

**Girls Hostel Prospectus  
for the  
Session 2024-25**



**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA,  
FARIDABAD, HARYANA  
NAAC 'A+' Grade accredited State University  
Sector-06, Delhi Mathura Road, Faridabad -121006 (Haryana)**



## OUR INSPIRATION

ACHARYA JAGDISH CHANDRA BOSE

(30<sup>th</sup> NOVEMBER 1858 – 23<sup>rd</sup> NOVEMBER 1937)

Shri Jagdish Chandra Bose was a pioneer scientist who investigated radio and microwave optics. He was a polymath, physicist, botanist, biologist, biophysicist and archaeologist. He made significant contributions to plant science, and laid the foundations of experimental science in India. Even a crater on the moon has been named in his honour.

He was the first person to prove that plants also have the ability to feel pain and affection. Jagdish Chandra Bose was an Indian polymath whose research has extensively contributed to the fields of Botany, Physics and Radio Science. He is credited to have laid the foundations of experimental science in India and was a pioneer in the area of microwave optics technology. He designed a galena receiver which was amongst the earlier examples of a lead sulphide photo conducting device. A polymath, Jagdish Chandra Bose left an indelible mark in several fields of study.

He invented the Crescograph for measuring the growth in plants using a series of clockwork gears. He is also credited with the invention of the first wireless detection device; an invention he never tried to get patented himself. He was made companion of the order of the Indian Empire in 1903 and Companion of the Order of the Star of India in 1912 in recognition of his contributions to science. Jagdish Chandra was acknowledged by IEEE, USA as one of the pioneers in the discovery of radio.

This is a matter of pride that our University has been named after this famous scientist and great son of Mother India in the year 2018.



J.C. Bose University of Science and Technology, YMCA, Faridabad formerly known as YMCA University of Science and Technology, Faridabad was established in 2009 vide Haryana Government Gazette Notification No. 29 of 2009, dated 16.9.2009 (Haryana Act No. 21 of 2009). Earlier, known as YMCA Institute of Engineering, Faridabad, was founded in the year 1969 as a Joint Venture of Government of Haryana and National Council of YMCAs of India with active assistance from overseas agencies of West Germany to produce highly practical oriented personnel in specialized fields of engineering to meet specific technical manpower requirement of industries.

The University is well known for its track record of employment of the pass out students since its inception. The University has been recognized at various levels by the agencies including UGC, AICTE, NAAC, NBA and NIRF. The University offers B.Tech and M.Tech programs in core and specialized engineering disciplines. Also, Science, Management and Humanities programs are being offered by it, besides Ph.D in numerous disciplines.

The University is situated right on the National Highway No.19 known as Mathura Road, 32 kms. from the Nation's Capital, New Delhi. The University has its own Campus on a plot area of 20 acres. It is located in the growing and sprawling Faridabad – Ballabgarh Industrial Complex of Haryana. The University is well connected with rail and road transport from Delhi / New Delhi.

**SECTOR-6, MATHURA ROAD, FARIDABAD-121006, HARYANA (INDIA)**  
**+91 129 2310102 | 2310104 | 2310127 | 7428954273**

## **VISION**

“J.C BOSE University of Science and Technology, YMCA, Faridabad aspires to be a nationally and internationally acclaimed leader in technical and higher education in all spheres which transforms the life of students through integration of teaching, research and character building.”

## **MISSION**

- To contribute to the development of science and technology by synthesizing teaching, research and creative activities.
- To provide an enviable research environment and state-of-the art technological exposure to its scholars.
- To develop human potential to its fullest extent and make them emerge as world class leaders in their professions and enthuse them towards their social responsibilities.

## Table of Contents

Sr. No	Content	Page No.
1.	University Girls Hostel	6
2.	Hostel Authorities	7
3.	Hostel Wings	7
4.	Hostel Facilities	8
5.	Hostel Rules (A) General Rules (B) Admission, Renewal and Withdrawal Rules (C) Mess Rules	13
5.	Disciplinary Actions	19
6.	Grievance Redressal Mechanism	20
7.	Boarding and Lodging Charges of Girls Hostel and Other Annexures Annexure A: Hostel Charges for the session 2024-25 Annexure B: Other Charges/Expanses for the session 2024-25 Annexure C: Application Form for Girls' Hostel Accommodation (New Student) Annexure D: Application Form for Girls' Hostel Accommodation (Continuing Student) Annexure E: Hostel Undertaking Annexure F: Girls' Hostel Withdrawl Application Form Annexure G: Leave Application Form for Residents of Girl's Hostel Annexure H: Affidavit of Local Guardian	21



# University Girls Hostel



The Girls' Hostel of University is located in University campus. While providing an opportunity of campus living, hostel looks forward to residents to shoulder and maintain the best traditions of the University as a whole. The Girls' Hostel is divided into five expansive major wings. Kalpana Chawla, Mother Teresa, Sarojini, and Kasturba Hall form one complex, while the recently built A. Lalitha Hostel is the second complex. Each wing is administrated by separate hostel warden. The newly constructed Girls' Hostel wing, A. Lalitha at J.C. Bose University, stands as a testament to our unwavering commitment to providing exceptional accommodation for our female student community. With meticulous attention to detail, the hostel offers a total of 173 well-appointed rooms, ensuring a comfortable and conducive living environment for up to 600 students.

The hostel features spacious common areas where students can study, socialize, and relax. These communal spaces serve as vibrant hubs of activity, facilitating interactions and connections among residents. With dedicated sick room prompt medical assistance is readily available whenever needed.

Administratively, the hostel is equipped with the necessary facilities to ensure efficient management and supervision. From warden suites to storage rooms, every aspect of the hostel is thoughtfully designed to meet the needs of its residents and support their academic and personal growth.

We extend a warm welcome to all female students to experience the comfort, convenience, and community offered by the new Girls' Hostel at our University.

### HOSTEL AUTHORITIES

Name	Designation	e-mail ID/ Enquiry No's
Prof. Sandhya Dixit	Chief Hostel Warden (Girls)	girlshostel@jcboseust.ac.in chwgirlsjcboseust@gmail.com
Dr. Kakoli Dutt	Additional Chief Hostel Warden	+918076002730 (Ms. Kanta) +919350797406 (Ms. Beeta)

### HOSTEL WINGS

Sr. No.	Name of Hostel	Total No. Rooms	Total Intake Capacity	Name of Warden
1.	Kalpana Chawla Hall	28	112	Dr. Shefali Trivedi
2.	Kasturba Hall	22	82	Dr. Pooja Gupta
3.	Sarojini Hall	20	79	Dr. Kalpana Seokhand
4.	Mother Teresa Hall	22	88	Ms. Nisha Singh
5.	A. Lalitha	81	243	Dr. Shruti Sharma/ Dr. Taruna Narula

In addition, there is a dedicated staff that caters to the needs of the girls 24x7. The staff includes a Resident Attendant, Matron, Lady Guards, Sweepers and Data Entry Operator.

## **HOSTEL FACILITIES**

Located near the main administrative offices of the University, Girls' Hostel is an affordable, homely and safe accommodation with following facilities:

1. Four and three seater capacity rooms are provided.
2. Mess facility with breakfast, lunch and dinner being provided along with dining utensils. Evening tea and snacks may be purchased by students as its cost is not incorporated in the mess charges.
3. Provision of induction stove and sandwich makers for students to cook some small meals or snacks and prepare tea or coffee in each wing of the hostel.
4. Provision of geysers in the bathroom.
5. Provision of water purifiers for clean drinking water.
6. Provision of semi-automatic washing machines/ Laundry service on payment basis for washing clothes.
7. Tuck shop/ Vita booth are there for providing girls with their daily needs.
8. Power supply with backup is provided for ease and comfort of student.
9. Provision of first aid facilities along with access to dispensary for medical aid. Additionally, if required, students may be taken to hospital via 24x7 available ambulance facility for medical treatment at reduced cost. These hospitals are in the panel of the approved health care centers of the University.
10. Reading room with desktop facility for students to use.
11. Newspapers are provided/ available.
12. The Hostel is equipped with 24x7 Wi-fi facility.
13. Visitor's room and Common room with LED TVs are also available.
14. Large courtyards for facilitating student activities are present.
15. Gym facility is also available for providing the health awareness.
16. Sports and recreational facilities are available including badminton and table tennis etc.
17. To ensure security and safety, lady guard is deployed in hostel 24x7 along with male guard outside the gate.
18. CCTV cameras are installed at all pivotal points inside and outside the hostel to monitor the activities without compromising student privacy.
19. Fire extinguishers are provided at every necessary point.
20. All the emergency contact numbers are displayed prominently.



21. Regular fumigation and pest control is carried out timely to ensure student health and well-being.
22. Regular cleaning and maintenance of hostel premises including student rooms.
23. Sanitary Napkin Vending Machines and Incinerators in all the wings.
24. Different cultural festivals are celebrated for students and staff.
25. A welcome party for newly joined first year students is hosted every year for making it easier to mingle with other hostel residents and generate congenial bonds.
26. Different lectures and awareness programmes are scheduled periodically for hostel student's benefit.
27. Feedback registers for mess and hostel facilities are provided to facilitate the students along with complaint registers and suggestion boxes. These are taken very seriously by the hostel administration.







**Glimpses of Some Facilities in the Girls Hostel**





**Glimpses of Some Events Organized in the Girls Hostel**

## HOSTEL RULES

To ensure a friendly, stress free and calm environment the following rules have been implemented in the hostel which are subject to periodic amendment.

### (A) GENERAL RULES

1. The hostel follows a strict anti-ragging policy. **Ragging in any form in the University/ Hostel/Mess is illegal and banned as per an act of Govt. of India.** To ensure this hostel authorities are extremely vigilant and periodic notifications are constantly circulated with physical checking of premises to prevent such misdemeanors.
2. The hostel is generally open for Girl student movement from 7 am to 6 pm. The timings may be changed as per seasonal changes or examinations. In case of any other event, only if prior information is there, the entry and exit timings may be modified on case-to-case basis with approval from CHW/ACHW.
3. Students must report back to the hostel by the stipulated closing time. Absence in doing so will be counted as misconduct with suitable action taken against it. Under special circumstances like a) department sponsored field trip, practical, workshop/classes and research or project work b) University hosted events c) exams and interviews d) travel back to hostel, only with prior applications submitted by students with signatures of Teacher and Chairperson concerned/DSW or representative/Parent undertaking, the time of last entry in hostel will be adjusted for the specific cases.
4. Female students entering or exiting the hostel premises outside of regular University hours are mandated to register their movements in the Hostel Log maintained at the entry gate. Failure to comply with this requirement may result in disciplinary action.
5. Hostel residents who wish to go home/ leave hostel during holidays or otherwise must submit a duly signed hostel leave application along with a written and signed letter of the parents received by hostel authorities in form of image/pdf via WhatsApp or email. The parental consent indicating date of student leaving hostel and her entry back into the hostel needs to be clearly mentioned. They are also required to get their *Pink Diary* signed from Hostel Authorities at the time of leaving from Hostel.
6. In case of local guardian, the student will be allowed to leave with only those local guardians whose prior information has been provided by the parents during the admission procedure.
7. No student is permitted to physically or verbally abuse her fellow student. Bullying in any form will not be tolerated.

8. Students have freedom to dress in clothes they are comfortable in within the hostel premises but must be properly dressed while leaving the hostel and going to the mess for food. Additionally, no girl is allowed to roam in the hostel premises in shorts or minis from 9:00 am to 5:00 pm. Under these conditions, hostel authorities will stop the students and ask her to dress appropriately. No student is permitted outside the hostel premises or near the Hostel main gate area in her nightwear.
9. Students are permitted to purchase room coolers either by themselves or as a group. However, the Hostel has no obligations towards their maintenance. The Hostel also has no obligation to sort out the financial issues students have with respect to purchase/share/resell of these commodities. If any arguments or events regarding this occur, it will be taken as misconduct and subject to disciplinary action. There will be Monthly Cooler charges as applicable.
10. Students can fill the coolers with water from washrooms using their own buckets.
11. No Air Conditioner purchase/ use in the rooms is allowed.
12. If a student has issues sharing a room with some students, to maintain the well-being, room may be changed only once per semester. No further request will be entertained.
13. Cooking in the rooms is strictly prohibited. Students can only carry these activities in the designated common area of the Hostel where induction stoves etc. are kept.
14. No student is permitted to keep press, electric kettle, electric heating rod, heater/ warmer or any electrical cooking device in the room. Upon identification, it will be confiscated by Hostel authorities and will only be returned after a heavy fine and when the student is leaving the hostel.
15. The students also have to maintain the cleanliness of the area. In case of any malfunction of the induction stove, geyser, water purifier, etc. the hostel staff has to be notified immediately.
16. Janitors are present for cleaning the washrooms. However, the general hygiene and disposal of waste must be done properly by the students as littering in the washroom area will be considered as misconduct and liable for punishment.
17. No drugs/alcohol/tobacco products will be allowed in the Hostel premises. Upon finding such taboo objects, very strict disciplinary action will be taken against the involved students.
18. The access to roof will be limited and students have to follow the rules regarding it.
19. In case of disciplinary action against a student, **physical presence/ Undertaking of parents (only)** will be valid. Uncles, aunts, brothers/sisters/cousins will not be entertained.

20. Student cannot misbehave with any hostel staff. Such action will be labelled under misconduct and indiscipline. If she or her guardians have any complaints, they should submit it in writing to the CHW/ ACHW for further action.
21. No male family members will be allowed into the hostel premises. They can meet their ward only in the allocated visitor's room during the open hours of the Hostel.
22. Surprise checks of the student's room and luggage can be carried out if any doubts with respect to behavior is seen.
23. Students are supposed to maintain the general cleanliness of the Hostel and are not allowed to litter.
24. Electricity and water wastage is to be avoided at all cost and actions contrary to it will be deemed as misconduct. No student is allowed to use RO water for cleaning/ washing purposes. If found guilty, strict action will be taken.
25. The students cannot destroy/damage/deface the Hostel premises. It will be deemed as major misconduct.
26. No outsiders are allowed to stay in the rooms of girls, defaulters will be punished severely.
27. However, with prior permission of CHW/ ACHW and for genuine reasons the female relatives/ guardians of any student may stay in the Guest room, subject to its availability, by paying the appropriate charges.
28. The procedure for taking permission to take part in extra-curricular activities beyond hostel timings is as follows:-
  - a) The students should write a request letter (Hostel wise) and get it signed from the Concerned Authority of the activity (e.g. DSW Office, Chairpersons etc.).
  - b) After this the permission of the concerned Warden is sought. The warden of respective hostel clearly writes either it is recommended or not recommended and forwards it to ACHW.
  - c) The ACHW (Girls) sends it to the Proctor/Chief Warden of the University for the proper security of the participating students.
  - d) After the allowed time, the respective warden would ensure that students have returned to the hostel or not.
  - e) In case of any problem, the Warden may contact ACHW (Girls)/Chief Warden/ Proctor.
29. Hostel residents are expected to adhere to any additional regulations set forth by the Hostel authorities, which may be introduced from time to time, to ensure the smooth functioning of the hostel.



## **(B) ADMISSION, RENEWAL AND WITHDRAWAL RULES**

Hostel seekers have to apply online to avail the hostel accommodation. The forms are available on University website/ counter.

1. Preference is given to students with residence more than 30 km away from the University location.
2. The Hostel accommodation can be availed by any girl student enrolled in a regular programme of the University. Ph.D scholars also are entitled to apply for Hostel accommodation.
3. Students enrolled in regular programs at the University are eligible for hostel accommodation throughout the duration of their program, excluding the internship period. PhD scholars are entitled to hostel accommodation for a maximum of 6 years, with the possibility of extension subject to approval by the CHW.
4. The allotment list as per the availability and other criteria will be displayed on the University website at the start of each academic session.
5. The allotted students have to pay the hostel and mess charges in the form of Demand Draft in CHW office at the start of the session within the stipulated time, otherwise their allotment will be cancelled and the next waiting student will be allotted the room.
6. Hostel will be allotted for One academic year only and the students have to vacate the Hostel at the end of each academic year.
7. However, students promoted to next class of their respective programme may apply for renewal of hostel accommodation which will be given subject to seat availability.
8. The B.Tech VIII sem /M.Sc IV sem /Any programme with final semester project will not be given the hostel accommodation if the project work is based out of the University campus.
9. Detainee students/students against whom Disciplinary action has been taken/is ongoing/students who have violated hostel rules/fined/punished by Hostel Authorities shall not be given Hostel accommodation.
10. "No Dues Certificate" will be issued from the hostel only to those students who have cleared all the dues to the hostel. The Chief Warden will report to the Registrar the names of the defaulters of the hostel dues for further action.
11. After examination and before leaving the hostel, the residents should submit the photocopy of "No Dues Slip" signed by hostel attendant & hostel I-card to their respective warden. The slip is checked before allotting the hostel in next session.

12. The students who wish to withdraw their hostel seat with in 1 month of allotment, refund will be made after deducting appropriate charges. But NO REFUND WILL BE MADE after that in the Hostel and Mess charges. However, they are not required to pay the Mess bill from next month.
13. The students who want to leave the hostel and have cleared all the dues, their security will be refunded after following the due procedure.
14. The total seats in the Hostel will be divided among different programmes being carried out in the University Campus. The allotment of seats will follow the pattern given below:

<b>Programme</b>	<b>Seat allotted(%)</b>	<b>Programme</b>	<b>Seat allotted (%)</b>
B. Tech (1 <sup>st</sup> year)	30	MBA (1 <sup>st</sup> year)	4
B. Tech (2 <sup>nd</sup> & 3 <sup>rd</sup> year)	10	MBA (2 <sup>nd</sup> year)	3
B. Sc/B.A (1 <sup>st</sup> year)	10	M. Sc/M.A (1 <sup>st</sup> year)	4
B. Sc/B.A (2 <sup>nd</sup> & 3 <sup>rd</sup> year)	10	M. Sc/M.A (2 <sup>nd</sup> year)	3
BBA/B.Com (1 <sup>st</sup> year)	10	M. Tech/Ph.D	6
BBA/B.Com (2 <sup>nd</sup> & 3 <sup>rd</sup> year)	10		

However, the allotment may differ depending upon the actual number of applications received and the status of vacant seats in Hostel.

14. The applicants will have to fill the application forms uploaded unto the website and submit it to the hostel office. Allocation will be carried out on first cum first basis. Priority will be given to students coming from out of state, followed by students with residential address atleast 30 km away from campus.
15. Priority shall be given to first year students. For the programmes having dissertation or project work to be carried out outside University premises, hostel will not be made available for that academic year.
16. If seats are left vacant in any programme, then they will be allotted to the applicants on the basis of application date and distance of their residence from Campus where the latter will be considered first.
17. Research scholars from other universities, under the supervision of our University's faculty, are permitted to stay in the hostel to conduct their research, subject to approval from the CHW, initially for a maximum period of one month, with the possibility of extension if necessary. Throughout their stay, they are required to pay guest hostel charges and can access the mess by paying for meals.

18. The decision of Hostel authorities will be final in all matters related to Hostel Admission, Renewal and Withdrawal.

### **(C) MESS RULES**

1. The mess is run on contract basis by reputable agencies on rates fixed by the University approved committee following established rules and protocols. The per day diet is charged which may be changed with due approval from competent authority.
2. The Mess will provide three meals a day

Breakfast	07.30 am	to	09.30 am
Lunch	12:30 pm	to	02:30 pm
Dinner	08:00 pm	to	09.30 pm
3. Students must strictly adhere to these timings.
4. The Mess timings may be modified as per the requirement.
5. Evening tea/soft drinks along with snacks may be purchased in the evening.
6. The Mess will provide utensils for students to use during meal times.
7. Students have to pay their Mess bill every month.
8. Meal charges will be taken for a minimum of 25 days by the Mess contractor for a month.
9. Students who partake meals for more than this period will be charged extra accordingly.
10. **The contractor will give 50% rebate to students if the mess is closed for a minimum of 5 days (not applicable for summer and winter vacations).**
11. During the final month of the academic session or exam period, when students depart for their homes prior to the onset of summer or winter vacations, those residing in the hostel for more than 15 days are required to pay for a minimum of 25 days' meals. Conversely, those staying for 15 days or fewer are charged on per day basis provided the mess is still running.
12. Typically, students are not permitted to reside in the hostel premises during summer or winter breaks, with the exception of University research scholars. However, during these vacation periods, the regular mess facilities will not be operational for them. Consequently, these scholars will need to organize their own meals during the vacation period
13. The Mess contractor will give rebates to all students who remain absent from mess for full day with prior information to the former through CHW/ACHW. In case, student joins in dinner of the last rebate day, charges for single diet will be taken from her.
14. No student is permitted to take the utensils to her room. This will be identified as misconduct and defaulters will be punished/ fined. However, in case of illness meals can be served in the room, on the recommendation of the Medical Officer of the University.

15. In case of student requiring the food to be packed either to consume in the room or outside (applicable only for breakfast and lunch), the student can get the food packed in personal utensils with permission from hostel staff on duty.
16. The students are not allowed to waste food. This will be considered as misconduct.
17. The quality of mess food and hygiene is periodically checked. In case of any concern, students can register their complaints or suggestions in the feedback register. For any action to be taken, a written entry in the feedback/complaint register is must.
18. No Day scholars are permitted to have lunch in Mess.
19. Students have to be appropriately dressed in the mess and the hostel staff can send the student back to the room to dress appropriately if necessary.
20. Residents will not go into the cooking area.
21. Residents of the hostels have to pay the monthly mess bills up to 12<sup>th</sup> of every month failing which the fine of Rs.10/- per day will be charged. Also, no rebate will be given to the defaulters.
22. Students can apply for a mess rebate with prior approval from the CHW/ACHW if a student is unable to avail the mess for an entire month or a significant period due to medical or other valid reasons.

#### **DISCIPLINARY ACTIONS AGAINST HOSTEL RULES VIOLATION**

The powers for disciplinary action of the Chief Warden/ Additional Chief Warden/ Wardens depending on the nature and severity of the offence by the hostel residents, shall be as under:-

1. Hostel accommodation is neither exchangeable nor transferable to any other person. In case of violation of this rule, the allottee will be fined and/or along with the admission to concerned course of the allottee as well as illegal occupant of the room may be cancelled.
2. In case somebody is found living in any room without due allotment or staying with any other person without prior permission of the Hostel Warden, and more than the permitted duration of three days then, the room will be got vacated and strict disciplinary action with recovery of rent and fine beginning from Rs. 1000/- to Rs. 2000/- (as deemed fit to be) will be imposed against the defaulter(s). **Subletters** and Sublettees both are liable to be expelled from the University and liable to handover to the Police under section 147, 148 & 448 of I.P.C.
3. No refund of any kind of fee including the Hostel Security & Mess Advance can be claimed by the resident, if a resident is asked to vacate the hostel any time during the session due to any Disciplinary Action or decision of the Proctorial Board.

4. Smoking (cigarettes/ e-cigarettes) is strictly prohibited. In case anyone found, a fine of Rs 500/- is imposed. In case of repeated violation Rs 1000/- and expulsion from hostel.
5. Use of alcohol is strictly prohibited. Any violator is to be fined Rs 5000/- and expulsion from hostel.
6. A fine of Rs 1000/- will be charged for cooking and using cooler without prior permissions or necessary payments.

The amounts of these fines are subject to amendment from time to time.

Chief Warden has the power to waive off fine imposed by Additional Chief Warden/ Warden.

### **GRIEVANCE REDRESSAL MECHANISM**

There is a separate grievance redressal committee for hostels headed by the chief warden

1. Any grievance from a resident must be first referred to the matron residing in the hostel who will inform the respective hostel warden. The warden depending upon the nature of the grievance shall ensure that it is processed by her as speedily as possible and in no case later than three days from the date of receipt of grievance or complaint.
2. In case the resident is not satisfied with the action taken by the warden, she, as the case may be, is free to bring the grievance or complaint in writing to the notice of additional chief warden as soon as the decision of the warden has been notified and in no case later than three days from the date of decision of the concerned warden. The additional chief warden shall resolve the grievance in no case later than three days from the date of receipt of grievance or complaint.
3. The complaint will be made to additional chief warden along with the copy of the decision made by the concerned warden.
4. If still not satisfied, the resident may appeal against the decision of the additional chief warden in writing to the chief warden with a copy of the decision of the additional chief warden and the warden.
5. The chief warden shall forward the complaint/appeal of the resident to the following Hostel Grievance Redressal Committee in order to resolve the matter/issue.
  - a. Chief Warden – Convener
  - b. Additional Chief Warden- Member
  - c. All wardens- Member
  - d. Three regular hostel residents- Member (to be nominated by Chief Warden in consultation with Additional Chief Warden)
6. If the hostel grievance committee fails to resolve the problem within a week, the chief warden would report the matter to the Vice Chancellor.

**Note:** The residents must follow the above hierarchical order for reporting their grievances/complaints and should not violate in any case. The complaint bypassing the above channel and reporting directly to higher authorities shall be liable for disciplinary action.

### **BOARDING AND LODGING CHARGES OF GIRLS HOSTEL AND OTHER ANNEXURES**

University Girl's Hostel is allotted to all the girls studying in the University in various courses, subject to availability, on first come first serve basis, provided their residence is not within 30 km area of the University. All Girls students must come with Hostel fees and Mess fees along with hostel allotment form. The hostel form can be downloaded from the University website. Incomplete form or without fees, or without the required affidavits Hostel will not be allotted. The Hostel Forms, fee structure and other Undertakings which need to be submitted at the time of Hostel allotment are attached as the following annexures:

**Annexure A: Hostel Charges for the session 2024-25**

**Annexure B: Other Charges/Expanses for the session 2024-25**

**Annexure C: Application Form for Girls' Hostel Accommodation (New Student)**

**Annexure D: Application Form for Girls' Hostel Accommodation (Continuing Student)**

**Annexure E: Hostel Undertaking**

**Annexure F: Girls' Hostel Withdrawal Application Form**

**Annexure G: Leave Application Form for Residents of Girl's Hostel**

**Annexure H: Affidavit of Local Guardian**

## Annexure A

### HOSTEL CHARGES FOR THE SESSION 2024-25

1. Girl's Hostel will be allotted to all the University Girls subject to availability. Hostel will be allotted on first come first serve basis. Hostel charges of **Rs 19,300/- (for New Students)/ Rs 18300/- (for Old Students)** to be deposited in form of Demand Draft in favour of “**Registrar, J.C. BOSE UST, YMCA, Faridabad**” payable at Faridabad are as per following: -

Particulars	Hostel Rent for students admitted in 2024-25	Hostel Rent for old students
Hostel Rent	Rs 12000/-	Rs 12000/-
Electricity Charges	Rs 3600/-	Rs 3600/-
Water Charges	Rs 300/-	Rs 300/-
Arrangement	Rs 2400/-	Rs 2400/-
Hostel Security (Refundable)	Rs 1000/-	-
<b>Total Rs.</b>	<b>Rs 19300/-</b>	<b>Rs 18300/-</b>

2. Following Hostel/Mess Charges i.e. **Rs. 9,975/- (for New Students)/ Rs 8,975/- (for Old Students)** will be deposited by Hosteller in the form of DD in favour of “**Chief Hostel Warden, J.C. Bose UST, YMCA, Faridabad**” payable at Faridabad.

(A) Odd Semester Charges		
Particulars	Hostel Charges for students admitted in 2024-25	Hostel Charges for old students
Advance Mess Bill to be adjusted in the last month of academic year	Rs 2500/-	Rs. 2500/-
Security (Refundable)	Rs 1000/-	-
Labor charges (Worker's Salary)	Rs 2300/-	Rs 2300/-
R.O Water Charges	Rs 400/-	Rs 400/-
Maintenance Charges	Rs 300/-	Rs 300/-
Newspaper (Student's Rooms)	Rs 100/-	Rs 100/-
Magazines / Newspapers (Reading Room)	Rs 75/-	Rs 75/-
Identity Card	Rs 25/-	Rs 25/-
Pink Diary	Rs 100/-	Rs 100/-
<b>TOTAL (A)</b>	<b>Rs 6800/-</b>	<b>Rs 5800/-</b>
(B) Even Semester Charges		
Labor charges	Rs 2300/-	Rs 2300/-
R.O Water Charges	Rs 400/-	Rs 400/-
Maintenance charges	Rs 300/-	Rs 300/-
Newspaper (Student's Room )	Rs 100/-	Rs 100/-
Magazine/ Newspapers in (Reading Room )	Rs 75/-	Rs 75/-
Total (B)	<b>Rs 3175/-</b>	<b>Rs 3175/-</b>
<b>Grand Total (A+B)</b>	<b>Rs 9975/-</b>	<b>Rs 8975/-</b>

**Note: -**

- Monthly Mess bill of Rs. 2500/- (approx.) will be charged from each student extra in addition to above on diet basis.
- If any student withdraws her hostel seat the fee refund will be made as per hostel rules.

**CHW (Girls Hostel)**



**Annexure B**  
**OTHER CHARGES/ EXPANSES FOR THE SESSION 2024-25**

The following facilities of the hostel are on chargeable basis as applicable:

<b>Sr. No.</b>	<b>Facility/ Head</b>	<b>Amount</b>	<b>Remarks</b>
1.	Guest room charges: <ul style="list-style-type: none"> <li>• For Female relative/guardian of Hostel residents</li> <li>• For Passout/ left hostel students</li> <li>• For research scholars affiliated to other Universities/ delegates participating in University Events</li> </ul>	Rs 200/- per day Rs 100/- per day Rs 100/- per day	<ul style="list-style-type: none"> <li>• Subject to availability</li> <li>• A maximum of 5 days subject to the approval of CHW/ ACHW</li> <li>• Charges are excluding the diet</li> </ul>
2.	Cooler Charges	Rs 500/- per month	Prior approval of CHW/ ACHW needed
3.	Laundry Charges	As applicable	If availing the outsourced services
4.	Evening Tea and snacks	As applicable	

**Annexure C**

**J. C. Bose University of Science and Technology, YMCA Faridabad, Haryana**

**Application Form for Girls' Hostel accommodation (New Student)**

Name: \_\_\_\_\_

Student Contact No.: \_\_\_\_\_

Father's Name & Contact No.: \_\_\_\_\_

Mother's Name & Contact No.: \_\_\_\_\_

Student Adhaar Card No.: \_\_\_\_\_

Programme: \_\_\_\_\_ Semester: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Father's Annual Income: \_\_\_\_\_

Local Guardian Name, Address & Contact No.:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Medical History if any: \_\_\_\_\_

Allergy Detail if any: \_\_\_\_\_

Anti Ragging e-affidavit Reference No. \_\_\_\_\_

Student Sign: \_\_\_\_\_

Parent's Sign: \_\_\_\_\_

**PARENT'S and LOCAL GUARDIAN'S PHOTOS**

**FOR OFFICE USE ONLY**

**Mess Charges:**

Demand Draft No. ....

Amount (in Rs.).....

Name of Issuing Bank .....

Room Allotted .....

Hostel Name.....

**Hostel Charges:**

Demand Draft No. ....

Amount (in Rs.).....

Name of Issuing Bank.....

Dealing Clerk

Warden

ACHW

CHW (Girls)

**Annexure D**

**J. C. Bose University of Science and Technology, YMCA Faridabad, Haryana**

**Application Form for Girls' Hostel accommodation (Continuing Student)**

Name: \_\_\_\_\_

Student Contact No.: \_\_\_\_\_

Father's Name & Contact No.: \_\_\_\_\_

Mother's Name & Contact No.: \_\_\_\_\_

Student Adhaar Card No.: \_\_\_\_\_

Programme: \_\_\_\_\_ Semester: \_\_\_\_\_ Roll No.: \_\_\_\_\_

Previous Hostel Name: \_\_\_\_\_ Previous Room No. : \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Father's Annual Income: \_\_\_\_\_

Local Guardian Name, Address & Contact No.: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

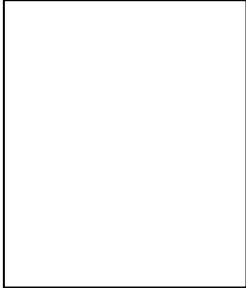
Medical History if any: \_\_\_\_\_

Allergy Detail if any: \_\_\_\_\_

Anti Ragging e-affidavit Reference No. \_\_\_\_\_

Student Sign: \_\_\_\_\_

Parent's Sign: \_\_\_\_\_



**PARENT'S and LOCAL GUARDIAN'S PHOTOS**

**FOR OFFICE USE ONLY**

**Mess Charges:**

Demand Draft No. ....

Amount (in Rs.).....

Name of Issuing Bank .....

Room Allotted .....

Hostel Name.....

**Hostel Charges:**

Demand Draft No. ....

Amount (in Rs.).....

Name of Issuing Bank.....

Dealing Clerk

Warden

ACHW

CHW (Girls)

**Annexure E**  
**J.C.BOSE University of Science and Technology, YMCA Faridabad, Haryana**

**Girls' Hostel**  
**Hostel Undertaking**

- ❖ The Hostel is allotted only for one year. I will not claim Hostel in next year.
- ❖ I will pay Rs. 500/- per month for using room cooler irrespective of its wattage in my room during summer. Prior permission is required from Warden.
- ❖ I will not use electricity appliances, such as, electric kettle, Heater, Iron, Immersion rod and if I am found using any of these items, I agree to be fined Rs. 1000/- (Rupees one thousand) at the first instant and I will have no objection if expelled from the hostel if found using any of these items for the second time.
- ❖ If I break or damage any electrical appliances, switch board or any other article, I agree to pay the total cost of the material and a fine of Rs. 1000/-.
- ❖ I will not allow any day scholar or outsider in my room and in case of its violation I may be fined Rs. 1000/-. Further, a fine of Rs. 2000/- may be charged from the day scholar or outsider found in my room.
- ❖ I will not leave the hostel without Prior permission of the Wardens/Chief Warden and I will return to hostel before the allowed/ permitted time. While going out of the Hostel, I will carry my Hostel ID Card.
- ❖ I am aware about anti-ragging law and undertake not to indulge, directly or indirectly, in any ragging activity in the hostel or university campus or outside.
- ❖ I will not misbehave with the warden, hostel staff and mess staff.
- ❖ I will not prepare/cook any type of food in the hostel.
- ❖ I will not indulge in gambling, smoking, consuming liquor, Narcotic drugs or any other intoxicant.
- ❖ I will not spoil the wall, almirah, door, window or any property of my hostel/University.
- ❖ I will not celebrate any birthday party in the hostel.
- ❖ I will not play badminton, volleyball, football etc. in garden/park/pathways/roads/corridors. I will play within specified area only.
- ❖ I may be expelled from the hostel if I make false entries or forge signatures in the pink diary while going to or coming from home.
- ❖ If I have not submitted the local guardian affidavit, I may not be allowed to leave the hostel premises with my local guardians, even in case of any emergency.
- ❖ I will adhere to mess timings and will not take mess food & utensils in the room otherwise fine of Rs. 1000/- will be paid by me.
- ❖ I will not use RO water for bathing or washing purpose. I will keep my room, washroom & corridor clean. Otherwise I may fined of Rs. 1000/-.

I..... Course..... Branch/Year.....

D/o Sh./Smt. ....do affirm that I have read all the rules and regulations regarding Hostel as mentioned in the 'Policy on Hostel Rules & Student Conduct' available on the University website and will follow the same. I will also abide by the rules/policies/orders/instructions issued from time to time. I fully understand that in case of violation of any of the rules/policies/orders/instructions, I may be imposed penalty which may include expulsion/suspension from the hostel and/or even rustication from the hostel and/or rustication from the university.

Signature of Student:

Mob. No.

Date:

Signature of Parent/Local Guardian

Mob. No.

Date:

**Annexure F**

**J. C. Bose University of Science and Technology, YMCA Faridabad, Faridabad**

**Girls' Hostel Withdrawal Application Form**

Name: \_\_\_\_\_

Student Contact No.: \_\_\_\_\_

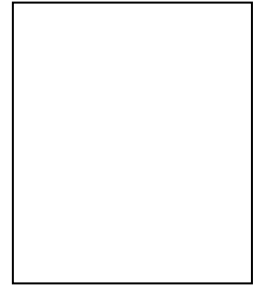
Father's Name & Contact No.: \_\_\_\_\_

Mother's Name & Contact No.: \_\_\_\_\_

Programme: \_\_\_\_\_ Semester: \_\_\_\_\_

Roll No. \_\_\_\_\_ Hostel Name: \_\_\_\_\_ Room No.: \_\_\_\_\_

Reason for Leaving the Hostel: \_\_\_\_\_



Student's Sign: \_\_\_\_\_

Parent's Sign: \_\_\_\_\_

Warden: \_\_\_\_\_

**For Office Use Only**

Refund applicable or not: \_\_\_\_\_

Refund Amount if applicable: \_\_\_\_\_

**Refund Detail**

Refund Amount: \_\_\_\_\_ Cheque No.: \_\_\_\_\_ Dated: \_\_\_\_\_

A/C No.: **15716** In Favour of: \_\_\_\_\_

Dealing Clerk

ACHW (Girls' Hostel)

Chief Warden (Girls' Hostel)



**Annexure G**

**J. C. Bose University of Science and Technology, YMCA, Faridabad, Haryana  
(Leave Application Form for Resident of Girls' Hostel)**

Name of Student: \_\_\_\_\_

Roll No.: \_\_\_\_\_ Branch: \_\_\_\_\_

Room No.: \_\_\_\_\_ Hostel: \_\_\_\_\_

No. of days of leave: \_\_\_\_\_ Place: \_\_\_\_\_

Reason: \_\_\_\_\_ Time of Leaving the Hostel: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Approx time of Return: \_\_\_\_\_

Student Sign: \_\_\_\_\_ Parents/ Guardian Sign: \_\_\_\_\_

Sign.of Chairperson or Faculty: \_\_\_\_\_

(In Case of student whenever leave hostel for University work beyond hostel time)

**Annexure H**

**AFFIDAVIT BY THE PARENTS**

I \_\_\_\_\_ Father/ Mother of \_\_\_\_\_, Address \_\_\_\_\_, do hereby solemnly affirm and declare as under:-

1. That I am a resident of above said address.
2. That \_\_\_\_\_ is my daughter who is studying in \_\_\_\_\_ in J. C. Bose University of Science and Technology, YMCA Faridabad, Haryana.
3. That I declare that \_\_\_\_\_ R/o \_\_\_\_\_, is her \_\_\_\_\_. I declare that I allow my daughter for going to her local guardian's house at any time only after obtaining due permission from the hostel authorities and thereafter if any mishappening arises in future during transit/ visit to the local guardian's home, Girls' Hostel will not be responsible for the same.
4. That the above said statements are true and correct.

**VERIFICATION:-**

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there in.

DEPONENT