

# HOSTEL PROSPECTUS AND INFORMATION BROCHURE 2018-19



**Chaudhary Ranbir Singh University, Jind**

(Established by the State Legislature Act 28 of 2014 and Recognized under Section 12(b) & 2(f) of UGC Act, 1956)

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## उत्तिष्ठत जाग्रत प्राप्य: वरान्निबोधत

शिक्षा वह प्रकाश है जो हमें कर्तव्य का पथ दर्शाता है। जब शिक्षा रूपी मशाल जलती है तो अज्ञानता का अंधकार दूर होता है। शिक्षा के आलोक में ही मनुष्य अपने कर्तव्य को पहचान कर देश और समाज की उन्नति के लिए सहयोग की भावना से हाथ बढ़ाता है। इसे हम यँ भी समझ सकते हैं कि शिक्षा ही मनुष्य को मनुष्य से जोड़ती है और इस परस्पर जुड़ाव और सहयोग से ही विकास का मार्ग प्रशस्त होता है, जो कि शिक्षा का वास्तविक उद्देश्य और जीवन का सर्वोपरि लक्ष्य है। इस लक्ष्य की प्राप्ति के लिए मनुष्य को निरन्तर प्रयत्न करते रहना चाहिए। आलस्य और दुविधा को त्याग कर हमें संकल्पबद्ध होकर उठ खड़े होना है और जीवन के परम लक्ष्य की प्राप्ति के लिए लिए जुट जाना है। इसी भाव के साथ ही चौधरी रणवीर सिंह विश्वविद्यालय ने इस उपनिषद् कथन को अपना ध्येय-वाक्य बनाया है - 'उत्तिष्ठत जाग्रत प्राप्य: वरान्निबोधत' अर्थात् उठो, जागो और बोध (ज्ञान) से अपने वरेण्य (लक्ष्य) को प्राप्त करो!

## *Vision*

To create the most conducive ambience for the production and dissemination of knowledge guided by innovative thinking, scientific enquiry, sublime human values, sustainable ecology, and democratic ethos.

## *Mission*

The university is committed to celebrating the national traditions, culture, heritage and folklore. We aim to strengthen the emerging spheres of knowledge and explore the unmapped horizons of knowledge. We aspire to inculcate human values among the learners, practice multidisciplinary and inter-disciplinary approach in dissemination of knowledge, establish the university as the pride of the region and create world class infrastructure to facilitate the students to engage in rigorous academic and research activities.

## *Quality Policy*

The objective is to establish a quality regime that aims at making continual improvement in education systems for the benefit of all the stakeholders in terms of accessibility, productivity and excellence in the field of higher education.

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## OFFICERS OF THE UNIVERSITY

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6. **Dr. Jyoti Sheoran**      **Chief Hostel Warden**      9416721206  
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7. **Dr. Rajesh Bansal**      **Controller of Examination**      01681-241003  
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### Important Offices

| <b>Sr. No.</b> | <b>Name</b>       | <b>Designation</b>   | <b>Phone No.(Office)</b> |
|----------------|-------------------|----------------------|--------------------------|
| 1.             | Dr. Jyoti Sheoran | Chief Warden         | 01681-241026             |
| 2.             | Dr. Jasvir Singh  | Warden, Boys Hostel  | 01681-241014             |
| 3.             | Ms. Khushboo Arya | Warden, Girls Hostel | 01681-241026             |

# **CHAUDHARY RANBIR SINGH UNIVERSITY, JIND**

## **HOSTEL RULES AND REGULATIONS**

### **1. GENERAL**

- 1.1. These rules shall be known as “Hostel Rules & Regulations”.
- 1.2. These rules shall supersede all the previous “Hostel Rules & Regulations”.
- 1.3. These rules shall come into force from the beginning the academic session 2018-19.
- 1.4. These rules shall apply to all hostel residents of the hostels of the University.
- 1.5. A student, who violates the rules of the Hostel or causes indiscipline, may be fined and/or rusticated from the Hostel/University. If a student indulges in violent activity, she/he will be immediately suspended from the Hostel and his/her entry to the Hostel will be banned. She/he may be suspended from the Department as well.
- 1.6. Ignorance of Hostel rules will not be taken as an excuse for avoiding any disciplinary action.
- 1.7. No student will be allowed to join hostel without:
  - a) Fee receipts (Both University and Hostel)
  - b) Hostel Accommodation cum Pledge Form
  - c) Medical Fitness Certificate
- 1.8. The University reserves the right to make changes in residential facility, room allotted and various provisions and facilities in the accommodation as deemed appropriate from time to time.
- 1.9. Chief Warden and Warden are authorized to inspect, and may direct the hostel staff to inspect the hostel rooms, bags, almirahs or any of the students personal belongings at any time during day and/or night and as and when required.
- 1.10. The University does not own responsibility of valuables, especially mobile phones, jewellery and cash of resident students. They are, therefore, advised not to keep such valuables with them.
- 1.11. Students are not allowed to stay in the hostel during winter break or summer vacation. However, in case of an emergency, arrangements can be made for their stay only after getting special permission from the Vice Chancellor.
- 1.12. If, at any stage, it is found that the information given to the hostel authorities by the students or the parents is wrong, strict action will be taken immediately by the authorities.
- 1.13. Possession and consumption of any kind of intoxicants/drugs will result in immediate expulsion from the hostel.

## **NOTE**

- I. THE ADMISSION TO HOSTEL WILL BE MADE STRICTLY IN ACCORDANCE WITH THE MERIT OF THE STUDENT.
- II. THE HOSTELLERS ARE REQUIRED TO VACATE THEIR ROOMS IMMEDIATELY WITHIN 24 HOURS AFTER THEIR EXAMINATIONS ARE OVER. IN CASE OF NON-VACATION OF ROOMS, A FINE OF RS. 50 PER DAY WILL BE IMPOSED UPTO 10 DAYS AFTER WHICH THE STUDENT WILL BE LIABLE FOR DISCIPLINARY ACTION AND HIS/HER SECURITY WILL BE FORFEITED.

## **2. HOSTEL ADMINISTRATION**

- 2.1. Every Hostel shall have a Warden, who will be responsible for the administration of the Hostel and for the enforcement of the Hostel Rules. The Warden will be appointed by the Hon'ble Vice-Chancellor on the recommendations of the Chief Warden from amongst the members of the Faculty.
- 2.2. The Warden will have the following responsibilities:
  - a) She/he will be responsible for the allotment of Hostel rooms in accordance with the policy laid down by the university and for the maintenance of discipline within the hostel.
  - b) She/he (In case of teacher Warden) will normally attend the Hostel office daily for one hour, on all working days.
  - c) She/he shall report to the Medical Officer all cases of illness or accidents and ensure that the students concerned receive proper medical care. She/he will also inform the Chief Warden of all such cases.
  - d) She/he will inspect the kitchen, the dining room, the common room, the bath rooms and lavatories etc. regularly, and when any defect/ flaw is noticed, he/she will have it set right by his/her staff. If the defect is such as cannot be remedied by his/her staff, he/she will report to the Superintending Engineer/Supervisor, under intimation to the Chief Warden.
  - e) She/he will appoint the prefects of the Hostel as prescribed in the relevant rule and supervise their work.
  - f) She/he shall ensure that no unauthorized person stays in the hostel and will grant permission for the stay of guests.
  - g) She/he shall, with the help of his/her staff, check the unauthorized use of electrical



appliances.

- h) She/he will be responsible for the proper organization and conduct of Hostel functions, festivals etc.

### **3. DISCIPLINARY POWERS, ROLES AND RESPONSIBILITIES**

3.1. The Powers for disciplinary action of the Chief Warden/Warden shall be as under, the punishment depending on the nature and severity of the offence.

#### **CHIEF WARDEN**

- a) Warning
- b) Fine up to Rs. 2,000/-.
- c) Waive off fine imposed by Warden.
- d) Placement on Conduct Probation.
- e) To recommend temporary or permanent withdrawal of concession/ aids/ stipends/ scholarships/ fellowships.
- f) Expulsion from the Hostel.
- g) Banning the entry in the Hostel.
- h) Confiscation of a security deposit at the discretion of the Chief Warden in the event of the student being found guilty of indiscipline.
- i) Recommend rustication from university.

#### **WARDEN**

- a) Warning
  - b) Fine up to Rs. 1,000/-.
  - c) Warden will supervise the work of Hostel Attendants/Hostel Care Takers/Prefects in the matters related to discipline/ragging/food arrangements/welfare activities in the hostels.
  - d) Expulsion from Hostel in consultation with the Chief Warden.
  - e) Banning the entry in the Hostel.
- 3.2. The Warden will have the authority to enter in the room of any student and also make a search of the room, when necessary. She/he will also have the authority to break open the lock of any room and also to shift the belongings of a student to any other place if needed.
- 3.3. The Warden will have the authority to confiscate any unauthorized electric appliances/gadgets being used by a resident and also to impose or recommend the imposition of a fine for such unauthorized use.
- 3.4. Subject to the instructions that may be issued from time to time by the Chief Warden,

Warden will make allotment/ re-allotment of rooms in his/her Hostel and such allotment shall be final.

#### **4. ELIGIBILITY/ADMISSION CRITERIA**

- 4.1. Hostel accommodation will be provided only to the students admitted in Chaudhary Ranbir Singh University as regular students on yearly basis.
- 4.2. Admission to the Hostel cannot be claimed as a matter of right.
- 4.3. All rights of admission to the University Hostels are reserved with the Chief Warden.
- 4.4. Admission to the University Hostel will open at the beginning of the academic session. Admission to hostel is subject to the availability of accommodation. Desirous SC/ST/OBC students will be given preference.
- 4.5. Either of the parents of applicant must not be residing within 30 kms radius of the University Campus at the time of admission. Proof of residence in the form of self-attested photocopy of Aadhar Card is to be submitted along with application. (Original copy of the document is to be produced at the time Admission only). An affidavit has to be submitted with the application form stating that there is no house in the name of either of parents as well as parents are not residing within the 30 kms radius of the University Campus.
- 4.6. Returning students must submit a fresh declaration regarding their parents' residential address at the beginning of each academic year.
- 4.7. In case a resident's parents change their residence, he/she should immediately inform the Hostel Office in writing so that his/her eligibility can be verified afresh. Suppression of information will invite disciplinary action.
- 4.8. In special circumstances the Vice-Chancellor may provide accommodation to a needy and deserving candidate.
- 4.9. The Hostel Committee is empowered to verify the credentials and may seek additional information in this regard during interaction with parents/local guardian at the time of admission.
- 4.10. If the student has applied for bus pass, he/she will not be entitled for hostel accommodation.
- 4.11. 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.
- 4.12. Basis of Allotment for Fresh/New Students
  - 4.12.1. Student who has secured admission to the UTD is eligible for Hostel

accommodation based on the merit of marks obtained in the qualifying examination(s).

4.12.2. In case of tie in merit, distance between the residence and university campus (farthest distance shall be preferred) shall be considered to decide the ranking of the candidate.

#### 4.13. Basis of Allotment for Returning/Old Students

4.13.1. Admissions to the hostel shall be considered afresh every year, based on performance in the previous year examination.

4.13.2. No disciplinary action has been taken against the candidate by the University Discipline Committee or Hostel Committee.

4.13.3. For the Academic Year 2017-18 the candidate should have attended 66.67% or more classes (Lecture + Tutorial + Practical) out of the total classes held during the Previous Academic Year (Both Semesters taken together).

4.13.4. For the Academic Year 2018-19 and onwards the requirement of attendance of classes (Lecture + Tutorial + Practical) shall be raised to 75% or more of the total classes held during the Previous Academic Year (Both Semesters taken together).

4.13.5. Students will be admitted on the basis of behavioral merit of the previous year (Both Semester taken together) and interview.

4.13.6. In case of tie in merit, distance between the residence and university campus (farthest distance shall be preferred) shall be considered to decide the ranking of the candidate.

4.13.7. Regularity in payment of Hostel dues during previous years shall be considered during allotment of rooms to returning students.

4.13.8. A hosteller who has passed an examination of the University and has not received any discredit in the Hostel and/or outside will be eligible for re-admission to the same hostel or fresh admission to any other hostel subject to other relevant rules.

#### 4.14. A hosteller shall earn discredit if:

- a) His/her stay in the hostel has not been found congenial to the hostel atmosphere.
- b) Disciplinary action has been taken against him/her or a criminal charge has been registered or is pending against him/her from previous year or a FIR has been lodged/an enquiry is in progress against him/her.
- c) She/he has been a habitual defaulter in making payment of Mess/Hostel and/or other College/Department dues.
- d) She/he has been irregular in attending the class lectures and/or has failed to show

good performance in studies or has failed to appear in the examination/tests.

- e) She/he has failed to vacate his/her room within 48 hours after completion of his/her examination as required under the rules or has not obtained the 'No Dues Certificate' from the Warden on leaving the hostel after vacating the room.
- f) She/he has persistently shown non co-operation in hostel activities.
- g) She/he was found guilty of misbehavior with the Chief Warden/Warden/hostel employee(s) or fellow hostellers, and had failed to improve his/her conduct in spite of verbal/written warning by the hostel administration.
- h) She/he has been found stealing hostel property like, fans electric bulbs, tube-lights, curtains, utensils, etc.
- i) She/he tries to cause any damage to the hostel property.
- j) She/he has in possession any article belonging to the Hostel/University which he/she had taken away without prior permission of the concerned authorities.
- k) She/he is found sharing his/her room with any outsider without the written prior permission of the Warden.
- l) She/he is found involved in other illegal activities including gambling, ragging and making noise at night etc.

4.15. A hosteller who voluntarily discontinues, or is made to discontinue, his/her stay at the hostel in any session for any reason, will forfeit his/her claim for re-admission for the following year. He/she can, however, be considered as a case of fresh admission, in which situation all the rules relating to fresh admission, for example, allotment of the hostel, qualifying examination, determination of merit etc. will be applicable to him/her.

4.16. Suppression of the facts or wrong information pertaining to any of these eligibility criteria would make the students liable to disciplinary action as deemed fit by the Hostel Committee.

4.17. A student suffering from an infectious disease will not be allowed to stay in the hostel till he/she produces a certificate of medical fitness from the Medical Officer of the University or Civil Surgeon.

4.18. Admission of a student in the hostel shall stand automatically cancelled on cancellation of her admission to a course in the University or in case the student himself/herself discontinues studies.

4.19. An employee of any other organization/Office/Department Joining a full-time course in the University without obtaining study leave from his/her employer, for the total duration of the course will not be allowed the accommodation in University Hostels.

- 4.20. Research Scholars and M. Phil students will submit the undertaking duly signed by his/her Supervisor/Guide and countersigned by the Incharge/Chairperson of the department declaring that his/her stay is mandatory in the hostel, otherwise no room will be provided.
- 4.21. Each resident must have a Local Guardian, who would be responsible for the welfare of the resident in case of an emergency or illness. In no case shall a Local Guardian be a student. The name of the Local Guardian stated in the Hostel Admission Form will be subject to approval of the Hostel authorities. The Chief Warden reserves the right to ask for a change of Local Guardian. Any change in Local Guardian requires prior approval of the Chief Warden.
- 4.22. Admission in the Hostel shall be cancelled and security deposit forfeited if false statement/address/telephone number is given in the Hostel admission form.
- 4.23. A student must join the Hostel within two weeks from the date of admission to the Hostel. Any resident who fails to occupy the allotted room within the stipulated period, or remain absent for more than a month, after taking possession of his/her room, shall automatically cease to be a resident of the Hostel.
- 4.24. Complaints, if any against the admission list of the Hostel should be given in writing to the Warden within three days of the display of the list. These complaints, if deemed necessary by the warden, will be reviewed in a meeting of the Hostel Admission Committee.

## **5. CHECKLIST FOR APPLYING FOR ADMISSION**

- a) Completed Application cum Pledge Form
- b) Three Passport size photographs
- c) Proof of present residence with copy of Aadhar card, Voter I Card, or equivalent document
- d) University Admission Fee Receipt
- e) Residence Certificate issued by a competent local authority. The certificate could be from the District Magistrate, the local employer of the parent or an Affidavit Medical Certificate (Civil Hospital)
- f) Caste Certificate or Certificate of Physical Disability (if applicable)
- g) Self-attested copy of relevant documents (Mark sheet of qualifying exam, category Certificate)
- h) Proof of local guardian's residential address, i.e., self attested photocopy of any one of the following: Voter I-Card/PAN Card/ Passport/ Driving License, Aadhar Card

etc. and one copy of attested photograph

## **6. RESIDENCE RULES**

- 6.1. Residents must conduct themselves with dignity and decorum at all times in the Hostels.
- 6.2. They should not disturb other residents in any manner.
- 6.3. Use of abusive language, tearing of pages from magazines, periodicals and newspapers, playing of cards or any other act of breach of hostel discipline will be treated as violation of hostel rules and will invoke necessary punishment.
- 6.4. No resident is allowed to change his/her room without prior written permission of the Warden.
- 6.5. Residents are not allowed to handover keys of their rooms to any person other than the Hostel staff.
- 6.6. Every resident is responsible for the care of the hostel property. Residents found responsible for any damage to the hostel property will be charged for damage, individually or collectively, as the case may be, and disciplinary action will be taken as per rules.
- 6.7. Every resident is compulsorily a member of the Hostel Mess. The Hostel Mess may/may not function during summer vacation for those who are permitted to stay in the Hostel during the vacation. Cooking in the rooms is strictly prohibited.
- 6.8. Residents should intimate in writing to the Hostel Office immediately regarding any changes in the addresses, email-ids and telephone/mobile no. of parents and local guardians duly verified by the parents/guardian.
- 6.9. Residents who take up part-time jobs or discontinue their studies in the middle of the session shall inform the Hostel Office in writing and leave the Hostel immediately after clearing all the dues.
- 6.10. No guest is allowed to stay in the hostel during night. However, under unavoidable circumstances a guest can be given permission to stay in the University Guest House depending upon the availability of the room. The guest shall have to pay the fixed rent of room.
- 6.11. Residents who own music players/computers or any other sound producing equipment are to ensure that other residents are not disturbed due to above mentioned equipments. If any complaint in this regard is obtained, the matter will be dealt seriously and action will be taken accordingly.
- 6.12. The University reserves the right to get the hostels vacated only under unavoidable circumstances or for hosting seminars during the summer and winter breaks. However,

arrangement will be made to store the luggage of the hostel resident in store room of the hostel.

- 6.13. A Hostel Resident can be expelled from the hostel and apart from legal action; his/her security deposit will be confiscated for unauthorized use and /or illegal possession of the hostel rooms.
- 6.14. Hostel residents must keep the Hostel identity cards always with them and should produce the same whenever asked by the concerned authorities.
- 6.15. Students can meet the Warden in the office during the specified time for official work.
- 6.16. Room sharing will be compulsory for all students.
- 6.17. Once allotted, no Hostel resident is allowed to change his/her room at his/her own.
- 6.18. 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 the allottee as well as the illegal occupant of the room. In case somebody is found living in any room without due allotment or staying with any other person without prior permission of the competent authority, the room will be vacated and strict disciplinary action with recovery of room charges and fine upto Rs. 1,000/- will be imposed. In addition, other suitable penal action may also be initiated by the authority.
- 6.19. No Hostel Resident is allowed to keep car, bike with engine capacity of 300 c.c. or more. Hostel Residents shall park their cycles, scooters, motorbikes etc. in the parking space and nowhere else. They will get their vehicles insured against such loss or theft. They will also get stickers issued from the University's security office.
- 6.20. Indiscipline, misbehavior, gambling and keeping arms ammunition in the four walls of the Hostel or the hostel room are strictly prohibited. Violations of the above will make the Hostel resident liable to disciplinary action that may include eviction from hostel.
- 6.21. Smoking or drinking or use of any other intoxicant/drugs by the hostel residents or their guests is strictly prohibited.
- 6.22. The use of TV, stereo, radio or transistor/desk computer and electrical iron in the room is strictly prohibited.
- 6.23. Certain equipments may be used by residents only after acquiring permission for the use of the same. Following charges shall be payable for use of such equipments:

|         |                     |
|---------|---------------------|
| Coolers | Rs. 500/- per month |
|---------|---------------------|

|                 |                     |
|-----------------|---------------------|
| Electric Kettle | Rs. 250/- per month |
|-----------------|---------------------|

Note: In case any resident is found using Cooler/Electric kettle etc. without prior permission, she will have to pay charges for six months plus fine up to Rs. 1,000/- as

- imposed by the Warden. Other disciplinary action may also be taken by the Warden including vacation of the room. There will be no charge for use of laptop but the prior permission of the Warden is mandatory. The residents who want to use Cooler/Electric kettle etc, must deposit the aforesaid amount and produce the receipt to the Warden.
- 6.24. The hostel resident is expected to maintain discipline and have good conduct. University authorities can ask any Hostel Resident to vacate the room at any time on account of bad character or ill health.
- 6.25. A hostel resident may be asked to open his/her room, almirahs etc. for inspection by the Chief Warden/Warden whenever required.
- 6.26. At night the hostel residents will sleep in their own rooms. A hostler cannot sleep in another room without prior permission of the warden.
- 6.27. No meeting can be held within the premises (boundary) of the hostel without the prior/written permission of the Warden.
- 6.28. Hostel residents will make proper use of TV, newspapers, magazines, and indoor games provided in the common rooms. Hostel warden will fix the timings of the common rooms and prefects will be appointed to look after their functioning. Eatables, snacks, Tea etc, are strictly prohibited in the common room.
- 6.29. In case of nonpayment of the hostel dues, warden can get the room vacated after informing the Chief Warden.
- 6.30. If any hostel resident tries to enter the room by breaking the lock or through the window or by smashing the windowpane he/she will be fined Rs. 500/- and will also have to pay the cost of repair. Disciplinary action will be taken against him/her by the authorities.
- 6.31. In Boys' Hostel only males would be allowed to enter the hostel room. Similarly, in Girls' Hostel only females would be allowed to enter the hostel room.
- 6.32. Hostel residents are instructed to see the notice board twice a day.
- 6.33. If the Parents/Guardians of the Hostel Resident don't respond to the call of authorities in an emergent situation, the entire responsibility would fall upon the Parents/Guardians.
- 6.34. If any student is suffering from serious chronic disease, he/she must fill the same in the hostel admission form. He/she will be allotted accommodation in the hostel only on recommendation of the senior medical officer.
- 6.35. Hostel workers are not to be mistreated. Any complaint of indiscipline or insolence against workers must be reported to the Warden immediately.
- 6.36. Students, who do not make entries in the entry registers, shall be fined Rs. 100/- per



incident, which will not be remitted under any circumstances. Students found repeating this for more than three times will be liable to strict disciplinary action.

- 6.37. Lights should be switched off and taps should be closed when not required. Tea leaves or any sort of garbage/waste should not be thrown into the sinks, corridors etc.
- 6.38. Residents are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in hostel compounds and corridors, plucking of flowers, crossing of flowerbeds and lawns is prohibited and punishable.
- 6.39. All orders which are notified from time to time will be binding on the residents.
- 6.40. If any resident wants to make a representation to the Chief Warden/Warden, he/she should do so through a proper channel.
- 6.41. In case of any complaint the resident will approach the Warden, if the Warden deems it necessary he/she shall forward the complaint to Chief Warden and higher authorities. The higher authorities will not entertain any complaint directly.

## **7. SPECIAL RULES FOR GIRLS HOSTEL ONLY**

- 7.1. All the residents are expected to be in their rooms at the time of roll-call which will be taken by the lady warden on timings fixed as under:

|        |                                |
|--------|--------------------------------|
| Summer | 7:30 p.m. (April to September) |
| Winter | 5:30 p.m. (October to March)   |
- 7.2. The resident staying in the department after the regular departmental hours should submit written permission from the Chairperson/Supervisor of the Department to the Lady Warden.
- 7.3. All applications for any kind of leave should be written by the resident student herself and submitted to Lady Warden giving full address of the place where they intend to go.
- 7.4. Leave must be got sanctioned before a student avails it. Residents, who absent themselves in anticipation of sanction, will ordinarily be considered as absent without leave.
- 7.5. The resident should bear the hostel identity card.
- 7.6. The hostel gate will close 15 minutes earlier before the attendance. After the above mentioned hours late entries will be made in the register maintained for the purpose by the night attendant. Further, the Chief Warden may change hostel timings according to circumstances.
- 7.7. In case of late entry in the girl's hostels, appropriate disciplinary action will be taken.
- 7.8. First late entry to the residents may be allowed with a warning/fine and that for second instance the student may be expelled.

- 7.9. Residents returning from home must report themselves before the roll call time.
- 7.10. At the time of admission of their ward, parents/guardians must submit a list of relatives/visitors/guardians with ID proof to the lady warden, whose names and signs will be approved by the parents. Only these 4 visitors will be allowed to see the girl and accompany her. (No. of visitor's allowed per student cannot exceed 4 people.) The visitors are expected to sign the visitor's register and state their relation.
- Four visitor cards are to be duly filled in duplicates. Residents will have to produce the visitor card, if they want to meet the visitors in the visitor room. Duplicate visitor cards will be retained by the Warden Office.
- 7.11. Students are required to meet the visitors in the Visitors' Room only.
- 7.12. In special cases, when girl students are required to leave the station, written permission of the Chairperson of the Department concerned must be submitted to the Warden.
- 7.13. Visitors and residents are to observe visiting hours strictly as notified by the Warden from time to time. The residents coming to the hostels after 7.15 p.m. in summer and 5.15 p.m. in winter will make necessary entry in the register at the main gate and submit their identity card to the Security Guard on duty, which can be collected from Warden the next day.

**Residents coming late without prior permission will be fined/punished including disciplinary action against them as mentioned earlier.**

## **8. SPECIAL RULES FOR BOYS HOSTEL ONLY**

- 8.1. In boys hostel residents can't come in or move out after 10.00 PM. The duration of time during exams can be extended for boys only with the prior permission of the competent authority.
- 8.2. In the boys' hostel, non-residents are not allowed to enter the hostel from 6.00 PM to 8.00 AM.

## **9. ATTENDANCE AND LEAVE**

- 9.1. Leave for absence from the department shall not automatically entitle a student to leave the hostel without the permission of the Warden. When a student wishes to leave the hostel for one or more days or night, he/she may apply to the Warden, in writing and get his/her permission. Leave should be got sanctioned before it is availed off.
- 9.2. A student absenting himself/herself from the hostel without getting his/her leave sanctioned may be subjected to a fine or other disciplinary action.
- 9.3. A register will be maintained for the purpose by the security guard in which due entries will be made by boarders coming late in the night or after closing time of hostel gate

whichever is applicable.

- 9.4. Continuous absence from the hostel without permission for two days will be intimated to the parents/guardians, immediately and will render the defaulter liable to disciplinary action.
- 9.5. All residents are required to be in their rooms at the time of roll-call. Students not found present at the time of roll-calls, will be fined Rs. 10/- per instance upto a total of five instances, where after, a fine of Rs. 500/- will be charged per instance, which will not be remitted under any circumstances. Also strict disciplinary action will be taken against the defaulting residents.
- 9.6. Application for absence from the hostel, for more than four days, must ordinarily be supported by guardian's permission.
- 9.7. Coming late to the Hostel or absenting for the night from the Hostel without prior permission will be treated as serious offence. The names of the residents, who repeated violation of the rule, will be reported to the Vice Chancellor and they will render themselves liable to expulsion from the Hostels.

## **10. FURNITURE AND EQUIPMENT**

- 10.1. Students shall keep their rooms neat and clean and shall be responsible jointly or individually for the furniture issued to them and for the fixture present in their rooms at the time of occupying. If a student observes any damages or defect in the furniture issued to him/her or in the permanent fittings in his/her room or 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 occupying the room.
- 10.2. Furniture shall not be moved 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 student rooms. Anybody indulging in such activities will be liable to disciplinary action (including fine up to Rs. 50/- per article).
- 10.3. When a student vacates his/her room before the Summer Break or after withdrawal or expulsion, he/she shall handover all the hostel furniture and other property issued to him/her to attendant/security-man failing which he/she shall be liable to pay the entire cost of such furniture or other property. Repair charges for any damage to the furniture will also have to be paid by the resident's along with a penalty of Rs. 100/- for not handing over the charge.
- 10.4. Mishandling of TV, Indoor Games, Water Cooler or other property in Common Room,

Mess, Guest Room may lead to fine up to Rs. 100/- or the cost of repair whichever is higher.

10.5. Any loss of collective property such as furniture/utensil and any such item i.e. used collectively shall be the liability on all residents, the fine for such damage will be borne collectively by the residents of the hostel concerned.

## **11. MESS RULES**

11.1. The residents will have to make advance payment of mess dues.

11.2. If a resident goes out for a day or two, she/he will not be given any exemption in mess dues, however, if the number of days is four or more, her/his diets can be shifted to next month provided that the concerned resident informs the mess contractor in writing.

11.3. A minimum of 20 diet dues will be charged from every hostel resident.

11.4. In case any resident doesn't pay mess dues in time, she/he may be expelled from hostel.

## **12. CURBING THE MENACE OF RAGGING**

Ragging is totally prohibited in the University/hostels and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as under the penal law for the time being in force.

### **12.1. Anti-Ragging Committee for UTD's and Hostel as under:**

#### **For UTD's**

|                                          |          |
|------------------------------------------|----------|
| Prof. Sandeep Berwal, Dept. of Education | Chairman |
| Dr. Anupam Bhatia, Dept. of CSA          | Member   |
| Ms. Sunita, Dept. of Mathematics         | Member   |
| Nominated after admission 2018-19        | Member   |
| Nominated after admission 2018-19        | Member   |

#### **For Girl's Hostel**

|                                       |          |
|---------------------------------------|----------|
| Dr. Jyoti Sheoran, Dept. of English   | Chairman |
| Dr. Jasvir Singh, Dept. of Management | Member   |
| Ms. Khushboo Arya, Dept. of Yoga      | Member   |
| Nominated after admission 2018-19     | Member   |
| Nominated after admission 2018-19     | Member   |

#### **For Boys' Hostel**

|                                         |          |
|-----------------------------------------|----------|
| Prof. S.K. Sinha, Dean Academic Affairs | Chairman |
| Dr. Jasvir Singh, Dept. of Management   | Member   |

|                                   |        |
|-----------------------------------|--------|
| Dr. Anupam Bhatia, Dept. of CSA   | Member |
| Nominated after admission 2018-19 | Member |
| Nominated after admission 2018-19 | Member |

## **12.2. Instructions against Ragging**

We take pride in informing all those desirous of seeking admission, that over all these years, our University has the best traditions of maintaining a healthy and congenial academic environment. We are also glad to convey that with the determined and sincere efforts of our senior students and faculty, our campus has been free from the menace of Ragging.

## **12.3. Ragging Constitutes**

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, e-mails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

All the senior students are advised to guide and treat junior students affectionately. Junior students may contact their Chairpersons or other University functionaries like Dean, Faculty Concerned, Chief Warden, Wardens or Security Officer for help and guidance.

### 13. HOTEL CHARGES AND REALIZATION OF HOSTEL DUES

| S.No. | Particulars                    | Annual (Rupees)     |
|-------|--------------------------------|---------------------|
| 1     | Accommodation charges          | 2000/-              |
| 2     | Water and Electricity Charges  | 2000/-              |
| 3     | Establishment Charges          | 600/-               |
| 4     | Common Room Charges            | 300/-               |
| 5     | Furniture and Utensils Charges | 600/-               |
| 6     | Hostel Security                | 2000/- (Refundable) |
| 7     | Geyser Charges                 | 480/-               |
| 8     | Fan Charges                    |                     |
| 9     | Medical Fee                    | 20/-                |
|       | <b>Total</b>                   | <b>8000/-</b>       |

**Note: SC/ST students are exempted from Accommodation Charges.**

- 13.1. Hostel and Mess security will be refunded on the request of the residents. However, if a resident leaves the hostel or does not get accommodation in the subsequent year, his/her security will be refunded even without his/her request.
- 13.2. Old students need not to deposit security for hostel admission in the next year. However, such students shall have to pay the balance amount in case a part or whole of their security amount has been adjusted on some account.
- 13.3. In case the Mess Security falls short for recovery of Mess Dues/Canteen Dues etc., Hostel security can also be utilized for recovery of either Hostel Dues or Mess Dues or Canteen Dues or other dues by the Warden of the hostel.
- 13.4. If a room is allotted to a student in the beginning of 2<sup>nd</sup> term/middle of the session i.e., December/January to May/June of the session, hostel charges will be realized from the start of the 2<sup>nd</sup> term of the session.
- 13.5. The residents who go on project training (MCA etc.) in the final semester will pay hostel charges for six months.
- 13.6. Regular students of the university shall not be eligible for short-term accommodation. They will be admitted to the hostel on regular basis.
- 13.7. Temporary allotment can be given @ Rs. 50/- per day for examination purposes only i.e. re-appear

or improvement by the Warden of the Hostel on the recommendation of the Incharge/Chairperson/Coordinator/Director concerned. However, such allotment will be subject to availability of rooms/seats.

13.8. Hostel dues are to be deposited in a single installment while seeking admission.

13.9. If any resident leaves the university hostel for whatsoever reason within a month of hostel admission then he/she will be entitled for 50% refund of hostel dues. In case of applications received beyond a month of getting admission only security amount will be refunded.

13.10. Scheduled Caste/Scheduled Tribe candidates admitted to hostel are not required to pay the hostel accommodation charges. However, they will pay the other charges

#### **14. GUEST CHARGES**

|                            |                             |
|----------------------------|-----------------------------|
| i) Students Room           | Rs. 50/- per night per head |
| ii) Guest Room without A/c | Rs. 200/- per day           |
| iii) Guest Room with A/c   | Rs. 400/- per day           |
| iv) VIP Diet               | Rs. 125/- per day per head  |



**Chaudhary Ranbir Singh University, Jind**  
(Established by the State Legislature Act 28 of 2014)  
**Laxmi Bai Girls Hostel**



**Proforma for Hostel Residents**

Room No.....

Date of issue.....

Paste your  
recent  
Passport size  
photo

|                  |  |
|------------------|--|
| Name of Resident |  |
| Address          |  |
| Phone No.        |  |
| Course/Class     |  |
| Roll No.         |  |
| Email ID         |  |

**Items Issued**

|    |    |    |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

**Visitors Details (attach ID proof and Photos)**

|    | Name | Relation | Address | Phone No. |
|----|------|----------|---------|-----------|
| 1. |      |          |         |           |
| 2. |      |          |         |           |

**Undertaking**

1. I shall abide by the rules & regulations of Hostel.
2. I shall keep my surroundings clean.
3. I shall not indulge in any sort of dispute with residents.
4. I shall follow the instructions regarding check in & check out time.
5. I shall not carry food from mess in my room.
6. I shall throw the garbage in dustbins.
7. I shall attend all the meetings organised by chief warden.
8. I shall not use abusive language with residents.
9. I shall submit certificate of medical fitness pay.
10. I shall to pay Rs.50 to avail generator facility. (Yes or No)
11. I shall maintain discipline in the hostel as well as university campus.

Note: If I do not follow the rules & regulations, I may be expelled from the hostel

Signature  
(Resident)

Warden





**Prospectus Fees:**

General Candidates – Rs. 100/-

SC/ST Candidates – Rs. 25/-