

HOSTEL RULES & REGULATIONS

AND

HOSTEL ADMISSION FORM

2024-25



KURUKSHETRA UNIVERSITY

KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)
(Category-I University, 'A++' Grade, NAAC, Accredited)

Website: www.kuk.ac.in



VISION

Be globally acknowledged as a distinguished Centre of academic excellence.

MISSION

To prepare a class of proficient scholars and professionals with ingrained human values and commitment to expand the frontiers of knowledge for the advancement of society.

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1. ABOUT THE HOSTELS.

Kurukshetra University was established in 1956 as a unitary teaching and residential University. In 1974 it became a residential-cum-affiliating University when all colleges in Haryana were affiliated to this University. The Campus sprawls over 473 acres of land against an idyllic background of rural charm and is situated at a distance of a mile and a half from Thanesar City. With vast open space around and with its modern buildings/hostels, the campus is a particularly healthy place conducive to quiet and concentrated academic work. The site on the western bank of the Sacred BrahmSarovar of Kurukshetra was chosen by the sponsors of the University for its historical and spiritual significance.

All the University hostels are under the overall supervision of the Chief Wardens separately, Chief Warden (Boys) & Chief Warden (Girls). They are assisted by the team of Deputy Chief Wardens/Wardens. Students of the University Teaching Departments/Institutes on the campus are admitted in the twelve Boys and thirteen Girls hostels.

The Boy's Hostels are situated in the vicinity of the main market, Post-Office and State Bank of India on the University Campus. The Girl's Hostels are ideally located in another sector of the University Campus. The location of these hostels is such that the Girls hostellers feel perfectly secure and safe there. The Girl's hostels form a complex of buildings which include the residences of the lady Wardens and this whole complex is surrounded by a high boundary wall having only one main entrance gate. The peaceful and free environment serves as a fillip to make them realize that education is a delightful experience. In the Girl's hostel compound a common canteen has been provided. Attached to this, is a guest house for the use of bonafide guests of resident hostellers, First Aid Centre, Reading Room, Computer Lab, Open Gym, Indoor Gym, Tailoring shop, Photocopier shops, General Store & Dhobi shop etc. have also been provided for the convenience of the girl residents.

Every hostel is equipped with a water purifier to provide safe drinking water to the residents. With a view to improving the quality of food and also to train the residents to inculcate a sense of discipline, duty and responsibility, mess arrangements in most of the University hostels are on co-operative basis. As such the resident (hostellers) participates in the management of the co-operative mess through the Mess Committees. Purchases for hostel mess are made on competitive rates and on quality basis from the open market by the respective mess committees in accordance with established procedure. The Wardens keep a check on the quality of meals served in the hostels and also check sanitation arrangements and general up-keep of the hostels.

Common room facilities exist in all hostels where newspapers and periodicals are provided for hostellers. Arrangements for various indoor games, music and television exist in each hostel common room for recreation of the residents. To encourage sports and cultural activities among the residents, intra-hostel games like, badminton, table-tennis and other indoor games are arranged. Debates on current topics and other Cultural Programmes are also held in each hostel. Computer Labs with Internet facility is also available in the Girls' Hostels Complex.

2.

2. अति आवश्यक निर्देश:-

प्रिय छात्रों आप सबको नए शैक्षणिक सत्र में प्रवेश लेने पर बहुत बहुत बधाई ।आप क्योंकि छात्रावास कि सुविधा ले रहे हैं अतः आपकी सुख सुविधा एवं छात्रावास में आराम से रहने हेतु कुछ अति आवश्यक निर्देश नीचे दिए जा रहे हैं और आपसे अपेक्षा की जाती है कि किसी भी तरह के जुर्माने एवं अनुशासनात्मक कार्यवाही से बचने के लिए आप इनका दृढ़ता से पालन करें ।

1. किसी भी छात्रावास कर्मचारी को अनावश्यक रूप से परेशान न करें । उनसे किसी भी प्रकार का ऐसा कार्य न करवाएं जिससे आपके साथ साथ उनका भी किसी प्रकार का नुकसान हो ।
2. रूम सर्विस के लिए किसी भी कर्मचारी या अन्य व्यक्ति को परेशान न किया जाए । रूम सर्विस हर तरह से अनैतिक है । अतः इसका सख्ती से पालन करें ।
3. किसी भी तरह का हुक्का, बीड़ी, नशा इत्यादि का कदापि प्रयोग न करें । ये सब अनैतिक कार्य हैं जिनके कारण आप पर जुर्माना लगाने और कमरा खाली करवाने तक का प्रावधान है ।
4. लाठी, डंडा, हथियार और अन्य किसी भी प्रकार के घातक हथियार इत्यादि अपने पास व कमरे में न रखें । यह एक आपराधिक कार्य माना जाएगा । जिसके कारण आप पर जुर्माना और कमरा खाली करवाने तक का प्रावधान है ।
5. किसी भी प्रकार के आपराधिक /असमाजिक तत्वों को अपने कमरे में ना रखे । यह भी एक आपराधिक कार्य है जिसके विरुद्ध उचित अनुशासनात्मक कार्यवाही कि जा सकती है।
6. छात्रावास प्रशासन किसी भी अवांछित/ अवैध कृत्य जैसे कि अवसाद के कारण या किसी भी अन्य कारणों से आत्महत्या करने का प्रयास आदि के लिए उत्तरदायी नहीं होगा ।

अतः आप छात्रावास सुविधा को अपना घर समझ कर इसका अपने अच्छे भविष्य के लिए उचित प्रयोग करें और अन्य छात्रों को भी सुख सुविधा से रहने दें । छात्रावास से संबंधित शर्तें हॉस्टल रूल्स बुक में दी गई हैं जिनका दृढ़ता से पालन किया जाना अति आवश्यक है ।

आदेशानुसार
मुख्य छात्र पाल
कुरुक्षेत्र विश्वविद्यालय, कुरुक्षेत्र

3. CHIEF WARDEN/WARDENS OF BOYS HOSTELS.

HOSTEL	INTERCOM	CHIEF WARDEN & WARDEN No.1	Warden No. 2
Chief Warden (Boys)	2136 2576 238711	Prof. Jasbir Singh Dept. Of Bio-chemistry 7082113081	
Arjun Bhawan	2652	Dr. Dinesh Kumar, Assistant Professor. Dept. of Tourism & Hotel Mgmt. 9813145656 , 7082113095	Dr. Bhanwar Singh Assistant Professor. Dept. of USM 9996625112/7082113026
Bheem Bhawan	2663	Dr. Santosh Dubey, Assistant Professor.,IIHS 9468249946, 7082113098	Dr. Sachin Yadav, Assistant Professor. Dept. of IIHS,8396951629,
Harsh Bhawan	2688	Dr. Ramesh Kumar, Associate Professor. Dept. of Chemistry 9728851400/7082113037	Dr. Yogesh Kumar, Assistant Professor. Dept. of Botany 9050037311/7082113096
Narhari Bhawan	2651	Dr. Chander Kant, Dy Chief Warden Associate Professor. (Deputy Chief Warden) Dept. of Comp.Sci & Application. 9416303050/	Dr. Satish Kumar, Assistant Prof. Dept. of Social Work 8980203745,708113036
Partap Bhawan	2650	Dr. Somveer Jakhar, Dy Chief Warden Associate Professor. (Deputy Chief Warden) Dept. of Botany 9671234560/7082113089	Dr. Suresh Kumar, Assistant Professor. Dept. of Chemistry 9215864888/7082113096
Tagore Bhawan	2677	Dr. Jitender Kumar, Assistant Professor. Dept. of Stat. & OR 9416219644, 7082113099	
Dr. B.R Ambedkar Bhawan	2662	Dr. Rajesh Kumar, Assistant Professor. Dept. of Physical Education 9729376405,7082113088	Dr. Divij, Assistant Prof. ITTR 8708985110,7082113099
Ch. Devi Lal Bhawan	2653	Dr. Sant Lal, Assistant Professor. Dept . of Inst. of Law 7015902506	Dr. Jatin Kalon, Assistant Professor. Inst. of Law 9654601857,
International Hostel	2661	Dr. Abid Ali, Assistant Professor, Dept. of IMCT 9355507888,7082113148	
Ch. Ranbir Singh Bhawan	2772	Dr. Ashok Kumar, Assistant Professor. Dept. of Music & Dance 9896147359/7082113094	Dr. Raj Rattan, Assistant Professor. Dept. of Psychology 9810597507/7082113121
Shaheed Bhagat Singh Bhawan	3093	Dr. Karamvir , Assistant Professor, Dept. of UIET 9896588144/7082113156	Dr. Surender Verma, Assistant Professor. Inst. of Pharmaceutical Science 7082113087
Swami Vivekanand Bhawan	3092	Dr. Anil Kumar, Assistant Professor. Inst. of Management Studies 9466174661/7082113094	Dr. Om Prakash, Assistant Professor. Dept. of Geology 7056274288/7082113184

4. CHIEF WARDEN/WARDENS OF GIRLS HOSTELS.

Chief Warden (Girls) Dr. Kusum Lata, Prof. IIHS	E-27	9896065661(M) 01744-238278
Dy. Chief Warden Ms. Sheela Kala	D-106	7082113108
Co-Ordinator Ms. Anita Chaudhary (Dy. C. S. O.)	D-101A	9416822204(M) 7082113105(M)
Saraswati Bhawan Dr. (Mrs.) Sunita Dalal Professor, Dept. Bio- Tech.	E-48	9812001469 (M)
Meera Bhawan Dr. Sushila Chauhan Professor, Dept. of Law	D-94	9812392910(M) 7082113137 (M)
Kasturba Bhawan Dr. Meenakshi Suhag Asst. Prof., Inst. of Env. Studies.	D-105	7082113102 (M)
Bharti Bhawan Dr. Priya Sharma Asst. Prof., Dept. of Economics	MTH-2	9728359134(M)
Gargi Bhawan Dr. Kavita Rani Asst. Prof. IIHS	D-104	7404192180(M)
Subhadra Bhawan Ms. Manisha Sandhu Asst. Prof., Dept. of Geo-Physics.	D-66	9996604087(M)
Ahilya Bhawan Dr. Naveen Bisla Asst. Prof. Dept. of Physical Education	D-101	8168283069(M)
Ganga Bhawan Dr. Vijay Shree Asst. Prof. Dept. of Sanskrit	D-101B	7015155074(M)
Uttra Bhawan Dr. Ms. Pooja Asst. Prof. Dept. of Law	D-103	7082113107(M) 9034547157(M)
Devyani Bhawan Ms. Anita Chaudhary	D-101A	7082113105 (M) 9416822204 (M)
Kalpana Chawla Bhawan Dr. Poonam Sharma Asst. Prof. Institute of Law	D-98	9896952101(M)
Luxmi Bai Bhawan Ms. Sheela Kala	D-106	7082113108(M)
Yamuna Bhawan Ms. Promila	D-101C	7082113101(M)

5. POSITION OF ACCOMMODATION IN ALL THE HOSTELS.

BOY'S HOSTELS	Total Seats
Arjun Bhawan	124
Dr. BR Ambedkar Bhawan	90
Bheem Bhawan	234
Harsh Bhawan	322
Narhari Bhawan	280
Pratap Bhawan	284
Tagore Bhawan	174
Ch. Devi Lal Bhawan	230
Ch. Ranbir Singh Bhawan	285
Shaheed Bhagat Singh Bhawan	561
Swami Vivekanand Bhawan	132
International Hostel	48
	<u>Total: 2764</u>

GIRL'S HOSTELS

Saraswati Bhawan	No. 1	213
Meera Bhawan	No. 2	207
Kasturba Bhawan	No. 3	206
Bharati Bhawan	No. 4	200
Gargi Bhawan	No. 5	210
Subhadra Bhawan	No. 6	210
Ahilya Bhawan	No. 7	65
Ganga Bhawan	No. 8	153
Uttra Bhawan	No. 9	500
Deviyani Bhawan	No. 10	500
Kalpana Chawla Bhawan	No. 11	300
Luxmi Bai Bhawan	No. 12	440
Yamuna Bhawan	No. 13	550
		<u>Total: 3754</u>

6. WARNING.

- (1) Every student admitted in a hostel is strictly warned that he/she is not allowed to permit any of his/her friend/guest to stay in his/her room without prior permission of the Warden of the hostel concerned. In case, any violation of this rule is noticed, the defaulter will be fined or his/her room shall be cancelled and he/she shall not be given hostel facility again.

- (2) (i) Two wheelers/four wheelers having stickers issued by the Office of the Chief Warden (Boys) will be allowed to enter in the Boys Hostels. Boys hostel residents desirous to keep Two wheelers/four wheelers have to submit copy of Registration Card, copy of PPP (Parivar Pahchan Patra). Copy of Identity card duly signed by the Chairman of concerned department and copy of I-card duly signed by the Hostel Warden in the office of Warden of the concerned hostel.

(ii) If a Boy/Girl student has any two-wheeler vehicle, he/she has to park the vehicle only in parking area of the hostel. No boy/girl student is allowed to park the motor bike/scooty in hostel building or in front of his/her room. If a boy student has any four-wheeler vehicle, then he has to park his car in the parking area adjacent to the Boys Hostel.

(iii) Entry of Two-wheeler/four-wheelers in the Boys hostels will be allowed only if the Registration card is in the name of student/parents. Violation of this rule will entail cancellation of hostel accommodation of the concerned student/(s). The security of the vehicle will be at the own risk of the owner/student.

- (3) Female hostellers have to take prior permission of the Hostel Warden for keeping a two-wheeler when that is her requirement. Entry of female students' two wheelers into the girls' hostels complex will be allowed if the registration of vehicle is in the name of the student/parents only. Any girl student found violating this rule will be fined Rs. 1000/-. Subsequent violation will entail cancellation of hostel accommodation of the concerned student. The female hostellers desirous to keep two wheelers with them shall have to submit a copy of registration of vehicles to the Warden of the respective hostels and to the Dy. Chief Security Officer (Girls).

- (4) Use of alcohol/liquor and/or any other type of intoxication is strictly prohibited in the hostels. Any case of violation of this rule will be strictly punishable with cancellation of room.

7. CURBING THE MENACE OF RARAGGING

Ragging is totally prohibited in the University 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 and “The Haryana Prohibition of Ragging in Educational Institution Ordinance, 2012” as well as under the provisions of any penal law for the time being in force.

Anti Ragging Helpline Toll Free Number, Anti Ragging Committee, Squad, Monitoring Cells, Nodal Officers and Counselors:

University Grants Commission Anti Ragging Helpline Toll Free Number: 1800-180-5522

E-mail: helpline@antiragging.in

Vice-Chancellor : vc@kuk.ac.in
Registrar : registrar@kuk.ac.in
Proctor : proctor@kuk.ac.in

1.	Anti Ragging Committee	Phone No. (Code No. 01744)	Mobile No
(i)	Proctor	3022 (Ext.)	7082113124
(ii)	Dean of Colleges	238347-2118 (Ext.)	7082113003
(iii)	Dean Students' Welfare	238096-2115 (Ext.)	7082113109
(iv)	Deputy Proctor (Male)	239597-3074 (Ext.)	9416785665
(v)	Deputy Proctor (Female)		9896065661
(vi)	Chief Warden (Boys)	238711	7082113081
(vii)	Chief Warden (Girls)	238278	7082113023, 9896065661
(viii)	Officer Incharge, Security (CSO)	238410-3080 (Ext.)	7082113044
(ix)	Director, Public Relations	239639	7082113123
(x)	President, KUTA	238410-2532 (Ext.)	9416344793
(xi)	Director, Women Studies Research Centre	239665-2727 (Ext.)	9416782192
(xii)	SDM, Thanesar (Nominee of DC, KKR)	220032	8901163144
(xiii)	DSP, Pehowa (Nominee of SP, KKR)	220462	7056700145
(xiv)	Sh. Vijay Shabharwal, Local Media Representative	-	9896244822
(xv)	Mr. Vinod Jindal, Local Media Representative	-	9896334769
(xvi)	Four Students Representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare every year	-	
(xvii)	Director, Dr. B.R. Ambedkar Studies Centre	238410-2551 (Ext.)	
2.	Anti Ragging Squad		
	Zone-I (Boys Hostels)		
(i)	Chief Warden (Boys)	238711	7082113081
(ii)	Deputy Chief Warden (Boys)	-	7082113089
(iii)	Deputy CSO for Boys Hostels Zone	-	7082113099
(iv)	All Wardens	-	
	Wardens of	-	
	1. Partap Bhawan	-	7082113089
	2. Narhari Bhawan	-	7082113037
	3. Harsh Bhawan	-	7082113096
	4. Arjun Bhawan	-	7082113095
	5. Bhim Bhawan	-	7082113098

		6. Tagore Bhawan	-	7082113099
		7. Ambedkar Bhawan	-	7082113088
		8. Ch. Devi Lal Bhawan	-	7082113097
		9. International Hostel	-	7082113148
		10. Ch. Ranbir Singh Bhawan	-	7082113094
		11. Swami Vivekanand Bhawan	-	7082113090
		12. Shaheed Bhagat Singh Bhawan	-	7082113087
	(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.	-	-
Zone-II (Girls Hostels)				
	(i)	Chief Warden (Girls)	-	7082113023, 9896065661
	(ii)	Deputy Chief Warden	-	7082113108
	(iii)	Deputy CSO for Girls Hostels Zone	-	7082113105
	(iv)	All Wardens	-	-
		Wardens	-	-
		1. Bharti Bhawan	238081	9728359134
		2. Meera Bhawan	-	7082113137, 9812392910
		3. Kasturba Bhawan	-	7082113102
		4. Saraswati Bhawan	-	9812001469
		5. Gargi Bhawan	-	7404192180
		6. Subhadra Bhawan	-	9996604087
		7. Ahilya Bhawan	-	8168283069
		8. Ganga Bhawan	-	7015155074
		9. Uttra Bhawan	-	7082113107, 9034547157
		10. Devyani Bhawan	-	7082113105
		11. Kalpana Chawla Bhawan	-	9896952101
		12. Laxmi Bai Bhawan	-	7082113108
		13. Yamuna Bhawan	-	7082113101
	(v)	One Student Representative from each Hostel to be selected/nominated by the concerned Warden of the Hostel.	-	-
Zone-III (UIET, IOL, II&HS, ITT&R, Inst. of Pharmacy, IMC & MT, Inst. of Management)				
	(i)	Deputy Proctor (Male)	239597-3022(Ext.)	9416785665
	(ii)	Deputy Proctor (Female) - I	-	9896065661
	(iii)	Officer Incharge, Security	238410-3080(Ext.)	7082113044
	(iv)	Directorate of UIET, Inst. of Law, Inst. of Pharmacy, IMC& MT, Inst. of Management will depute two senior teachers (one male & one female) from each of these Institutes and will intimate the Proctor.	-	9416362401 9467648056 9991302121 9878822706 9896436069
	(v)	Principal, Institute of Integrated & Honors Studies and Institute of Teacher Training & Research will depute two teachers from each of the Institute and will intimate to the Proctor.	238049 238125	7082113047 7082113038

	(vi)	Supervisor, Security	-	7082113065
	(vii)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration	-	-
	(viii)	Four Students representatives (two fresher & two seniors) to be nominated by the Dean Students' Welfare	-	-
Zone-IV (University Campus & other Vulnerable Places excluding Zone-I, II & III.				
	(i)	Deputy Proctor (Male) - II Deputy Proctor (Female)	239597-3022(Ext.)	9896211424 9896065661
	(ii)	Officer Incharge Security(CSO)	238410-3080(Ext.)	7082113044
	(iii)	Chairpersons, Dept. of Instrumentation, School of Management and Commerce will nominate one teacher to the Anti-Ragging Squad and shall inform the same to the Proctor	239555 238565 238290	9896895190 9896496069 9416392282
	(iv)	Dean, Faculty of Sciences, Social Sciences, Life Sciences, Arts & Languages, Indic Studies will nominate one teacher of that Faculty to the Anti-Ragging Squad and will inform the same to the Proctor.	-	9416191876 9306388433 9812856432 9816130411 7988709662
	(v)	Four Students Representatives (two freshers& two seniors) to be nominated by the Dean Students' Welfare	-	-
	(vi)	Police Officials, Officer Incharge, Security will take measure for seeking help from the District Administration	-	-
3.	Monitoring Cell			
	(i)	Registrar	238026	-
	(ii)	Dean, Academic Affairs	238045, 2490(Ext.)	7082113141
	(iii)	Proctor	3022(Ext.)	7082113124
	(iv)	Dean of Colleges	238347-2118 (Ext.)	7082113003
	(v)	Dean Students' Welfare	238096-2115 (Ext.)	7082113109
4.	Nodal Officers			
	(i)	Nodal Officer for all teaching Departments and Institutes : Proctor		
	(ii)	Nodal Officer for affiliated colleges : Dean of Colleges		
5.	Anti Ragging Counselors			
	(i)	Dr. Hardeep Lal Joshi, Dept. of Psychology		9416785665
	(ii)	Dr.Rakesh Pal Sharma, MD (Psychiatric), Aggarwal Hospital, KKR		9812434648

INSTRUCTIONS AGAINST RAGGING:

With sixty six years of its existence, Kurukshetra University has earned recognition as one of the renowned centres of teaching and research in the country. We appreciate the parents and the students for their interest and option towards pursuing their higher studies at Kurukshetra University. We wish them success in their plans towards getting admission in the programme of their choice on the campus. Those who succeed in joining a programme, should be making best use of the excellent facilities and congenial atmosphere available in the University towards all-round development of their personality. We would expect our students to make best use of this opportunity and grow as able and responsible citizens. Students will be required to work hard with their energies focused towards achieving their goal.

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.

Chairpersons/Directors of all the University Teaching Departments/Institutes to ensure that every student and their parents be asked to submit an online undertaking every academic year to the effect that the concerned student will not take part in any activity leading to Ragging of junior students.

What Constitutes Ragging: 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 undisciplined 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 programme 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.
- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- k. All the senior students are advised to guide and treat junior students affectionately.
- l. Junior students may contact their Chairpersons or other University functionaries like Proctor, Dean Students Welfare, Chief Warden, Wardens or Chief Security Officer for help and guidance.

8. HOSTEL FACILITIES AND ADMISSION PROCEDURE.

University Authorities make best efforts to provide maximum facilities to the hostellers viz. purified cold water, geyser, common room, LED TV with cable broadcasting facility channels, Newspapers & magazines, First Aid Centre, indoor games, quality food to provide quality atmosphere for effective teaching learning. Facilities of library/reading hall, computer lab, Gym, facilities of washing machines, a common canteen, a guest house for the use of bonafide guests of resident's hostellers, tailoring shop, photocopier shop, general store and dhobi shop are provided additionally in the girls hostel complex for the convenience of the girls residents.

(A) Submission of Admission Forms.

- i. Students seeking admission to the hostel must apply online through University web portal (<https://iums.kuk.ac.in>).
- ii. The admissions for the 5th Year will be made (offline) through the concerned Chairperson/Director/Principal. The Chairperson/Director/Principal will forward list of the students applying for the admission to hostels strictly on the basis of distance from the residence and academic merit. The distance will be measured from the residential address city/village as mentioned in the Admission Form and on the basis of Residential Proof.
- iii. Incorrect information in the Application Form /Leave Form will be considered as misconduct and will invite disciplinary action or expulsion from the hostel.
- iv. 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 of non-infectious from the R.M.O. of the University or Civil Surgeon/CMO.

(B) Eligibility for admission.

- (i) The priority for hostel allotment will be given to the candidates who have not completed P.G. programmes as a regular student from the University Campus in past years. Admission to hostels, for those candidates, who have already completed one P.G. programme as a regular student from the University campus and take admission in second PG programme on University campus, will be given only after the permission of Proctor and concerned Chief Warden. **Any violation of this clause will lead to cancellation of hostel accommodation abinitio.**
- (ii) Admission is to be sought afresh for each Academic Session subject to the satisfaction of the Warden/ Chief Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen etc.
- (iii) No employee of the University or any other Organization/Office/Department joining any course in the University in the evening or in the morning session without obtaining leave from his/her employer, for the total duration of the course will be allowed accommodation in any of the University Hostels.
- (iv) The admission in the hostels will not be allowed to the students of part- time/evening courses/short term courses.
- (v) Hostel accommodation is not provided to any student having permanent residence within a radius of 15 kms for Boys and 10 kms for Girls from the University Campus. However, the accommodation, relaxing this criteria, may be provided to the needy and deserving students on valid grounds with prior permission of the Chief Warden.

- (vi) Hostel facility is not available to the students availing Bus Pass/ Train Pass Facility. An undertaking to this effect shall be submitted by the candidate applying for hostel accommodation.

(C) Allotment of hostel accommodation.

- i. All rights of admission to the University hostels are reserved with the concerned Chief Warden. Hostel accommodation will be allotted on the recommendation of the Chairpersons/Directors/Principals of respective Teaching Department/Institute if the applicant is otherwise eligible. Any of the rules contained in this rule book can be changed without prior notice.
- ii. Rooms will be allotted by the concerned Warden subject to the approval by the respective Chief Warden.
- iii. Admission to hostel will be cancelled if the student fails to take possession of the room within a period of 15 days and fee will be refunded as per rules applicable.
- iv. **3% seats of hostel accommodation are reserved for Differently Abled Students and 20% seats are reserved for SC/ST students.**
- v. If any student gets hostel accommodation on the basis of his/her admission in a particular Department/Institute and subsequently joins another Department/Institute, then he/she must inform the Chief Warden through concerned warden.
- vi. A resident cannot shift from his/her allotted room without the permission of the Hostel Warden.
- vii. Differently Abled Persons /Pregnant Women will be allotted accommodation preferably on ground floor. They can share their room with a friend who can help them to manage their daily routine.
- viii. If the hostel authorities are not satisfied with the character, past behavior and antecedents of a student, then the hostel authority may refuse accommodation to him/ her in order to ensure discipline and peaceful atmosphere of the hostels.

9. GRIEVANCE REDRESSAL MECHANISM.

Hostel residents have to submit their grievances to the concerned Hostel Warden. The Hostel Warden is required to redress the grievance within 72 hours failing which, the grievance is to be reported to the Chief Warden. If the Chief Warden fails to resolve the problem within a week, the same may be submitted to the University Students Grievances Redressal Cell. If the problem still remains unresolved, then the same may be submitted to Vice-Chancellor.

10. HOSTEL RULES.

- i. Residents are expected to conduct themselves with dignity and decorum at all times in the Hostel and should not disturb other residents in any manner otherwise the Hostel authorities may expel any resident student at any time.
- ii. Residents are required to observe the decorum in the dining room and common rooms.
- iii. Prior permission of the Hostel Warden is mandatory for the Boys and Girls desiring to be away from the hostel for a specified purpose.
- iv. The residents staying in the department after the regular departmental hours have to seek written permission from the Chairperson/Director of the Department/Institute and submit that to the hostel Warden.
- v. Use of abusive language, tearing of pages from magazines, periodicals and newspapers, playing of cards or any other act of hostel indiscipline will be treated as violation of hostel rules and will invoke necessary punishment.
- vi. Residents should not damage the hostel property. In case of any such incident, the hostel resident/ residents will have to bear the cost of the repair of the property damaged by them and shall be liable for a fine not less than Rs. 500/- or the actual loss and expulsion from the hostel as per decision of Hostel Authorities.
- vii. The Chief Warden may expel a resident from the hostel on the recommendations of the Warden if any kind of dues to be paid by him/her exceeds the prescribed limit notified by the Hostel Authorities.
- viii. Loud music is not allowed in the hostel premises to maintain the peaceful academic atmosphere. No programme of lecture/speech etc. by any group of students will be arranged in any hostel at any time without prior permission of hostel Warden.
- ix. The hostellers are required to vacate their rooms immediately within 24 hours after their examinations are over. In case of non-vacation of room, a fine of Rs. 50/- per day will be imposed up to 10 days after which the student may be expelled from the hostel.
- x. Gambling, use of alcoholic drinks and drugs, in any form within or outside the hostel, are strictly prohibited. Those violating this rule are liable to be expelled from the hostel immediately such hostellers shall also be subjected to punitive actions as per law.
- xi. Hostel staff is not to be mistreated. Any complaint of indiscipline or insolence against hostel servants must be reported to the Warden for necessary action. The hostel residents will not entangle with mess workers in any way.

- xii. Residents should lock their rooms while going out. The responsibility for any loss of goods, money, jewellery, Mobile Phones, Computer/Laptop or any other item will be that of the resident itself. They are advised in their own interest to open accounts in the Bank/Post Office and keep with them as little money as possible. In no case, should they keep valuables or jewellery with them.
- xiii. Games must be played in an orderly manner without bet / gamble. Nothing should be removed/ taken away from the common-room. The residents should not mishandle the T.V. or stereo or any other property in the common room. Playing cricket or any other game within the hostel buildings or lawns can damage/spoil hostel property and it is strictly prohibited. Violation of this rule shall attract a fine of Rs.1000/- or the actual loss/damage for the first instance and Rs. 2000/- or more in any subsequent instance and cancellation of room.
- xiv. No multimedia device is permitted in the hostel. Residents violating the rule will be fined and also liable to other disciplinary action.
- xv. Students must read the Hostel Notice Board regularly.
- xvi. In case of medical exigency, residents would contact the concerned Warden who will make the required arrangements. If a resident falls sick, his/her family/parents would be informed immediately including local guardians. It shall be responsibility of the parents to get their ward medically treated on their own. Hostel will not be responsible for the same. The medical requirements of hosteller(s) shall be taken care of by the parents before sending to the hostel. In no case a girl resident is taken to a private hospital unless referred by the Resident Medical Officer of the University Health Centre.
- xvii. Indulgence in political activities and holding of demonstration in the hostel-premises is not allowed. Strict disciplinary action including cancellation of admission in hostel as well as in the department would be taken for such violation.
- xviii. Students will not arrange any agitation within the hostel premises without prior intimation to the Chief Warden.
- xix. A hostel resident will be solely responsible for all his/ her possessions including her Cycle/Laptop/Computer/Electronic Gadgets etc. and other valuables. The Hostel Authorities will not be responsible for any loss incurred or theft etc.
- xx. Residents are advised not to keep valuables in the hostel rooms. They should lock their rooms properly when they go out for their bath, mess etc. Each room-mate must keep a key of the door lock of her room, particularly in the case of double/triple seated rooms.
- xxi. The room of any resident in the hostel can be inspected at any time by the Warden/Chief Warden or any Authorized Officer of the University. Inmates are advised to keep their ID cards with them and show on demand.
- xxii. Residents should not break or try to break the lock of the occupied/vacant rooms of the hostels.

- xxiii. The local issues of a particular hostel will be resolved only by the residents and Warden of the concerned hostel. Intervention by the residents of the hostels in the matter relating to other hostels will invite disciplinary action.
- xxiv. If a student is expelled from the hostel/institute for any reason he/she should immediately vacate the hostel on the day of expulsion. His/her continuance in the hostel will be treated as unauthorized occupation.
- xxv. No Ph.D. Scholar/any other candidate receiving any type of scholarship shall make any excuse for making payment of hostel and mess dues on the basis of pendency/non-payment of scholarship
- xxvi. Exemption from Mess Charges on medical ground under extraordinary situation may be allowed only after obtaining approval from the Chief Warden.
- xxvii. The Hostel Administration shall not be responsible for any wrong/unwanted/illegal act such as attempt to commit suicide etc. on account of depression or for any other reasons, being done/ committed by any resident, rather an appropriate disciplinary action or prosecution as per law shall be initiated against such resident.
- xxviii. The residents are not permitted to keep iron rods/lathi/danda/any type of lethal weapons/arms in the hostel. Any student using any of these items shall be treated defaulter and his/her admission will be cancelled and room vacated immediately.

11. VIOLATION OF RULES.

- i. Admission of a student in the hostel shall stand automatically cancelled on cancellation of his/her admission to a course in the University or in case the student himself/herself discontinues studies.
- ii. 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.
- iii. 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. 500/- to Rs. 1000/- (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.
- iv. 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.

12. RULES FOR DINNING/MESS.

1. Every resident residing in the hostel must dine in the hostel mess only. Individual/group cooking in the rooms is strictly prohibited. If found doing so, they will be fined /expelled from hostel by concerned Warden.
2. All the University hostels have contractual or co-operative mess system run on no-profit no-loss basis. The cooperative/contractual messes are managed by the Mess/quality control Committees. **The constitution and function of the Mess/quality control Committees are as under:-**

(A) CONSTITUTION OF MESS COMMITTEE OF HOSTEL RESIDENTS.

- i. Mess Committee members will be elected from among the residents of the respective hostel on quarterly basis by adopting proper election process (display of notice, inviting applications, and open house meeting).
- ii. Mess Committee will consist of 6-9 members as per sanctioned intake of the hostel. One of the elected Mess Committee Members will be elected /nominated as Convener of the Mess Committee under the supervision of the Hostel Warden in general.
- iii. Mess Committee Members will be elected Floor Wise or Block Wise, as applicable. Notice for election of Mess Committee Members will be displayed on the Notice Board of the hostel at least 3 days in advance.
- iv. Election process will be completed under the supervision of Hostel Warden if the number of applicants are more than the sanctioned / notified strength of the committee.
- v. Meeting of the General House will be called by the respective hostel Warden on the day for constitution of Mess Committee.
- vi. The students will be eligible to contest elections who have paid the hostel fee and there is no outstanding balance of mess dues. The students, against whom disciplinary actions have ever been taken, will not qualify to be a member of Hostel Mess Committee.
- vii. The duration of Mess Committee/convenor will be 3 months. Thereafter New Mess Committee will be constituted as per laid down procedure for constitution of Mess Committee. However, old mess committee may continue with the consent of the students in General House. The maximum term of the Mess committee/convenor will not of more than 02 term continuously.
- viii. In the beginning of the session, Warden may constitute an Ad-hoc Mess Committee consisting of 6-9 students to run the mess smoothly till the completion of hostel admissions.

(B) FUNCTIONS & DUTIES OF HOSTEL MESS COMMITTEE: -

- i The Co-operative Messes are to be managed by the Hostel Mess Committee.
- ii In the Cooperative Mess, the eatables are to be purchased on the recommendations of Mess Committee of the respective hostel.
- iii The mess workers are also recommended by the Mess Committee of the hostel in the beginning of the session in consultation of Warden. The recommendations of the mess committee will be approved by the Chief Warden.
- iv The wages of New and Total no. of mess workers will be decided and recommended by the Mess Committee as per availability of funds and requirements of mess workers in each hostel. The wages of mess workers are to be paid out of Servant Charges collected from the hostel residents every month.
- v The overall responsibility of the Mess Committee is to maintain the quality of food.
- vi Mess Committee members will also supervise the cleanliness of the respective floor of the hostel.

- vii The Mess Committee is empowered to check the registers/records maintained by the Munim of the hostel regarding purchase and consumption of eatables.
- viii The Mess Committee will check, supervise and maintain the quality of food under targeted diet charges with cooperation of mess staff and hostel staff in consultation with the Hostel Warden.

(C) CONTRACT OPERATED HOSTEL MESS:

- i. A Quality Control Committee will consist of 6-9 members as per sanctioned intake of the hostel. One of the elected Quality Control Committee Members will be elected /nominated as Convener of the Quality Control Committee under the supervision of the Hostel Warden.
- ii. The Committee Members will be elected Floor Wise or Block Wise, as applicable. Notice for election of Committee Members will be displayed on the Notice Board of the hostel at least 3 days in advance.
- iii. Election process will be completed under the supervision of Hostel Warden if the number of applicants are more than the sanctioned / notified strength of the committee.
- iv. Meeting of the General House will be called by the respective hostel Warden on the day for constitution of Quality control Committee.
- v. The students will be eligible to contest elections who have paid the hostel fee and there is no outstanding balance of mess dues. The students, against whom disciplinary actions have ever been taken, will not qualify to be a member of Quality control Committee.
- vi. The duration of Quality Control Committee/convenor will be 3 months. Thereafter New Quality Control Committee will be constituted as per laid down procedure for constitution of Quality Control Committee. However, old Quality Control committee may continue with the consent of the students in General House. The maximum term of the Quality control committee/convenor will not of more than 02 term continuously.

(D). MANAGEMENT OF HOSTEL MESS ACCOUNT:

The Mess Fund Account is to be operated by Warden of the concerned hostel under the overall supervision/control of the Chief Warden. The prior approval of the Chief Warden for all kind of hostel activities/functions including transactions/expenditure to be met out of Hostel Mess Fund Account is mandatory.

- 3. All the residents shall take their meals in the hostel dining hall at the prescribed timings. No food will be served to the resident after mess timings.
- 4. Room Service is strictly prohibited. Residents violating this rule shall be fined Rs.500/- at first instance, Rs. 1000/- for second instance and after the second instance the room will be cancelled immediately.
- 5. All the residents should come in the mess in formal clothes.
- 6. Residents will not go into the cooking areas except Mess Committee Members.
- 7. No student is allowed to take meal or utensils to their rooms. Heavy penalty will be imposed, if this rule is violated. However, under special circumstances (severe illness), the resident may be allowed to take food in his / her room with prior permission of the Warden.
- 8. Student, if not taking food, will not be given exceptional treatment (like giving extra milk, fruits etc.) while making payment of mess bill.
- 9. Exemption from Mess Charges on medical grounds may be permitted under extraordinary situation only after obtaining prior approval of the Chief Warden.

13. GUESTS/ VISITORS/ PCP/SHORT TERM COURSES.

- i. Residents will enter the name, address and phone number of their guests in the Guest Register maintained by the office.
- ii. No resident shall be allowed to accommodate more than one guest at a time.
- iii. Only female will be allowed to accompany the students into the girls hostel.
- iv. Visiting parents/brother guest will have to show identity proof at the main gate of girl's hostel and submit their Identity Card to the Security man on duty.
- v. Guests are not permitted to stay overnight in the room of the students without prior permission of the Warden.
- vi. Women guests are not allowed to go to the rooms of Men's hostels. They may meet only in the Office of the Warden. Under no circumstances they can be allowed to stay in the hostel for night. Any violation of the above rule will be severely dealt with, including expulsion from the hostel.
- vii. Without prior permission from Warden of the hostel, guests are not permitted to stay overnight in the room of the residents. However, no guest will be allowed to stay for more than 03 days in any case.
- viii. Ordinarily Guests are not allowed to stay and take food in the Hostel.
- ix. Rs.70/- will be charged for every guest diet for ordinarily meals and Rs.100/- for special meals.

14. SPECIAL RULES FOR PH.D STUDENTS.

- i. The admission Forms of Ph.D. students shall be signed by the Chairperson and the Supervisor. Except in hard cases, no Research Scholar shall be allowed to stay in University hostel beyond 6 years from the date of enrolment/ registration or after the submission of thesis whichever is earlier. The research scholar will vacate hostel room after submission of the Ph.D Thesis within 72 Hours. But foreign students may be allowed to continue hostel facility till viva-voce Examination. Such Students shall clear the hostel dues & mess dues every month positively. No excuse in this regard shall be accepted.
- ii. Only those Research Scholars who have been registered (not simply enrolled) under URS & JRF Scheme on a whole-time basis and who are getting fellowship, are eligible for admission in hostels. Further, subject to availability of accommodation, the unpaid Research Scholar may also be allowed accommodation by the Chief Warden only on surety of his/her Supervisor for payment of hostel dues duly countersigned by the Chairperson.
- iii. Single room will be allowed to the Ph.D. students during the last 3 months i.e. only before submission of the Ph.D Thesis.
- iv. The Ph.D students are required to pay full Annual hostels fees at the time of his/her admission in the hostel.
- v. To avoid the position of non-payment of hostel dues after submission of thesis, all the Research Scholar(s) residing in hostel will get 'No Dues Certificate' from the concerned hostel even before conduct of viva-voce examination failing which their viva-voce examination will not be conducted.

15. SPECIAL RULES FOR GIRLS HOSTEL COMPLEX.

- i. Residents in girl's hostels shall present themselves in person for attendance between 8:30 PM to 9:30 PM. Strict disciplinary action (fine/ expulsion) will be taken against the defaulters.
- ii. Application for absence from the hostel, for more than a week, must ordinarily be supported by resident guardian's permission and confirmation by parents (telephonically/SMS).
- iii. Residents will be required to fill-up the details in the outgoing register available with the hostel office for leaving hostel for out-station.
- iv. A register will be maintained for this purpose by the Security man in which due entries will be made by boarders coming late in the night and early morning before 6:00 am.
- v. Prior permission of the Warden must be obtained by the students who wish to visit persons or families living on the university campus or local guardians living in the city.
- vi. The permission for late arrival/early leaving should be taken by the hostel residents preferably one day in advance and not at eleventh hour. Coming late to the Hostel or absenting for the night from the Hostel without prior permission will be treated as a serious offence. However, late entry of the girl(s) shall be reported to the parents/guardian through SMS as well as on telephone, fine of Rs 200/- will also be imposed on violation of this rule. Besides this, the name of the residents, who are found guilty of violation of this rule thrice, will be reported to the Chief Warden and they will be expelled from the Hostels.
- vii. Hostel residents shall not leave the hostel during odd hours without prior permission of the Warden. They shall have to apply for permission in writing in advance stating the reason for leaving and the address of destination. In case, the female residents going to their home, it will be mandatory to make entry in the outgoing register maintained by the concerned girl hostel. In case the resident visits some other place than her home, she herself will be responsible and the Warden concerned will inform her parents through SMS/Phone.
- viii. The residents staying in the department after the regular departmental hours should submit written permission from the Chairperson of the department to the hostel Warden.
- ix. Hostel residents will be allowed to meet the visitors whose names have been given in the visitors list in the visitor room with the permission of the Warden. If wrong contact numbers are supplied by the visitors or by the student in their admission form, the disciplinary action would be taken against concerned resident.

Hostel Timings for Girl Hostels

In case of any violation of Hostel Timings such as late entry, wrong information or uninformed absence, a fine to the extent of Rs.2000/- can be imposed by the concerned Warden or may invite expulsion from the hostel. During the period of absence, for any accident or fatality that may occur, the responsibility does not lie with the hostel authorities.

GENERAL TIMINGS FOR GIRLS RESIDENTS OF HOSTELS WILL BE AS UNDER:

S. NO.	MONTHS	EXIT TIMINGS	ENTRY TIMINGS	DAYS
1.	APRIL TO SEPTEMBER	5:30 AM TO 6:30 PM	7:30 PM	MONDAY TO FRIDAY
		5:30 AM TO 6:30 PM	8:00 PM	SATURDAY TO SUNDAY
2.	OCTOBER TO MARCH	5:45 AM TO 6:00 PM	6:30 PM	MONDAY TO FRIDAY
		5:45 AM TO 6:00 PM	7:00 PM	SATURDAY TO SUNDAY

NOTE:

- (i) No entry without hostel identity card in general and without making register entry up to 6:00 am in summer, 6:15 am in winter and exit after 7:30 pm in summer, 7:00 pm in winter.
- (ii) Girls are prohibited from entering the premises beyond above timings or they may seek prior permission of the concerned warden.
- (iii) Timings are subject to change as per requirement.
- (iv) The residents are at liberty to stay after 10:00 pm in the hostel other than allotted to them after making entry in the inter hostel movement register.
- (v) Residents will be allowed to visit hostel reading room after 10:00 pm up to 11:30 pm by making entry in the library movement register.

16. RULES FOR SPORTS STUDENTS.

- (a) The concerned department will give advance information to the hostel concerned in respect of sports students attending coaching camps etc. giving their names, class, institution and duration of stay. Such students will have to abide by the hostel rules and should leave the hostel with prior information to the hostel within 24 hours of the camp is over.
- (b) The prior intimation about the early exit/late entry (with exact timings) of the sports students in order to do practice in the sports ground, will be given by the department to the hostel concerned.
- (c) The department will issue Identity Cards to such students who have to take coaching under University Coach throughout the session.
- (d) The sports students will be required to take meals in the hostel in which they are staying and not in any other hostel.
- (e) The cost of damage to the hostel property in any way shall be recovered from the concerned resident.

17. SPECIAL RULES FOR FOREIGN STUDENTS.

- i. Only ICCR sponsored foreign students are eligible to get admission in International Hostel. The Foreign students without ICCR Fellowship will get admission in other hostels as per their admission in different courses.
- ii. In case, any student leaves Kurukshetra city he/she has to submit duly filled in Prescribed Station Leave Proforma providing complete information to the Hostel Warden. This is mandatory for all foreign students. Foreign students cannot leave country without obtaining prior permission of Warden/Chief Warden.
- iii. The foreign students are required to pay electricity charges @ Rs.600/- p.m. (July to June). The electricity charges are taken on average basis and these charges will be applicable along with room rent irrespective of the fact whether a resident has consumed electricity or not.
- iv. All the residents are expected to use the electric appliances on actual need base. In case any student locked his/her room for any reason and the electric appliance(s) is/are found/noticed operative/functional in his/her room, a fine of Rs.1000/- per occasion would be charged from him/her.
- v. The use of Alcohol, Smoking Intoxicants/Drugs/non-veg. food, in any form within or outside the hostel, is strictly prohibited. Those violating this rule are liable to be expelled from the hostel immediately.
- vi. Online delivery of non-veg. food into hostel is also prohibited.
- vii. Women guests are not allowed to go to the rooms of Men's hostels. Only parents of the foreign students may meet the hostel resident in the office of the Warden with prior permission. Any violation of the above rule will be severely dealt with, including expulsion from the hostel.
- viii. All the students are required to clear their hostel, mess, electricity or any other dues to obtain a No Dues Certificate from hostel concerned before they take examination Roll Numbers. Again all their dues must be cleared before they vacate the hostel failing which their names will be forwarded to Controller of Examinations/Chairpersons/Directors for withholding their Roll Number/DMCs/Degrees etc., other disciplinary action as deemed fit will also be taken.
- ix. If Guest of any foreign student wants to visit him/her, he/she has to show ID proof to the Security Guard on duty. Further, he/she has to make entry in the Visiting Register. He/she has to provide all required information as per columns given in Entry Register e.g. Name, Country, Mobile No., Passport No., Address in India/Abroad etc. Any misconduct with Security personnel or interruption in their duty by Guest or Host shall invite disciplinary actions against responsible person(s). In an exceptional circumstance, if any male guest wants to stay with Foreign Student in his room during night, the host student has to seek prior permission of the Warden of International Hostel by submitting an application along photocopy of guest's ID (passport's photocopy).

- x. All the Foreign Students are required to mark their attendance in the Hostel Attendance Register on daily basis. Marking attendance in place of other student shall attract disciplinary action against responsible person(s).
- xi. All the foreign students are required to submit duly filled in Hostel Admission Form every year to issue Hostel ID Card for current academic year. All the foreign students have to produce Hostel ID on demand.
- xii. Prescribed **Grievance Redressal Mechanism** has to be followed if the hostel residents are experiencing any problem.
- xiii. Foreign students studying in the University and who are not in the final year may be allowed to stay in the hostel during vacations by the Chief Warden. Those foreign students who are in final year may be allowed to stay in the hostel on payment of guest charges @ Rs. **200** per day without meal.
- xiv. Hostel Residents have to clear their hostel/mess dues monthly. Accumulation of dues beyond prescribed limits must be avoided.
- xv. Girl Residents may be allowed for night only if the request is forwarded / recommended by the Chairperson/Director/ International Student Advisor.
- xvi. If any foreign student wants to leave the hostel and to stay outside the University campus, he/she has to obtain 'No Objection Certificate' from the Warden of the hostel concerned after clearing all pending dues viz. electricity charges, hostel dues, mess dues etc. After obtaining NOC, he/she has to submit an application to the Warden/Chief Warden and ICCR, Chandigarh regarding vacating of hostel room.
- xvii. The realization of Hostel dues and Electricity charges from the international students shall be effective from the month in which they are admitted for the first time and up to the month in which they leave the Hostel.
- xviii. **For Students of PCP/AIS Coaching centre the rates for accommodation and three meals (Breakfast, Lunch, Dinner) will be Rs. 410/- per day (Rs. 200/- for rent and Rs. 210 for meal.)**
- xix. Desert Cooler/Electric Kettle/ Electric Press may be used by the hostellers with the prior written permission of the Warden on payment of Rs.400/- per month for desert cooler, Rs. 200/- per month for electric iron and/or electric cattle respectively.

- xx. Juicer & Mixer can be used by the foreign students with the prior written permission of the Warden of the hostel on payment of the extra charges (in addition to Electricity Charges of Rs. 600/- monthly) @ Rs.400/- per month per appliance. Use of Electric Rod is strictly prohibited. If an electric appliance (except Room Heater) is used by more than one resident, each resident shall pay Rs. 200/- per month per electric appliance individually. The students are required to take prior permission in written, for using Electric Press, Juicer & Mixer and accordingly they will have to pay electricity charges for using these appliances as per rate mentioned in this para. The students shall use only LED Bulb/Tube Light in their rooms. Ordinary Filament light bulbs should not be used the room/bathroom of hostel.
- xxi. Desert Cooler/Electric Press /Electric Cattle may be used by the hostellers with the prior written permission of the Warden on payment of the charges @ Rs.400/- per month for Dessert Cooler, Rs. 200 per month for electric press and /or electric cattle respectively However, the residents are required to use these appliances on actual need basis only. Use of all unauthorized electrical appliances such as heaters, iron, electrical rods, electrical kettle, Juicer & Mixer etc., is strictly prohibited. In case any student is found using these appliances a fine of Rs.5000/- with cancellation of room will be imposed by the Warden.
- xxiii Room Heater is not allowed in the hostel rooms. However, in exceptional cases/circumstances, the Room Heater may be used by a foreign student with prior written permission of the Hostel Warden / Chief Warden. The charges for Room Heater would be Rs.1000 /- p.m. In case any foreign student is found using Room Heater/ Electric Press / Juicer Mixer or any other electrical appliance without prior permission of the Warden/Chief Warden, a fine of Rs.5000/- will be imposed. In case of repetition of this act without permission, his/her room shall be locked together with imposition of fine of Rs.5000/-.
- xxiv Mess facility is optional for (Foreign students Boys & Girls). The foreign students (Boys & Girls) may avail the mess facility of other hostels where mess is being run by private contractor or co-operative mess. Preparation of food in the hostel room shall not be allowed in any case. They are not allowed to take gas stoves/cylinders in their rooms. If any foreign students is found using stoves/gas cylinders in his/her room, he/she has to pay a fine of Rs. 1000/-. They may also arrange their food at their own outside the hostel premises.
- xxv Hostel Mess Dues & Electricity Charges have to be paid by the residents on monthly basis up to 15th of every month irrespective of the fact that the student has received or not received the fellowship / scholarship or not from ICCR, New Delhi / funding agency.

Note: Foreign Students will abide by all other Hostels Rules and Regulations mentioned in Hostel Rules Booklet.

18. FEE STRUCTURE.

	Annual Charges
A. University Share	
Accommodation/ Room Rent	600
Water	240
Electricity Charges	4800
Medical Fee	50
B. Hostel Share	
Utensils and Furniture Fund	600
Dilapidation Fund	360
Establishment Fund	420
Common Room Fund	720
Mess Development Fund	250
Ambulance Maintenance Fund	200
Tube light fittings	300
Sanitation Charges	150
Admission Form & Hostel I D Card	150
Mess Advance (Refundable)	3000
Hostel Security (Refundable)	1000

19. PAYMENT OF HOSTEL DUES.

- (i) Annual Charges have to be paid by the students at the time of admission only.
- (ii) All differently abled students with disability more than 50 % and having family income from all sources upto six lac per annum and the blind students are exempted from the payment of University Share and Hostel Share. However, they will have to deposit Mess Advance of Rs. 3000/- and Hostel Security Rs. 1000/- as Caution Money.

20. REBATE IN MESS CHARGES.

Hostel residents going out of station can avail rebate in Mess Charges by submitting an application to this effect at least 24 hours in advance. **The rebate for maximum of Eight Days in a month will be provided in Hostel Mess Charges.**

21. PAYMENT OF HOSTEL MESS DUES.

Mess Charges and servant charges have to be paid on monthly basis up to 15th of the following month. In case, these Charges are not paid by 15th of any month, these will be accepted with a late fee fine of Rs. 50/- up to 25th and Rs. 100/- up to the last day of the month. After last day of the month, these dues will be accepted with late fee of Rs. 200. In case, any resident does not clear his/her dues even after two months his/her name may be struck off from the hostel rolls. His/her facility will be stopped and his/her room will be locked forthwith. Parents/guardians will also be informed in this regard accordingly and whenever the dues are realized, the fine will be added as usual.

Note:- Mess charges shall be charged on basis of actual diets taken by the students alongwith guests diet, if permissible subject to minimum diet as per rule 20 for rebate in mess charges. **Servant charges in the University Hostels shall be charged @ Rs.620/- per month per students in the hostels with co-operative mess and @ Rs.250/- per month per students in the hostels with contract mess for the session 2024-25 with the mess charges.**

22. TEMPORARY ALLOTMENT AND GUEST CHARGES.

Hostel facility may be provided under temporary allotment to the students of DDE/A.I.S Coaching Centre/Director sports on the recommendations of the Director / Chief Warden. **Mess Advance of Rs. 2000/- (Refundable)** will be charged when temporary allotment exceeds one month. Charges for PCP students/examination/sports students/ A.I.S Coaching Centre for accommodation including three meals (Breakfast, Lunch, Dinner) will be **Rs. 410/- per day. (Rs. 200/- as rent and Rs. 210/- for meal).**

23. CANCELLATION OF HOSTEL FACILITY AND REFUND OF FEES.

Hostel charges (except mess advance and hostel security) once deposited shall not be refunded in any case.

24. RELAXATION IN MESS DUES.

Students who participate in any national/inter university level function/championship/youth festival/camp (rehearsal etc.) like 26th January for months together on production of certificate issued by the **Competent Authority** may be exempted from mess dues for the period specified in the certificate of participation. But they shall pay the servant Charges as usual.

25. FEES FOR PH.D. STUDENTS.

The Ph.D students are required to pay full Annual hostels fees at the time of his/her admission in the hostel.

26. USE OF ELECTRICAL APPLIANCES.

Desert Cooler/Electric Press /Electric Kettle/Electric Scooty & Electric Motor Cycle may be used by the hostellers with the prior written permission of the Warden of the concerned hostel on payment (i.e @ Rs.400/- per month for Dessert Cooler, Electric Scooty & Electric Motor Cycle, and Rs. 200 per month for electric press and for electric Kettle). However, the residents are required to use these appliances on actual need basis only. Use of all unauthorized electrical appliances such as heaters, iron, electrical rods, electrical kettle, Juicer & Mixer etc., is strictly prohibited. In case any student is found using these appliances a fine of **Rs. 1000/- at first instance and Rs.5000/- for second instance will be imposed and after that the room will be cancelled immediately by the concerned Warden.**

27. ACCOMMODATION FOR PARENTS OF GIRLS' RESIDENTS.

Parents of the girls' students will be allowed to stay in the Guest House in the Girls Hostel Complex with prior approval of the Chief Warden @ Rs. 200/- per day provided such accommodation is not allotted already to someone.

28. NO DUES CERTIFICATE.

All the students are required to clear their hostel, mess, canteen and any other dues and obtain a '**No Dues Certificate**' before they take their examination Roll Numbers and again all their dues must be cleared before they vacate the hostel, failing which their names will be forwarded to the Controller of Examinations/Chairpersons/Directors/Principals for withholding their Roll Numbers, the declaration of result/Detailed Marks Cards. Other disciplinary legal action as deemed fit may also be taken.

29. REFUND OF HOSTEL SECURITY.

Normally the Hostel Caution money is refundable within one year from the date of leaving the hostel. However, in case the Mess Advance falls short for the recovery of Mess Dues/Canteen Dues etc., the Hostel Caution Money can also be utilized for the recovery of either Hostel Dues or Mess Dues or Canteen Dues or any other dues by the Warden of the hostel.

30. HOSTEL DUES FOR FOREIGN STUDENTS.

University Share	Per Month
Accommodation/ Room Rent	1875
Water	25
Electricity	600
Hostel Charges	
Utensils & furniture	300
Common Room Fund	400
Dilapidation	200
Establishment	500
Mess Development Fund	500
Sanitation Charges	150
Ambulance Fund	125
Medical Fund	125
Labour	800
Total Amount (Per Month)	5600

Note:

- (I) The above rates are applicable for the foreign students admitted from the session 2020-21 subject to revision to be notified by ICCR/ Funding Agency. However, for old students (prior to 2020-21) have to pay as the charges applicable at the time of their admission in the course he/she is pursuing. Hostel Security Money of Rs.6000/- (refundable) must be deposited by the students at the time of admission in the hostel. The Hostel Security Money of Rs.6000/- will be refunded at the time of vacating the hostel room after clearing of all hostel dues, mess dues, electricity charges and any other dues.
- (II) Keeping in view the instructions given by ICCR, the hostel dues shall be realized from foreign students from the actual date of admission in the hostel.

UNDERTAKINGS TO BE SUBMITTED

- Each admitted student has to attach undertaking against ragging as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and "The Haryana Prohibition of Ragging in Educational Institution Ordinance, 2012"
- Each admitted student has to submit undertaking to Comply Hostel Rules.
- Each admitted student should bring six latest passport size photographs.