

# **HOSTEL BROCHURE**

## **(INFORMATION, RULES AND REGULATIONS)**

### **AN OVERVIEW**

#### **Hostels – Home Away from Home**

Choosing a University is also about choosing a new home. We ensure that students dwell in a healthy environment that helps them to grow and learn without any obstacle. DCRUST offers comprehensive and independent hostel facilities for boys and girls within the campus with all modern amenities and facilities. Elegantly designed and surrounded by lawns and flower beds, DCRUST has four Boys' hostels and three Girls' hostels. It provides a comfortable, congenial and homely environment to the residents. The Chief Warden is the administrative head of the Hostel. For internal administration and day-to-day discipline, the Wardens, Hostel Supervisors, Matron and the Storekeeper assist the Chief Warden.

Each hostel is spacious, well maintained and fully equipped to provide a decent stay and the best possible learning environment. The common room with a collection of national newspapers, magazines, TV & cable facility and Wi-Fi connectivity keep the students updated with current affairs. To keep the students physically fit gym, outdoor & indoor sports facilities are provided in each hostel. Each hostel has separate arrangement for water purifiers, bathrooms with geysers and laundry that provides moments of leisure. There is a designated well-maintained visiting area for the visitors of the residents. Apart from these, a Dining Hall is maintained hygienically for students to enjoy their meals. Hygienic, fresh and best quality of food is served in the hostel mess being run by the residents on a cooperative basis. Proper care of balance diet is done on a weekly schedule of mess.

The hostels being an integral part of the University premises deserve a sacred status. Smoking, consumption of alcoholic drinks & narcotic drugs and the use of bad and abusive language in the hostel premises is strictly prohibited. Students are also not permitted to keep-in-their possession, room crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others. For security purposes, the hostel is fully equipped with CCTV cameras along with a security guard for 24 hours.

Hostel accommodation is however considered on the basis of both need and availability. The decision of the hostel Administration in this matter shall be final and binding on all students. Hostel rules have been framed keeping in mind the local culture and traditions, with a view to guide and help students to attain standards of impeccable conduct. Therefore, while residents enjoy the maximum freedom, it is ensured that this is always within the framework of standard guidelines and procedures. Several hostel activities are organized during the academic session.

## BOYS' HOSTELS

### **K S Krishnan Hall (276 Rooms)**

*Named after Kariamannickam Srinivasa Krishnan, an Indian physicist, co-discoverer of Raman scattering, for which his mentor C. V. Raman was awarded the 1930 Nobel Prize in Physics to create a perfect citizen and a whole man with an integrated personality.*

### **Chandrashekhar Hall (276 Rooms)**

*Named after Subrahmanyam Chandrasekhar, an Indian – American Astrophysicist and Nobel Laureate in physics, to make them aware of the usefulness of science to society and of the benefits society derives from it.*

### **Hargobind Khorana Hall (276 Rooms)**

*Named after Hargobind Khorana, an Indian Organic Biochemist and Nobel Laureate in physiology or medicine to instill the qualities of self-reliance and versatility in the students.*

### **Aryabhata Hall (276 Rooms)**

*Named after Aryabhata, an acclaimed mathematician-astronomer and Nobel Laureate, to develop all the good qualities and virtues and to equip them with a sense of humility which would enable them to become a true citizen of the country.*

## GIRLS' HOSTELS

### **Gargi Hall (100 Rooms)**

*Named after Gargi, an enlightened woman, figuring in the Brihadaranyaka Upanishada of the Vedic age with a mission that every student emerges as a wholly developed individual symbolizing the spirit of enterprise and inquiry that characterizes Gargi.*

### **Mother Teresa Hall (230 Rooms)**

*Named after Nobel Laureate Mother Teresa, known as Saint of Calcutta and an Albanian – Indian Roman Catholic Nun & Missionary, to inculcate in every student a sense of responsibility towards the society and respect for human life.*

### **Kalpana Chawla Hall (346 Rooms)**

*Named after Kalpana Chawla, an Indian born American Astronaut and Space Shuttle Mission Specialist, to inspire and motivate the girls to become a source of encouragement to all women all over the world to follow their dreams and work hard to succeed.*

# HOSTEL ADMINISTRATION

Name & Designation	Address	E-Mail ID	Contact Number
Prof. (Dr.) R. K. Garg Chief Warden (Boys)	H. No.: B-12 DCRUST, Campus	<a href="mailto:chiefwarden.boys@dcrustm.org">chiefwarden.boys@dcrustm.org</a>	0130-2484102
Prof. (Dr.) Jyoti P. Sharma Chief Warden (Girls)	H.No.C-43 DCRUST, Campus	<a href="mailto:chiefwarden.girls.@dcrustm.org">chiefwarden.girls.@dcrustm.org</a>	0130-2484140
Sh. Jitender Singh Hostel Store Keeper	H. No.: D-8 DCRUST, Campus	<a href="mailto:jitenderchhara@rediffmail.com">jitenderchhara@rediffmail.com</a>	9812099050
<b>K.S.KRISHNAN HALL (BH-1)</b>			
Sh. Sanjeev Indora Warden	H. No.: C-9 DCRUST, Campus	<a href="mailto:warden.ksk@dcrustm.org">warden.ksk@dcrustm.org</a>	9466256121
Sh. Jitender Singh Hostel supervisor (Add. Charge)		<a href="mailto:hostelsupervisor.ksk@dcrustm.org">hostelsupervisor.ksk@dcrustm.org</a>	9812099050
<b>CHANDRASHEKHAR HALL (BH-2)</b>			
Dr. Sukhdip Sangwan Warden	H. No.: C-47 DCRUST, Campus	<a href="mailto:warden.csk@dcrustm.org">warden.csk@dcrustm.org</a>	9416475706
Sh. Yagved Singh Hostel Supervisor		<a href="mailto:hostelsupervisor.csk@dcrustm.org">hostelsupervisor.csk@dcrustm.org</a>	9671330680
<b>HARGOBIND KHURANA HALL (BH-3)</b>			
Dr. Vinod Kumar Warden	H. No. C-5 DCRUST, Campus	<a href="mailto:warden.hgk@dcrustm.org">warden.hgk@dcrustm.org</a> <a href="mailto:vinod.phy@dcrustm.org">vinod.phy@dcrustm.org</a>	9812296521
Sh. Chandrup Singh Hostel Supervisor		<a href="mailto:hostelsupervisor.hgk@dcrustm.org">hostelsupervisor.hgk@dcrustm.org</a>	9991253512
<b>ARYABHAT HALL (BH-4)</b>			
Sh. Saravjeet Singh Warden	H. No. C-28 DCRUST, Campus	<a href="mailto:warden.arb@dcrustm.org">warden.arb@dcrustm.org</a> <a href="mailto:saravjeet.bme@dcrustm.org">saravjeet.bme@dcrustm.org</a>	8901265137
Sh. Yagved Singh Hostel Supervisor		<a href="mailto:hostelsupervisor.arb@dcrustm.org">hostelsupervisor.arb@dcrustm.org</a>	9671330680
<b>GARGI HALL</b>			
Dr. MamtaBhagat Warden	H. No. C-44 DCRUST, Campus	<a href="mailto:warden.grg@dcrustm.org">warden.grg@dcrustm.org</a> <a href="mailto:mamtabhagat.duper@gmail.com">mamtabhagat.duper@gmail.com</a>	7206479601
Smt. Asha Hostel Supervisor		<a href="mailto:hostelsupervisor.grg@dcrustm.org">hostelsupervisor.grg@dcrustm.org</a>	9416240460
Smt. Ravita Matron (Add. Charge)	Matron House Gargi Hall	<a href="mailto:matron.grg@dcrustm.org">matron.grg@dcrustm.org</a>	9416914709
<b>KALPANA CHAWLA HALL</b>			
Dr. SumanSangwan Warden	H.No.: C-47 DCRUST, Campus	<a href="mailto:warden.klc@dcrustm.org">warden.klc@dcrustm.org</a>	9466034005
Smt. Kamlesh Hostel Supervisor	H. No.: D-14 DCRUST, Campus	<a href="mailto:hostelsupervisor.klc@dcrustm.org">hostelsupervisor.klc@dcrustm.org</a>	9416809620
Smt. Indu Matron	Matron House	<a href="mailto:matron.klc@dcrustm.org">matron.klc@dcrustm.org</a>	9050787799
<b>MOTHER TERASA HALL</b>			
Dr. Sudesh Choudhary Warden	Warden House MTH	<a href="mailto:warden.mth@dcrustm.org">warden.mth@dcrustm.org</a>	9466045804
Smt. Suman Hostel Supervisor		<a href="mailto:hostelsupervisor.mth@dcrustm.org">hostelsupervisor.mth@dcrustm.org</a>	9416386775
Smt. Ravita Matron	Matron House Gargi Hall	<a href="mailto:matron.mth@dcrustm.org">matron.mth@dcrustm.org</a>	9416914709

# FEE STRUCTURE

**Room Rent:** All boys desirous of taking hostel accommodation will initially deposit ₹6000/- along with the University fees at the beginning of each academic session/year. (**Account Number-31559481201**). All students are required to deposit the room rent for single accommodation initially for one year, however, if any student is allotted shared accommodation, the excess amount of ₹2000/- deposited as room rent shall be refunded by the University. All SC/ST category students are exempted from Room rent as per implementation of UGC Guidelines under item no.: 25\_T-4 (i) of the 25<sup>th</sup> meeting of the Executive Council held on 2<sup>nd</sup> March, 2016 of the University.

For Kalpana Chawla Hall & Mother Teresa Hall (Dormitories), room rent is ₹4000/- per annum in case shared by three girls. The rent is ₹3000/- per annum, if otherwise shared by four or more girls.

For 8<sup>th</sup> semester B. Arch. students and hostel allotment for such students who are formally admitted by the university in even semester (but excluding such students who themselves seek hostel admission in even semester for their personal reasons), half of the room rent shall be levied/chargeable.

The last date for payment of room rent shall be as prescribed by the DCRUST for payment of University semester fees. A late fee of ₹50/- per day shall be levied for first 15 days, beyond which the room will be considered for cancellation. The fine on this account shall be deposited in the respective Hostel Account, unless a higher fine is imposed by the university for the same period.

**Refundable Hostel Security:** Newly admitted student has to deposit a one-time sum of ₹ 3000/- as hostel security to be refunded when the student would leave the University.

**Overhead Expenses (per annum):** For 8<sup>th</sup> semester B. Arch. students and hostel allotment for such students who are formally admitted by the university in even semester (but excluding such students who themselves seek hostel admission in even semester for their personal reasons), half of the Over Head Expenses (OHE) (except Hostel Workers Welfare Fund - HWWF) shall be levied / chargeable. The rest of the Charges (Hostel security & Mess Security / Advance) remains the same as per other students.

## (Overhead Expenses Details - in INR)

S. No.	Description	Boys	Girls
1.	Salary of workers & other expenses	10,600/-	10,000/-
2.	Electricity charge (will be adjusted according to actual charges)	4,200/-	4,500/-
3.	Hostel Worker's Welfare Fund	400/-	400/-
	Total	15,200/-	14,900/-

**Mess Security:** Caution money of ₹4000/- per annum will be realized per head as mess security from each student, except UG final year & PG final year who will deposit ₹6000/- per annum at the time of admission / allotment in the hostel with Hostel Fee. The caution money will be adjusted in the mess bill at the end of each academic session. In no case, the Mess Advance / Security of ₹4000/- (UG / PG before final year) / ₹6000/- (UG / PG final year students) will be adjusted as Mess Bill prior to the last two mess bills. Mess Security shall be adjusted against the last two mess bills, only in the following conditions:

- If the candidate has 'No' outstanding bills prior to the last two months of his stay in the concerned hostels.
- If the total of anticipated mess bills for the last two months is expected to be less than ₹4000/- (UG / PG before final year) / ₹6000/- (UG / PG final year students).

**Refund:** In case any student vacates his/ her seat during the time of counseling conducted by the HSCS/DCRUST after taking admission in the hostel, then ₹200/-per day will be deducted from the

total hostel fee excluding room rent. Room rent is non-refundable. Half of the overhead expenses, i.e., ₹7600/- for boys and ₹7450/- for girls may be refunded in case a student leaves the hostel as well as the University after the last counseling date but on or before 31<sup>st</sup> October for 1<sup>st</sup> year & before 30<sup>th</sup> September for 2<sup>nd</sup> year onwards. No amount is to be refunded to him/ her afterwards.

**Bank Account:** Students are advised to deposit their Annual Hostel fees\* / mess dues through State Bank of India's online portal in the respective account as follows:

Hostel	Account No.	Fresher	Re-allotment	UG & PG Final year
K. S. Krishanan Hall (BH-I)	10920241130	₹22,200/-	₹19,200/-	₹21,200/-
Chandrasekhar Hall (BH-II)	10920241141	₹22,200/-	₹19,200/-	₹21,200/-
HargobindKhurana Hall (BH-III)	10920241185	₹22,200/-	₹19,200/-	₹21,200/-
Aryabhat Hall (BH-IV)	10920241221	₹22,200/-	₹19,200/-	₹20,200/-
Gargi Hall	10920241152	₹21,900/-	₹18,900/-	₹20,900/-
KalpanaChawla Hall	31773014399	₹21,900/-	₹18,900/-	₹20,900/-
Mother Terasa Hall	33666893796	₹21,900/-	₹18,900/-	₹20,900/-

(\*Hostel Security + OHE + Mess Security for fresher and OHE + Mess Security for re-Allotment.)

*Note: A copy of receipt of University fees alongwith room rent shall be submitted by each student to the hostel to take admission at the beginning of each academic session/year.*

## **DOCUMENTS REQUIRED FOR HOSTEL ALLOTMENT**

1. Hostel form duly filled and completed.
2. Three (03) self attested photograph.
3. One (01) photograph of each parent.
4. Xerox copy of affidavits (one of self and one of parents) regarding Anti -Ragging with stamp & notary attested (submitted during admission)
5. Xerox copy of residential address proof: Ration card, Aadhaar card, Passport etc.
6. Xerox copy of University fees with annual room rent paid for the current year.
7. Xerox copy of Hostel fees receipts as per guidelines & structure of the fee.
8. Admission slip for fresher students (UG, PG.)
9. Xerox copy of caste certificate in case of SC/ST category students.

**Notes: Copies of all documents must be self attested.**

## GENERAL RULES

1. Staying in the hostel is not compulsory for the students.
2. Admission to the university hostels will open at the beginning of the academic session. Only regular students will be admitted subject to availability of accommodation. Full Time Ph. D. Scholars are also eligible for admission to university hostels.
3. Students may be allotted shared accommodation, if needed.
4. All the girl students (UG & PG courses) will normally be allotted shared accommodation.
5. Admission to hostel shall be sought afresh in every academic session subject to the satisfaction of chief warden/ warden regarding proper conduct and regular payment of dues of hostel and mess in case of ex-residents. Admission can be denied to defaulters after checking such cases.
6. No hostel accommodation will be given to any boy student, whose permanent residence is situated within 30 km of the University campus.
7. Students seeking admission to hostel must apply on the prescribed form to the warden of concerned Hostel along with requisite documents.
8. All students must fill the landline number and mobile number of their parents in the hostel Admission form. This has to be verified and countersigned by the parents themselves. If any column(s) are blank in admission form, Hostel Supervisor will reject the form and student's candidature for a room in hostel.
9. Wrong information filled under any head in admission form calls for heavy monetary penalty (upto Rs. 5000) or cancellation of admission in the hostel or both.
10. All rights of admission to hostels are reserved with the University.
11. At the time of admission of their daughter in girls hostel, the parents/ guardians must submit to the warden a list of relatives/ visitors (whose names, signature and photograph will be approved by the parents) who will be allowed to see the girl and accompany them. Visitors are expected to state their relation and signature in the visitors register kept in respective GH.
12. If any student gets hostel accommodation on the basis of his/her admission in a particular department and subsequently, he/ she joins another department, he/she must inform the hostel authorities accordingly.
13. Hostel accommodation is not transferable to any other person. In case of violation of this rule, the allotment shall be cancelled and disciplinary action will be taken against allottee as well as against the illegal occupant of the hostel room.
14. A student suffering from a contagious disease will not be allowed to stay in hostel till he/she produces a certificate of medical fitness from the medical officer of University or civil surgeon.
15. Procedure of Rooms Allotment: Normally, students would be allotted rooms out of earmarked rooms (for that branch / discipline) on first-come-first-served-basis. However, if a group of students approach the office all together, they must approach office in a queue and Hostel Supervisor shall then give them coupons / tokens with serial numbers in increasing order so that students may thus approach the office in proper order and without confusion as to who come earlier. However, students should be complete with their documents in all respects to the satisfaction of the corresponding Hostel Supervisor.
16. If there is any change in correspondence address, Mobile Number of student/ parents, then the same must be brought in the notice of respective warden immediately in writing by student, duly verified by their parents, so that necessary correction in the database may be made. If any wrong or un-updated information is detected later on at any stage, a penalty upto 5000/- may be imposed on the defaulter along with cancellation of hostel room.
17. In case of any indiscipline, scuffle, nuisance and damaging of property by the students, the matter should be reported to the concerned Hostel Supervisor / Warden / Chief Warden through e-mail, phone /sms/whats up or written complaints. The identity of the reporter will be kept confidential.

18. The Warden/Chief Warden can inspect and seal (lock) room of any student at any time for a reason deemed fit.
19. Tube-lights will be provided in room only once, i.e., at the time of allotment only. Students are required to hand over the same in working condition at time of room submission, failing which students will have to bear the cost. Official replacement of electrical items will only be done by hostel in those cases where there is a technical fault.
20. Keeping in view the mandate of 'New Sports Policy 2015-16' of Haryana Govt., i.e., 'Sports for All', every student (Hostel Resident) must necessarily participate in atleast one sports activity including 'Yoga'. Every hostel resident must bring sports kit, i.e., sports shoes, socks, shorts, T-shirt and track-suit preferably of light blue / white color. These activities will be undertaken jointly by hostel administration, student welfare department and sports and physical education departments.

#### **ADDITIONAL RULES FOR GIRLS:**

The girls have to observe proper timings of entry in the hostel which are announced from time to time. All the girls will have to mark their attendance through the biometric system also.

1. Late Entry without prior permission: The girls will have to make specific and correct entries in the register maintained by security guards at the main gate. It is duty of security guard/Matron to check all entries/ Identity card of the girl. If a student reports late up to half an hour, she would be fined Rs. 200/- by matron. Beyond that, the matter would be brought to the notice of warden. Matron will contact the parents of the girl and will ask them to submit a written clarification. She will also keep records of telephonic conversation in a register. The Warden has the authority to fine up to Rs. 1000/- per incident. The Hostel Warden may also recommend expulsion of the girl from the hostel after inquiring the matter.
2. Attendance: Matron posted at girls' hostels/ assigned staff for the purpose will take attendance of students in the office of matron/warden. If any girl present in Girls Hostel does not mark her attendance in the register (kept with the matron) / biometric system, the student would be fined Rs. 200/- by matron. If any girl is found missing, then matron will bring matters to the knowledge of warden and in turn, the Warden will bring the same to the notice of Chief Warden. The Matron/Warden will take action as per clause (1). If permission is granted to any girl for late entry by the Warden, then the same information shall be made available by Matron/Warden at the gate.
3. Out of Station: (a) Educational tour / leaving the station for any purpose: Student shall seek written permission from the Warden/Chief Warden by producing proper proof, i.e., an approval from the concerned Chairperson of the teaching department along with the consent of recommending / accompanying official. A separate register is maintained at the gate for this purpose. (b) The girls while going home have to make entries in the register maintained by the security guards at the main gate. Matron will also record the same in her attendance register.  
Any girl found violating the rule 3 (a) and 3 (b), like making wrong entry/ without making an entry, etc. would be fined Rs. 500/- for first time. The matter would also be brought to the notice of Warden. The parents of the girl would be informed accordingly by Matron and the record for the same would be maintained. On repeated violation, Rs. 5000/- fine may be considered for imposition by respective Warden. The Warden may also recommend expulsion of the girl from the hostel after inquiring the matter.
4. A Visitor register showing details of visitor (name, place, relation with girl, etc.) and details of concerned girl (name, branch, year, room no., etc.) will be maintained at the main gate.
5. No male guard is allowed to enter into the mess or any other covered area of the hostel.

**NOTE: Imposed fine will be collected within four days by the Matron or as prescribed by the Warden / Chief Warden, failing which the student will not be permitted to avail mess facilities till the deposition of fine. The amount will be utilized for the development of a hostel.**

## **STUDENTS' COMMITTEES**

To delegate power, responsibility & work from the Wardens and to allow students to have a fair play and say in the management of hostels & mess, it is pertinent to suggest that each hostel may have in place at least the following four committees:

1. Hostel committee
2. Mess Committee
3. Discipline Committee
4. Sports/Cultural Committee

*Note: If the work under any Committee is perceived as too massive, then the committee may further be bifurcated into various sub-committees.*

## **HOSTEL / MESS RULES**

### **GENERAL:**

1. Residents taking admission in hostels shall automatically become members of cooperative mess. They will have to pay their mess bills regularly. If any resident fails to deposit the mess bill within the notified time, for the first time he/she will have to pay fine @ `50/- per bill per day upto 15 days after the last date of deposition of Mess bill. However, if he/she still fails to deposit the mess bill within 15 days from the last date of deposition of Mess bill, it will lead to withdrawal of the mess facility. Room of the defaulter would be locked and simultaneously his / her parents will be informed about the same.
2. There will be a mess committee, elected / selected or nominated among the residents in consultation with the Warden. The Mess committee shall be responsible for the management and smooth functioning of the hostel mess as per the hostel rules and the guidelines of the University. The Committee shall take all day-to-day decisions in consultation with the warden to ensure efficient and effective running of the hostel mess. The mess committee will also ensure cleanliness in the kitchen and dining hall. If any mess committee member is found violating the hostel mess rules, his/her membership from the committee will be terminated alongwith fine(s) as for other residents. The committee will work closely in full cooperation and coordination with the warden to provide the best of mess services & enhance the image of the hostel. The committee will also make suggestions to the hostel warden for further improvement in the hostel and ensure proper discipline and decorum.
3. Meals will be served only in the dining hall during the hours notified. However, in case of illness, meals can be served in the room, on the recommendation of the medical officer of the university / warden. Record be arranged to be kept by the Mess Supervisor in a register for such cases & also of the utensils taken into & back from the room.
4. The mess will work as per Academic Calendar of the University. If a student wants special relaxation for joining the mess later on with some academic / departmental reason, he/she shall get the reason verified from the Chairperson of the respective department and submit such application to concerned Warden.
5. Students are neither allowed to carry any mess utensils outside the mess, nor they are allowed to take raw materials or unauthorized food from the mess. Defaulters will be fined each time, a utensil is found in their room. However, for utensils thrown into common areas such as stairs, corridors, grounds, washrooms, etc., or for common pilferage, a penalty common to all or groups (if possible to identify) of students shall be imposed in Mess Bill, as deemed fit by the Warden upto`1000/- per resident per incidence.



6. A Resident is allowed mess rebate of max. 4 days in a calendar month. For this, he/she has to fill a rebate slip available with supervisors atleast a day before, else rebate shall not be admissible.
7. Students seeking exemption from the mess diet on medical grounds will have to inform the hostel authorities immediately. They will have to submit the medical certificate issued by government medical institutions / Pvt. Doctors / Hospitals and verified by the university medical officer. This exemption will start only from the date the student submits such medical certificate to the Hostel Supervisor, else rebate shall not be admissible.
8. Residents (except Mess committee members) will not go into the cooking and serving counter areas, else they will be fined for each violation. Mess Committee members too shall not enter the said areas to take leverage or undue benefit of their title/position, but shall access these areas only for monitoring / checking or rendering other services.
9. Cooking in the rooms is strictly prohibited and defaulters will be fined each time for violation. On repeated violations, the Warden/Chief Warden may cancel the Hostel Allotment.
10. All residents shall come to the hostel mess in a decent / proper dress.
11. All complaints regarding Mess requiring immediate attention of the warden shall be made in writing through a member of the Mess Committee.
12. A resident, who fails to pay the Mess / Hostel dues within time-limits, shall be fined as per Table-1, hostel allotment shall stand cancelled and possession of the room shall be taken by the warden and belongings removed to the store without any liability.
13. All residents are required to clear their hostel, mess & other dues and obtain a no dues certificate before they take their examination roll number / admit cards and again all their dues must be cleared before they vacate the hostel for what-so-ever reason, failing which their names will be forwarded by the Hostel Supervisor through the Warden to the Controller of Examinations/ Chairperson of the department concerned for withholding the examination roll number/ admit card/ Character certificate/ declaration of result/ award of degree, etc. and other disciplinary action, including forfeiture of their securities, may also be taken. If such a student has already completed the programme, the Hostel Supervisor may write through the Warden to the Controller of Examinations/ Chairperson withhold his/ her character certificate until he/ she gets a clearance chit from the Warden.
14. Every resident will have to give an undertaking as appended before taking admission to hostel.
15. Consuming alcohol/liquor is strictly banned in the hostels. Any student found/reported drinking will be penalized severely, and may also be expelled from the hostel.

#### **GUESTS:**

1. Normally, a guest will be allowed to stay in the Hostel Guest Room with the prior permission of the warden of the concerned hostel/Chief Warden. The guest charges will be ₹150/- per guest per night. However, meal charges as prescribed for each meal shall also be payable.
2. Name and other details of the guests staying in the hostel shall be entered by Supervisor (s) / CRA or a person deputed by the Warden, in the guest register maintained in the hostel. Any person found between 8 P.M to 8 A.M. without an entry in the guest register shall be treated as an unauthorized person / outsider and shall be fined accordingly.
3. Meals to guest(s) of a student, extra items taken by his/ her guest will be served on cash coupons only.
4. In general, no female shall be allowed to stay as a guest in the boys' hostel and vice-versa.
5. Female guests are not allowed to go to the rooms of boys' hostel and vice-versa. They may meet only in the office of the warden. Any violation of the above rules will be severely dealt with, including expulsion from the hostel.
6. Nobody is permitted to take meals (breakfast, lunch, dinner) outside the mess of the hostel or outside the hostel, except with permission of the Warden.
7. A student keeping a guest without the permission of the warden shall be liable to disciplinary action as per Table - 1.

### **ELECTRICITY USAGE:**

1. Residents using air coolers will be charged ₹ 800/- extra per annum (irrespective of the duration of use of air cooler, however, keeping the cooler 'on' when the resident is not in the room, shall be punishable as per Table - 1) with the prior permission of the Warden.
2. The resident must switch off light, fan, cooler, etc. in his room when not in use, else a penalty as prescribed shall be imposed. The residents may also consider it as their bounden duty to switch off lights, fans, etc. in Mess & Common areas, when not in use.
3. Tampering with the electric installation shall be treated as a serious offense. When there is need for carrying out a repair, the electrician should be called in. A complaint may also be registered in complaint Register kept in each hostel.
4. The electricity bills shall be realized as per actual.

### **FURNITURE AND EQUIPMENT:**

1. Students shall keep their rooms neat and tidy and shall be responsible jointly in case of shared room or individually for the furniture issued to them and for the fittings present in their rooms at the time of occupation. If a student causes (willfully or otherwise) any damages or defect in the furniture issued to him/ her or in the permanent fittings in his/ her room, the cost of any damaged / lost item (s) or double the cost of repair, along with a penalty as per Table - 1 will be realized from the resident. If a student finds anything missing at the time he/ she occupies the room, it will be his/ her duty to bring it to the notice of the warden's office, failing which it will be presumed that everything was in order at the time of occupation.
2. Furniture shall not be transferred from one room to another. The furniture belonging to the common room, or the dining hall or the hostel office or the Hostel Guest Room shall not be taken out or brought into the living rooms. Disciplinary action will be taken against the defaulter.

### **MAINTENANCE OF LAWNS AND CLEANLINESS:**

1. The lawns around the hostels are meant for the benefit of the students and for improving the appearance & ambience of the hostels. Students are expected to take an interest and help in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with nor shall flowers be plucked off.
2. Walls, furniture and doors, etc. shall not be disfigured, damaged or defaced with ink, pencil, chalk or knives, etc.; individual or collective penalties may be imposed in case of default.
3. Wash basins shall not be blocked with sand, mud or any other material. For washing hands, only soap should be used.

### **VACATION OF HOSTEL:**

1. A student who desires to withdraw from the hostel shall submit an application on the prescribed form to the warden after having cleared all hostel dues (Performa attached).
2. When a student vacates his/ her room before the summer vacation or after withdrawal or expulsion, he/ she shall return to the warden's office all hostel furniture and other property issued to him/ her, failing which he/ she shall be liable to pay the entire cost of such furniture or other property alongwith fines, if any.
3. Chief Warden is authorized to grant exemption from the hostel in the middle of semester to the residents if he is satisfied with the cause(s) and the case is duly recommended by the Warden.

## CONDUCT AND DISCIPLINE RULES

While the following regulations or the points of code are not an exhaustive set of regulations, a student may be expelled from the hostel or University or disciplinary action as deemed fit may be taken, based on assessment by competent authorities about the behavior/ action not befitting the stature of a student of a professional institution:

1. Residents are expected to conduct themselves with dignity and decorum at all times in the hostels. They should not disturb other residents by making noise, comments, etc.
2. Playing of stereo/ music system/ radio/ transistor, etc. at a pitch which causes disturbance to others is strictly prohibited. Those who violate the rule will be fined. A frequent violation of this rule may lead to expulsion.
3. Use of abusive language, gambling, consuming alcoholic drinks, tobacco products (Cigarettes, etc.) and drugs or any kind of intoxicants, tearing of page (s) from magazines, books, periodicals and newspapers, playing cards or any other act of breach of hostel discipline will be treated as violation of hostel rules and will invoke suitable punishment.
4. Residents who want to stay out after the prescribed hours must obtain the prior written permission of the warden. Those infringing this rule are liable to suitable penalty.
5. The residents must not bring or entertain any outsider in the university hostel, or bring any guest without prior permission of the warden concerned.
6. The residents must not keep iron rods/ weapons/ arms of any kind in the hostel.
7. Residents must not assault any hostel staff member; neither should they use any such words / language which is unbecoming of University Students.
8. If any resident wants to represent to higher authority, he/she should submit through Supervisor /Warden. Bye-passing the proper channel is not a healthy work practice.
9. Lights, fans, electric appliances, etc. should be switched off and taps should be turned off when not required. Tea leaves or other rubbish should not be thrown into the sinks, corridors, etc.
10. Residents should lock their rooms whenever they go out. The responsibility for any loss of goods, money, jewellery, mobile phone, laptop or any other item will be that of the occupant of the room. They are advised, in their own interest, to open accounts and keep with them as little cash as possible. Theft etc. be avoided by taking adequate precautionary and security measures.
11. No unauthorized show of pictures, or any other audio / visual item is permitted during the day or night. Those who violate the rule will be fined and are liable for any other suitable action.
12. Opening a room by breaking the 'hostel lock', window-pane, door, etc. is liable to fine/expulsion from the hostel.
13. For PG students, admission to the hostel would stand cancelled at the end of the Academic session, or 30<sup>th</sup> June whichever is later. Students, who are not able to submit their Dissertation within this time, will be allowed to stay in the hostel on submitting recommendation (with period of extension duly specified) from the Supervisor/Guide & further recommended by the Chairperson. Such students may have to vacate their present rooms & may be accommodated in any hostel, depending on availability of rooms or in Guest room in sharing basis and in any case, he/she will pay Guest Charges plus meal charges as prescribed in section 'Guests'.
14. All first year UG/PG residents are required to obtain the hostel identity card from Hostel Supervisor and produce the same on demand (Performa attached).
15. Students have to vacate the hostel room after each semester examination and finally, after the completion of their last semester.
16. No resident is allowed to keep motorized vehicles in the hostel as these are totally banned. Permission in case of physically handicapped residents may be given by the university authority on the basis of merit of case(s).
17. Parking of students' motorized vehicles shall be outside gate no. 1 of the University.

*Note: For the convenience of residents, a complaint register is kept in the dining hall/common room of each hostel.*

## **GRIEVANCE ADDRESSING MECHANISM**

1. Residents should desist from breaking the proper channel for addressing any of their grievances; rather they should stick to the following order for redressal of their complaints / grievances with regard to the hostel / mess:
2. First of all, residents need to enter the complaint in the relevant Complaint Register kept in the mess (or with the Supervisor).
3. If the complaint is not addressed in a reasonable time-frame, then residents may speak to the Mess and / or the Hostel Supervisor.
4. If the problem still remains unresolved, they then need to talk to the concerned Warden. It is advisable to give a written application to the Warden about the grievance, also explaining therein as to which officials, they had already approached & as to what was their response.
5. In case the problem still persists, a written application may be submitted to the Hostel Supervisor / Clerk in Chief Warden Office (Boys) in case of Boys Hostels and to the office of Chief Warden (Girls) in case of Girls Hostels.

### **PUNISHMENT RULES / FINES:**

Following are the punishments / fines for various faults / unlawful acts. A committee of Wardens and Chief Warden shall decide the nature of fault v/s quantum of fine more than the minimum fine in the punishment rules. In severe cases of indiscipline, a committee duly constituted by Chief Warden / Vice Chancellor shall finalize the punishment in the ambit of the rules or even may go beyond, if the situation so warrants. Warden of the concerned hostel may impose a minimum fine from the Table below on the spot. The Warden / Chief Warden may impose additional penalties in the form of some work to be undertaken and / or some services to be rendered by the defaulters.

### **Note:**

1. A) In situations / cases warranting the attention of parents, the parents of defaulters shall be called to the office of the Warden / Chief Warden/ Registrar/ Hon'ble Vice-Chancellor to apprise the parents about the gravity of the case and to seek their intervention in remedial / correctional course (s) of action.  
B) In order to serve as deterrence to even others, almost all Notices about imposition of penalties on defaulters shall not only be placed on the Notice Board of the concerned hostel but also on the Notice Boards of other hostels and also copies thereof shall be marked to all concerned quarters such as Chairperson of concerned Dept., Dean of Faculty, Dean Students Welfare, Controller of Examinations, Controller of Finance, Registrar, Hon'ble Vice-Chancellor, District Administration / Police etc., as per the case.
2. Fine will be collected either through the direct receipt with Hostel Supervisor or through adding in mess bills. For the categories (i.e., keeping utensils, taking raw material or unauthorized food in rooms), the fines realized would be put as Mess Income (thereby leading to overall mess bill reduction) and for other categories of fines, the amounts realized would be consigned to hostel fund & will remain with the respective hostel. The amount will be utilized for the development of the hostel.
3. On repeated violations of any rule (s), Warden/ Chief Warden may increase the quantum of punishment (s) or even cancel the hostel allotment.
4. In case of expulsion from the hostel, the room of the concerned resident shall be locked immediately by the Hostel Supervisor.
5. The Competent Authority shall have the power to add to these rules or delete or amend any of the existing rules from time to time.
6. The Vice-Chancellor shall be the final authority to make the interpretation of these Hostel Rules & Regulations, in case of any dispute or ambiguity. The jurisdiction shall be confined to Sonipat only.

# CODE OF CONDUCT

While the following regulations or the points of code of conduct are not an exhaustive set of regulations, a student may be expelled from the hostel / University or disciplinary action as deemed fit may be taken, based on assessment of competent authorities about the behavior / action not befitting the stature of a student of a professional Institution / University.

1. The students are not allowed to have any kind of motorized vehicle(s) such as motorcycle, scooter or car in the hostel premises. Only cycles are allowed. Parking of students' motorized vehicles shall be outside Gate No.1.
2. The students are warned against any kind of ragging and all sorts of violence (physical assault or otherwise) on or off campus. Even minor forms of ragging shall attract penalties such as the withdrawal of any scholarships, book grant, cut in marks of general proficiency/ fitness for the profession, non-issuance of character certificate, disallowing use of University facilities, etc.
3. Consuming alcoholic drinks, tobacco products, (Bidi, Cigarettes, etc.) and drugs or any kind of intoxicants within the University / Hostel premises or entering the campus in inebriated condition is strictly prohibited & shall attract severe penalties.
4. The attempt of any student to present any work of someone else as his own work will amount to plagiarism and shall render the offender to immediate expulsion and other actions under the law.
5. The attempt of any student to appear in any examination or test or interview, posing as another student, shall amount to impersonation and make the offender liable to expulsion & other penalties.
6. Any student found indulging in ragging in the hostel or in the University will be immediately expelled from the hostel and the University, as also other disciplinary actions shall be initiated against him. It may be noted that the Hon'ble Supreme Court of India has set out strict guidelines against ragging and as per its orders, ragging is cognizable offense.
7. The students should approach their teachers and other staff members of the University / Hostels with respect and courtesy. The students should also treat fellow students (seniors or juniors) with dignity & respect.
8. The students should put in intellectual effort in choice of words such that the language of conversation with anyone is not filthy, provocative, abusive, or unbecoming of students of the University.
9. Students are advised not to form any association, union or club or organize any activity / gathering without prior written permission of the competent authority. They are advised not to indulge in any prejudicial or subversive activity, promote any political activity, organize any type of agitation or get involved in any activity detrimental to academic pursuits and the prestige of the University. They are also advised not to criticize or make derogatory remarks / comments against the University/ Hostels administration, teachers, other staff members or students, neither orally nor in any media.
10. The students are advised not to misuse or damage any University campus / hostel property, equipments, tools, instruments, library books, furniture, fixtures, fittings, etc. The cost of damages shall be charged alongwith penalties for students individually or collectively. Writing on the walls or black / green / white boards anything uncalled for and defacing these places or any property is punishable.
11. The students shall abide by the provisions made in the Ordinances of relevant academic programmes. For detailed information, the students may refer to the relevant ordinance.
12. The students are warned against possession and/ or use of obscene site(s) on computer, books, magazines, periodicals, newspapers, VCDs, Audio visual tapes, etc., else shall attract punishments.

13. Students are also advised to refer to detailed rules of the Library, & other Establishments in the Univ., for proper use of facilities.
14. The students are advised not to indulge in any kind of indiscipline or misconduct during their stay in the University campus, else they may attract penalties & / or expulsion from the Hostel / University.
15. The student shall strictly adhere to the dress code prescribed by the University. The students are not allowed to wear slippers / bathroom slippers in the classes / laboratories.
16. The students shall put on their identity cards in person while they are in the University.

**Table-1: PUNISHMENT RULES/FINES**

Name of offence(s)	Fine (Rs.) (per incidence)
<b>A) Electricity Miss-Use</b>	
1. Using room heater/electric over/ refrigerator/A.C., juicer, etc. or using unauthorized air-cooler. The item would stand confiscated.	500/- to 1500/-
2. Keeping fan, light or other appliances 'on' in the room while room is locked during anytime/Weekends/vacations or while the resident is not in the room	100/- to 1000/-
<b>B) Room Miss-Use</b>	
1. Keeping Room unlocked while away from the room or keep the room untidy.	100/- to 1000/-
2. Consumption of alcohol/drugs/narcotics & commercial use of room.	25000/- to 10000/-, Expulsion from Hostel may also be considered.
3. (a) Keeping extra cots without permission or moving any common area gadgets or furniture to room.	200/- to 1000/-
3. (b) Keeping unauthorized outsider.	5000/-, Expulsion from hostel may also be considered.
3. (c) Keeping other hostel resident in the room.	500/- to 5000/-
3. (d) Hostel student allowing University students not allotted hostel, i.e., Day scholars found staying in any hostel room.	5000/-, Expulsion from hostel may also be considered.
3. (e) Shifting room without the permission of hostel Authority.	500/- to 2000/-
4. Keeping extra mess utensils or taking raw materials or unauthorized food from the mess.	200/- to 1000/-
5. Cooking in room or unauthorized cooking in other areas by resident(s).	500/- to 2500/-
6. Tendering wrong or un-updated information in Hostel Admission Form or in any correspondence/documents; or not quickly updating the office about given information whenever change in data occurs.	500/- to 5000/-. Expulsion from hostel may also be considered
7. Any damage to hostel property such as structures, doors, windows, window panes, electrical fittings, washroom fittings, mess items, etc.	1000/- + Residents will pay cost of item & its installation or double of repair cost.
8. Smoking in hostel premises, misuse of washrooms, etc.	200/- to 500/-

Name of offence(s)	Fine (Rs.) (per incidence)
<b>C) Disturbance in Hostel</b>	
1. Indulging in any kind of ragging in hostel.	10000/- to 20000/- + immediate expulsion from hostel &/or University along with reporting to Police to set the Criminal Proceedings/law into motion & further action as per Hon'ble Supreme Court/UGC/AICTE, etc.
2. Possession of any kind of weapons (knife, pistol, rods, sticks, etc.).	2000/- to 10000/- + Expulsion from hostel may also be considered.
3. Indulging in fighting with knife/iron rod/lathi/other weapons.	1000/- to 10000/- + Expulsion from hostel may also be considered.
4. Involving in any kind of fighting that disturbs the peace of hostel	1000/- to 10000/- + Expulsion from hostel may also be considered.
5. Presence of unauthorized female/male guest in the room of boys/girls hostel respectively.	10000/- + Expulsion from hostel may also be considered.
6. Playing audio system very loudly.	500/- to 2500/-
7. Presence of unauthorized motor vehicle in hostel.	1000/- to 5000/-
8. Crossing over Hostels' Boundary Wall/Fencing	500/- to 5000/-
9. Defacing of walls or hostel property.	500/- to 2500/-
10. Use of obscene site(s) on PC, or obscene material from books, magazines, or any other medial.	500/- to 2500/-
11. Blocking/Disturbing/Locking Common/Public Facilities of the Hostel.	500/- to 5000/-
12. Unauthorized entry to cooking/serving counter areas.	100/- to 500/-
13. Late entry in the hostel after prescribed timings.	100/- to 1000/-
14. Misbehave/Use of abusive language by student/hostel worker with Hostel Authorities & by student with hostel staff.	1000/- to 5000/- + Expulsion from hostel may also be considered.
"Additional rules for Girls" section prescribes additional fines pertinent to girls.	
<b>D) Late Fees/Fines</b>	
1. Late mess bill deposit.	Rs. 10/- per day from the last date up to 1 month beyond which Rs. 20/- per day for the next month & beyond which the following committee will take suitable action including expulsion from the Hostel: 1) Warden of concerned hostel, 2) Hostel Supervisor of concerned hostel & 3) One Disciplinary-cum-Counselor.
2. Late hostel dues deposit.	Rs. 10/- per day from the last date up to 1 month beyond which Rs. 20/- per day for the next month & beyond which the following committee will take suitable action including expulsion from the Hostel: 1) Warden of concerned hostel, 2) Hostel Supervisor of concerned hostel & 3) One Disciplinary-cum-Counselor.
3. Late deposit of fines	The following committee will take suitable action including expulsion from the Hostel: 1) Warden of concerned hostel, 2) Hostel Supervisor of concerned hostel & 3) One Disciplinary-cum-Counselor.