

**Policy**  
**on**  
**Hostel Rules and Student Conduct**



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## Table of Contents

<b>Sr. No</b>	<b>Content</b>	<b>Page No.</b>
1.	Preamble	3
2.	Objective	3
3.	Hostel Facilities	3
4.	Hostel Rules  (A) General Rules  (B) Admission, Renewal and Withdrawal Rules  (C) Mess Rules	5
5.	Disciplinary Actions	12
6.	Grievance Redressal Mechanism	12

## **PREAMBLE**

This policy identifies the standard code of conduct expected from girl students boarding in the University Girls Hostel. This document lays out the moral and ethical behaviour expected and desired from the students to maintain safety, congeniality and stress-free environment to boost their studies and development. This also identifies the code of conduct with which the University aligns itself and instills to generate trust and solidarity from all involved stakeholders.

## **OBJECTIVE**

The document aims at the following objectives:

1. To generate a homely atmosphere for students to relax and rejuvenate.
2. To generate friendly interactions among students.
3. To avoid misbehavior by students.
4. To avoid student confrontations and violence.
5. To avoid ragging and bullying of any form.
6. To initiate model actions and steps to discipline students for prevention of other misconducts.

## **HOSTEL FACILITIES**

The University Girls Hostel consists of two expansive buildings: Kalpana Chawla, Mother Teresa, Sarojini, and Kasturba Hall form one complex, while the recently built A. Lalitha Hostel stands adjacent to it. The following facilities are being provided in the hostel.

1. Four and three seater capacity, well ventilated and spacious 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.

## 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 the 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.