is eligible for admission to the hostel room unless he or she deposits the currently applicable hostel dues with the Finance & Accounts Branch of the University. Receipts in respect of payment of hostel dues must be preserved and produced by the student when required.

PROCEDURE FOR ADMISSION INTO HOSTELS: Hostel residence is a facility offered by the CUPB to the student which will be provided on the basis of requisition raised by the students and acceptance to follow all rules, regulations, bye-laws, circulars regarding Hostel affairs. There are limited seats in the on Campus Hostels. Thus, it cannot be claimed as a matter of right but certainly due care shall be taken to address the challenges being faced by students on equitable and fair treatment basis. Allotment of hostel does not mean arising out of relationship of lessor and lessee. The student shall be treated mere as an allottee having the permission to stay in the hostel subject to the obedience of rules, regulations, bye-laws and norms of the University. Failure to obey the norms or breach of any rule may result into withdrawal of permission by the University. The new admission in the Hostels for the students of 1st year will be based on the **sequential counselling** and its merit. The CUPB is a university in the making and soon the University may start its functioning from its main campus. In the initial years, the University stakeholders will have to strive hard to pursue their vision and mission. It is expected from the CUPB stakeholders to be adaptive in assisting the Hostel Administration to improve upon the grey areas. A student seeking admission into a hostel should apply in the prescribed form along with documentary evidence of registration for a programme of study of the University, duly recommended and forwarded by the HoD of the Centre, and residential proof.

- a) Admission in the hostel is in accordance with the merit secured in the Entrance Examination held by the University in the respective programme of study.
- b) No student shall be entitled to go to a particular hostel or room as a matter of right.

Rules for Hostel Residents w. e. f. July, 2019

- c) The students are expected to take possession of the allotted room soon after the allotment of hostels by the Dean of Students' Welfare/Chief Warden office including depositing of the prescribed dues, but not later than seven days of such allotment.
- d) The allotment of rooms will be made by the respective hostel Warden.
- e) There are single, double, three and four-seater rooms in the hostels. These will be allotted on the basis of the CGP secured at CUPB for the old students.
- f) SC/ST/PH Quota as per the UGC regulations will be followed proportionately, while allotting single/double room accommodation
- g) Research (Ph.D.) students may be given single accommodation subject to the availability of rooms
- h) Fresh application shall be required for re-admission into the hostel in each academic session.

Rules for Hostel Residents w. e. f. July, 2019

Renewal of Hostel Accommodation:

- a) Accommodation for the students of Masters' degree in the hostel is allowed initially for the **one academic year** and is subsequently renewed subject to the continuing registration and fulfilling academic requirements from time to time by the allottees. All occupants should subject themselves to the proof of registration and payment of all hostel dues **every semester**, including depositing of registration folios with the hostel office/ office of the Dean Students' Welfare, failing which, he/she will be liable to be evicted as if he/she were not a registered student.
- b) A student may be refused admission if his/her conduct during his/her earlier stay in any of the hostels was not satisfactory.
- c) Any student alleged to be involved in any misconduct will be liable to be suspended from the hostel and on proving the commission of misconduct, the student shall be liable to be expelled from the hostel.
- d) A student, who did not secure sufficient per cent of attendance and hence could not take up the end semester examinations, may not be given hostel accommodation in the next semester onwards (unless there are sufficient reasons for the absence).
- e) A Ph.D. Scholar whose supervisor is not satisfied with his/her performance for 3 months and hence fellowship is blocked for 3 months in a semester, may be asked to vacate the hostel.
- f) A Student rusticated or removed from hostel and when becomes eligible for hostel readmission, shall not be allotted the same hostel where he lived prior to such rustication/removal.

Entry into the Hostel Room:

- a) Submit the receipt of the payment of hostel fees ;
- b) Fill in the name in the list of the students Register of Residents against the room allotted; and obtain an acknowledgment from the student listing the furniture and fixtures handed over;
- c) When the student leaves the room or hostel, the No Dues Certificate will be given only after receiving back all above items/amount for damages, if any. The quantum of damages will be fixed by the respective Warden keeping in view the depreciation value of the articles;
- d) hand over the key of the room to the student
- e) Prepare and maintain personal/individual file of the student in Personal/Individual Student's File with full and updated information

Rules for Hostel Residents w. e. f. July, 2019

Norms Governing Hostel Life

- The students are expected *to display acceptable form of behavior, courteous to other students, staff of the hostel and mess, Modesty in dress sense in the common dining area representing an institute of national importance, maintain discipline and decorum in the Campus*. Being a student of Central Government Institution, the students must present an example of discipline and self-restraint in their conduct.
- The CUPB main campus is spread over 500 Acres of agricultural land that may have Snakes, Nilgai, Insects etc. Therefore, it is advised to cover their bodies properly in order to avoid any vulnerability or inviting danger. Besides, the students are advised not to roam around in the open or undeveloped or underdeveloped area. **The University administration shall not bear any liability where any injury or bodily harm is caused in consequence.**
- The University equally respects the rights of all and promote healthy interaction provided no physical affection between the opposite genders is shown at public places and may invoke legal action in case any complaint is filed. Where the students have any grievance, it should be resolved in a peaceful, dignified and amicable manner through the redressal mechanism of the University. The students should not involve themselves or participate in any strike, dharnas or protests etc. Any violation of this rule may make them liable under **Punjab Prevention of Damage to Public and Private Properties Act, 2014.**
- Allotment of a hostel room/seat shall not confer on the allottee (student) any right to tenancy or subletting and the University shall have every right to have the accommodation vacated/evicted in the event of breach of rules by the allottee.
- **Summer Break for Post Graduate Students:** The hostels (including mess/canteen and common room) shall remain closed especially for P.G. Students during the summer vacation for a period as specified or in the Academic Calendar or by the D.S.W. for Sine Die if required.
- The residents must mark their 'in and out' entry in the Register kept at the Security Check Point. The university shall not bear any responsibility for any loss or injury to the student while travelling to their native place.
- The University shall not be responsible for the safety of the students who are out of campus.
- The residents pursuing their post graduate courses shall vacate the hostel rooms within 3 days of termination of their examination. **No responsibility shall be borne out by the University for the stay of students during vacations after the termination of the exam or completion of the Semester.**

Rules for Hostel Residents w. e. f. July, 2019

- In case the room is not vacated, it will be locked by the hostel authorities, and fine of Rs. 1000/- shall be imposed in addition to payment of Guest Charges for staying in the hostel without the permission of the Warden.
- **The maximum duration of stay**, for students, in the hostel is the normal prescribed period of the programme of studies in which the student is admitted.
- **Extension of Duration of Stay in Hostel:** To those students who could not complete their programme in prescribed duration and have been granted extension for completing it, a special permission to stay in the hostel after expiry of prescribed duration may be given subject to the followings:
 - a) overall conduct of student;
 - b) availability of rooms;
 - c) recommendation of supervisor and HoD with justification;
 - d) payment of fee (charges will be Double of the normal fee).
- Except Ph.D. students, M.Ed.II, M.Sc.II, M.Tech.-II and LL.M.II students, who have to continue their projects, dissertations etc. may be permitted to stay in the hostels during summer vacation on specific recommendation of the HoD and Supervisor on guest charges. **The students will have to vacate their hostel room within Seven days from the officially notified date for submission of the dissertation or the completion of the semester as specified in academic calendar.**
- The students from other states located 1500 kilometers or more and who are not in the final year may be allowed to stay in the hostel during the summer vacation on the recommendation of Supervisor/HoD by the DSW on daily payment basis. In such case, the student may be allotted a separate room and asked to vacate the room allotted to the student for the purpose of maintenance. In case of extended stay, if any upkeep, maintenance or repair work is going on, the allottee shall have to cooperate with the administration.
- Regular students/Day-scholars who are to undertake summer training/summer placements/internship as a part of their course requirement during the summer vacation can stay in the Hostel on Guest Charges on production of a certificate to that effect from their respective HoD or Supervisor/s. However, they will be required to seek admission to the Hostel afresh on the reopening of the University after summer vacation as per the normal practice.
- **Ph.D. Students** may stay in the hostel up to 7 days from the date of submission of their Ph.D. theses.
- **Ph.D students** of the University required to visit the University for their viva-voce may be allotted accommodation in the hostel, subject to the availability of rooms for a period not exceeding total 7 days on payment of guest charges.

Rules for Hostel Residents w. e. f. July, 2019

- Notwithstanding mentioned hereinbefore, the students having been granted the permission to stay in the hostel beyond the duration of their course or after the submission of their dissertation, the Guest Charges for them shall be Rs. 60/- per day.
- **Hostel Allotment after Due Date:** Allotment of hostel room after the due date shall be subject to the prior permission of DSW.
- **Discontinuation of Studies:** Those students who discontinue their studies in the middle of a semester should submit an application for vacating the hostel in the prescribed form to the Warden concerned at least four days in advance of the date of leaving the hostel. Permission for vacating the hostel will be accorded by the Warden concerned after the clearance of hostel and mess dues by the student concerned is submitted.
- **Maintain the Ragging Free Hostels**

CUPB is a ragging free campus. If anybody finds involved in sort of ragging activity in the hostel, s/he will immediately be suspended from the hostel and the information will be reported to the DSW for reporting it both to the competent authority and to the police for further action.
- **Maintenance and up-gradation of Facilities in the Hostels**

Wardens will identify the residents' problems and limitation of facilities in the hostel through hostel attendants. Attendants will remain available in their designated office in the stipulated hours to record all their civic problems in a register and also their opinion about up-gradation of facilities in the hostel. Later wardens will analyze the information and propose the up-gradation of facilities in consultation with the HMC. Wardens will bring the proposal in the meeting with the chief warden and DSW for discussion and final decision. Thereafter, the DSW will forward the proposal to competent authority for approval. Now chief warden will pursue with competent authority for approval, purchase and installation.
- **Medical Facilities**

In minor medical condition, the resident will walk down to resident medical officer in the campus for consultation/ treatment. If an Emergency medical condition arises in the day time at the hostel, it should be informed immediately to the Hostel representatives. The Hostel representatives will inform the resident medical officer and the hostel warden. Wardens will also pass the information to the chief warden, DSW and the patient's family. If medical emergency occurs at night, it has to be informed to the Hostel management Committee (HMC) members, the Health Center, and the warden. The hostel wardens will pass the information to the chief warden and the DSW.

Rules for Hostel Residents w. e. f. July, 2019

Since all the students are adult and have attained the age of maturity, it is expected that they understand their responsibility. They are the best judge of their interests. Therefore, in case any student is willing to participate in sports/training/cultural or any other activity whether it is a part of educational framework or not, and the student voluntarily accepts the risk associated therein by participating, s/he will bear the responsibility for the injury caused due to the participation. These activities are voluntary in nature and meant only for the providing the recreational opportunities to the students. Henceforth, the university shall not be liable to any damages, financial or other legal liability for injury sustained by the students in these voluntary activities.

The students are advised to buy insurance policy to meet out any exigency or unforeseen mishap.

- **Clearance before Vacating the Hostel:** Before vacating the hostel, each resident must hand over the complete charge of his or her room with all furniture and fixtures intact, and clear all hostel and mess dues. The resident students while vacating or on being evicted from the hostel rooms will have to pay total cost of article(s) found either missing or damaged, allotted in his/her name keeping in view the original price of the article(s) minus depreciation value as may be decided by the Warden of the Hostel concerned. The student(s) shall not move any furniture from its proper allotted place and also not damage in anyway. No dues to the students shall be given only after verification of the upkeep of room and accessories provided. In case, any of the items issued to the occupant of the room is missing, the occupant shall be responsible for its loss or damage and pay the cost + fine equivalent to the amount of cost.
- Failure to vacate the hostel room by the due date will render the resident liable to disciplinary action or fine or both and eviction procedure shall be initiated against the student.
- Before leaving the hostel, every resident shall obtain clearance from the Warden and personally hand over the charge of the room and hostel property to the security guard on duty. The resident will be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture will have to be paid by the resident along with a minimum penalty of Rs. 500/-.

Responsibilities of Hostel Residents:

- a) Stay in a university hostel requires a high degree of integrity and consciousness as a member of academic community and demands conformance with standards and norms of responsibility
- b) The residents should be back in their respective hostels latest by half an hour after the time for closing the library.

Rules for Hostel Residents w. e. f. July, 2019

- c) Students who are found outside their respective hostel premises after the stipulated time and involving in any violence or otherwise disturbing the peace on campus and privacy of CUPB community will be evicted from hostel forthwith apart from any other disciplinary action by the University.
- d) A resident who wishes to stay out late or to remain absent overnight shall do at his/her own risk. Since, the students having admission in the Post Graduate Course have already attained the age of maturity, it is expected that they well understand their responsibility and safety concerns. They are the best judge of their own interests. Accordingly they are advised to enter their in and out timings at the Hostel Security Check Point and Main Gate of the Campus, if they are going out.
- e) No Non-resident visitor shall be permitted to stay in the rooms of the residents after 10.30 p.m.
- f) Only men can stay as guests in a men's hostel and only women can stay as guests in women's hostel.
- g) The residents shall make payment of all hostel dues as per prescribed schedule.
- h) Stay of visitor in a hostel room in the absence of the resident is strictly prohibited. Violators shall be treated as trespassers and shall be liable to be dealt with in accordance with the law on the subject.
- i) Any resident lodging an unauthorized person shall be liable to fine and such other disciplinary action as may be decided by the Wardens or higher authorities
- j) The hostel administration reserves the right to deny the entry of any visitor into the hostel, if, in its opinion, the visit including that of any student, is likely to disturb the peace and order in the hostel.
- k) The residents will be given furniture in their rooms according to the prescribed scale. Demand for additional furniture will not be entertained.
- l) Every resident is responsible for the care of the hostel property s/he uses. Residents found responsible for any damage or loss of the hostel property will be charged there for, individually or collectively, as the case may be, and they will also be liable to disciplinary action. The decision of the Warden/Chief Warden will be final in this regard.
- m) All fans, lights and electric appliances must be switched off when not in use. In case, a fan/light or any other electric appliances in room is in use in the absence of student or locked room, the 1st time Penalty shall be Rs. 500/- only and in case of 2nd time, penalty shall be Rs. 1,000/- only. In case of continuance of violation of this rule, the students shall be liable to fine of Rs. 2,000/- and expelled from the Hostel.
- n) The residents must not remove any property from the reading room, common rooms, or the visitor's rooms or any other room of the hostels.
- o) The residents must not tamper with the electrical fixtures in their rooms in the hostel premises or use any unauthorized electrical appliance/gadget.

Rules for Hostel Residents w. e. f. July, 2019

- p) Any violation will amount to breach of hostel rules and all unauthorized appliances/gadgets shall be confiscated and disciplinary action against the resident shall be taken by the warden.
- q) Cooking of food in the rooms including in the pantry is strictly prohibited.
- r) The residents should take care of their personal belongings and use their own locks in the rooms. The University shall not be responsible for any loss or damage of the personal belongings of the residents.
- s) The residents must not indulge in any act of intimidation or violence and drunken or riotous behaviour.
- t) Use of **drugs/narcotics**, consumption of **alcoholic beverages**, **card playing** and **gambling** in the hostel are prohibited. If an inmate is suspected of consuming alcoholic beverages or narcotics, the following procedure shall apply: Warden will call Security Officer. The Security Officer shall inform the medical officer of the university or his/her representative and one independent witness (a student, staff, faculty etc.). The three member committee will prepare a report and submit it to the chief-warden within a day, and the chief- warden would forward the report to the DSW, within a day, for recommending or taking further disciplinary action. Recovery of residues of Cigarettes, Tobacco, Alcohol Beverages or any prohibited item shall be punishable with a fine of Rs. 500/- only at the 1st instance. In case of 2nd time, penalty shall be Rs. 1,000/- only. In case of continuance of violation of this rule, the students shall be liable to fine of Rs. 2,000/- and expelled from the Hostel.
- u) Acts of indiscipline and misbehavior shall be severely dealt with. Any act of sexual harassment or public display of affection or involving in indecent representation bringing disrepute to the University shall amount to act of indiscipline. Furthermore act of ragging, stalking, mental agony to others, intrusion upon the privacy of others, misuse of university internet resources or any act amount to contradiction to laws of the land. In such cases, 1st time Penalty shall be Rs. 500/- only and in case of 2nd time, penalty shall be Rs. 1,000/- only. In case of continuance of violation of this rule, the students shall be liable to fine of Rs.2,000/- and expelled from the Hostel.
- v) Any resident found in possession of any weapon shall be liable to fine of Rs. 2000/- and/or expulsion and the Registrar shall report the matter to the Police. Further the DSW/Chief Warden(s) may send the case of a resident who commits such an act to the HoD concerned for disciplinary action & parents would be informed of it.
- w) Late night Birthday Parties, Social or Political gatherings or Processions in the hostel complex or within the campus premises are not permitted without the prior written permission of the University authorities. Such parties shall be organized only between 8.00 p.m.-9.30 p.m. with the permission of the appropriate authority. In case of violation or any complaint of physical discomfort or intrusion upon the privacy of other residents in peace hours (9.30 p.m. to 6.00 a.m.) is received, it will be the **collective responsibility of**

Rules for Hostel Residents w. e. f. July, 2019

the hostel residents involved in any such endeavor and will be proceeded accordingly for disciplinary action.

- x) The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
- y) The Warden or the Chief Warden or the DSW reserves the right to inspect the hostel rooms at any time.
- z) Pets are not allowed within the Hostel.
- aa) The University reserves the right to close any or all hostels *suo motto*.
- bb) Students/Residents shall not hold any meetings within the hostel premises unless with the prior permission of the Warden of the Hostel concerned and such permission should normally be obtained at least 48 hours in advance of the meeting.

Security of Valuable Stuffs:

Residents are advised **not** to keep cash or jewelry or other valuables in their rooms. The responsibility for the safety of their belongings including Mobile Sets/Laptop/Desktop/Audio system/vehicles etc. will be entirely that of the residents. Use of strong and reliable lock is recommended.

Failure in depositing the Dues:

In case of non-payment of dues in time or violation of any hostel rule by a resident, the Warden may get his/her room locked or opened for possession without any liability whatsoever. The belongings shall be transferred to the store. If the dues are not cleared within 3 months of the taking of possession of the room, the belongings may be auctioned off and the proceeds be adjusted against the payment of the hostel, after one year.

Visitors and Guests:

- a) A register will be maintained at the reception of each hostel to regulate outsiders' entry.
- b) As a rule, guests are not permitted to stay overnight in any hostel. However, one guest may be accommodated by the residents in his/her room for a maximum period of 3 days in a month on payment of Rs. 60/- per day.
- c) No Guest is allowed to stay in a Hostel without the prior permission of the Warden. The name of the Guest must be entered in the Guests Register with the Security Guard with the ***prior permission of the Warden***. Such guest will stay with the resident.
- d) In case the guest is staying in the guest room, the charges shall be Rs. 150/- per day.
- e) Any resident having a guest without prior permission of the Warden and proper entry in guest register will be liable to minimum fine of Rs. 500/- and disciplinary action, in addition to the guest charges.

Rules for Hostel Residents w. e. f. July, 2019

- f) Entry in the guest register maintained in the Hostel is mandatory by the resident. Residents not obeying this shall pay fine or/and face expulsion from the hostel.
- g) Normally, permission for staying as a guest shall be granted only by the Warden. However, in case of unavailability of warden, the Chief Warden or Dean, Students Welfare may also grant the permission.
- h) Any University Teacher may be permitted to stay in the hostel temporarily on payment of Guest Charges by the Dean, Students Welfare after recommendation from the Centre HoD.
- i) In case of temporary allotment, Guest Charges will be levied and refundable Security, equal to amount as charged from regular student, must be deposited with the office.

In and Out Timings of Boys Hostel

- a) General entry (except in case of arrival after travelling) of male residents in the Campus shall be closed at 10.00 p.m. and it will re-open at 5.00 a.m.
- b) The residents who have to use reading room or library facility after 10.00 p.m. and enter the hostel after 10.00 p.m. shall be required to make entry regarding their whereabouts in the register maintained (for late arrivals) with the Security staff of the hostel.
- c) Any student found absent from the hostel for more than two weeks without prior written permission from the Warden is liable to be evicted. His/her hostel allotment shall be cancelled along with a minimum fine of Rs. 1000/- only.

In and Out Timings of Girls' Hostels

In order to ensure the safety and security of the residents of Girls' hostels, the University is committed to take pro-active steps in accordance with the UGC guidelines and other relevant directives and orders of the judiciary. The following are the guidelines regarding the In and Out timings of Girls' Hostel:

- a) Residents of girls' hostels shall present themselves for daily roll call at 9.30 P.M. No guest entry after 9.30 P.M. will be allowed.
- b) Hostel gate will be closed at 9.30 PM before attendance and shall re- open at 5.00 A.M. except for those girl hostel residents who have to go to library (Applicable in City Campus). Late entrants shall record their entry in the register maintained for the purpose.
- c) Residents of Girls Hostels will be allowed to visit/sit in the library at night at 10.00 p.m. and at interval of an hour) provided security guards accompany them.
- d) Residents of Girls hostel may be allowed to use their laboratory or to carry out any work assigned by the university during the library time on the recommendation of concerned faculty.
- e) Facilities like Sanitary napkin vending machines, incinerators etc. provided by the university can be availed in the Girls' Hostel.

Rules for Hostel Residents w. e. f. July, 2019

- f) Only in case of **emergency** (Emergency shall mean 'any unforeseen or unexpected event that is beyond control of a student requiring immediate travel') hostel inmates may visit warden's premises for seeking permission, if they are required to seek permission to leave the hostel after 10.00 p.m. In such cases, the consent of the parents through SMS for permitting their ward to leave the hostel after 10.00 p.m. is mandatory.
- g) Student requiring permission to leave the hostel for participation in an academic event representing the University like Seminar or Conference, the applicant shall have to get the application recommended by the Supervisor of the Student or the HOD of the Centre.

Fines and other punishments for late entries

- a) **Late entries beyond 10.05 p.m.:** The residents will be required to intimate in writing to the Warden concerned about the reason for late entry. The Warden or the Hostel Office will take the suitable measures and if required, will inform the parents of the defaulter by mail.
- b) For Laboratory or any academic activity within the campus, a student can be permitted by the Warden to enter the hostel after 10.00 p.m. on prior specific recommendation of the Supervisor, approved by HOD. Such information must be brought to the notice of the respective Warden, well in advance, during the office working hours. In case of failure on the part of the student to follow this channel, the Warden shall have discretionary power to take any disciplinary action against the defaulter.
- c) Residents must enter a valid contact number and address in the home going register before proceeding on leave. It must be ensured that before the Resident proceeds to their native places, it is their duty to enter their 'in and out timings and details of place to visit' in the Register at the Main Gate. They are advised to inform their parents before leaving the campus. The residents being above 18 years of age and having attained maturity of understanding are expected to behave responsibly. **In no case, the University Administration shall bear any liability for any acts, omission, negligence or absence of the Hostel Residents from the University Campus.**
- d) Any resident, who is present in the room but does not come for attendance at the time stipulated by Wardens, will be fined Rs. 50/- for each default.
- e) Residents returning from home must report themselves before the roll call time. Violators will be fined as decided by the Warden.

The Timings given above may be changed by the Administration in view of weather conditions or other urgencies y issuing a notice to the stakeholders.

Rules for Hostel Residents w. e. f. July, 2019

Violation of Rules

Any violation of rules and directions will be subject to strict disciplinary action, which in extreme case/s may lead to expulsions, forfeiture of the securities of such resident/s and his/her right to future admission. All residents of hostels in whatever capacity they may be staying in the hostel shall be bound to observe hostel rules and shall be liable to fine or other disciplinary action for any violation of the hostel rules similar to that of regular student residents.

Rules of Interpretation

In case of any inconsistency or difference of difficulty in understanding of the rules, the rule of Harmonious Construction shall be applied. Besides, the Dean, Students Welfare will have the authority to restructure the rules and notify it to remove difficulties.

Important Contact Numbers

SN	Authorities	Office	Residence/Mobile (Only in case of Emergency)
1	DSW: Prof. V.K.Garg	0164-2864130	98120-58109
2	ADSW & Chief Warden (B): Dr. Tarun Arora	0164-2864143	94173-87817
3	Chief Warden (G) : Dr. Amandeep Kaur	0164-2864228	8360559013
4	Warden, GH Dr. Jubilee Padmanabhan	0164-2864191	95698-59560
5	Warden, GH Dr. Sukhwinder Kaur	0164-2864144	97819-96300
6	Warden, BH Dr. Malkhey Verma	0164-2864179	75894 89833
7	Warden, BH Dr. Dinesh Babu P.	0164-2864199	94649-67191
8	Campus Manager	0164-2864125	
9	Main Gate Security	0164-2864124	0164-2864123
10	Medical Facility, Health Centre	0164-2864157	