

CHITKARA UNIVERSITY'S HOSTEL RULES

The rules contained in this book are for better management of the hostels and for creating a clean and secure atmosphere for the academic advancement of the students. All students are requested to co-operate and strictly implement these rules. This will help the management to make the stay of students in CU hostels as comfortable and enjoyable as possible. These rules are by no means comprehensive.

ALLOTMENT / VACATION AND SHIFTING OF HOSTELS

1. Every attempt will be made to provide hostel accommodation to all students desirous of staying in the hostel.
2. Hostel accommodation is allotted purely at the discretion of the Dean Student Welfare and on the condition that the student agrees to abide by all the rules and regulations of the hostel. The Dean Student Welfare may refuse hostel facilities without assigning any reason or remove a resident from the hostel at any time on disciplinary grounds. Students may be asked on disciplinary grounds to vacate their rooms at short notice. Similarly, students may be required to shift to alternate accommodation at short notice due to administrative reason. The hostel management reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss will be entertained.
3. The rooms allotted to the students at the time of admission are for a limited period of up to one year or less. Residents are required to shift to other block/rooms as and when informed by hostel authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room except with the written permission of the Dean Student Welfare. Allotment of a room made to any student is subject to cancellation if HE/SHE fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Resident will also forfeit their allotment if they fail to clear all their dues to the hostel by the scheduled date.
4. Residents who vacate the hostel must meet the warden for necessary formalities/advice. Permission of the student's parents and Mentor is mandatory. Date of handing over of the room, cupboard keys and mess card will be treated as date of vacation.
5. When there is a vacant seat in the room, the duplicate key of the room must be deposited with the warden of the block to facilitate allotment of the vacant seat to another student.

WAITING LIST FOR CHANGING HOSTELS/ROOMS

6. Students desirous of shifting to different rooms within their present hostels or wishing to shift to other hostels must put their names in the "waiting list" being maintained at Dean Student Welfare's office. Such students will be accommodated based purely on the waiting list seniority.

MAINTENANCE OF ROOMS

7. The rooms have been distempered and painted as per schedule and will be maintained regularly by the management as per the maintenance schedule.
8. All maintenance complaints/requirements will be attended to by maintenance staff. Complaint(s) must be entered in the register(s) available with warden/supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the warden/Dean Student Welfare. Residents are not permitted to employ any outsiders for any such job without the permission of Dean Student Welfare.
9. Residents must bring to the notice of the warden any failures/breakdown in the electric supply. They should not attempt to repair the defects in the mains or in the distribution system themselves. The service of an electrician is available round the clock for attending to any defect in the electric system or fitting. When leaving the room, the occupants must take care to see that the fan and light are switched off. Every effort must be made to economize the use of electricity. A Warning "S O S" {switch off something} may be put up on the door to remind the residents before they leave the room
10. Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported to the block supervisor.
11. Solar heated water is available in all the hostels during specific timing in the morning and evening. Residents are requested to use this without causing any wastage. Wastage will deprive someone of hot water and tomorrow it could be you.
12. Residents must tidy up their rooms every day before leaving for classes or going out of the hostel.

DAMAGE OF HOSTEL PROPERTY

13. Students are advised to check the items thoroughly before signing the inventory. Any Damage to hostel property will be recovered by the residents who are responsible for the damage. This includes driving in of nails, defacing of wall and damage to fixtures and furniture. In case of intentional damage to hostel property, heavy fine will be levied in addition to disciplinary action. In case culprit is not identified, the cost of damaged property will be recovered from all students staying in that hostel/floor.

CONDUCT AND DISCIPLINE

14. All instructions/notices displayed on notice board will be deemed to have been read by all the residents and excuses for non-compliance of such instruction and notices will not be accepted. Residents are advised to look at the notice board everyday to acquaint themselves with latest information/orders.

15. Students are expected to attend all classes in time and take part in sports, extracurricular activities and other events. Students are NOT permitted to stay in their room if he/she has a class.
16. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels and in the university campus. Cooking in the hostel rooms is not permitted.
17. Pets of any kind are not permitted. Feeding stray dogs and cats in the hostel premises is not permitted. Playing of loud music and disturbing the quiet atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing any kind of outdoor games inside the hostels/corridors is not permitted.
18. Partying in the rooms, corridors or anywhere in the hostel is NOT permitted whatever be the occasion. However, residents can celebrate their birthday or other occasions in the mess with the permission of the Mess supervisor.
19. Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the Hostel premises throughout the year. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
20. In case of Fire Residents must raise an alarm and call the hostel warden. They should also alert the Security officer 98059-65412 and Dean Administration, 98059-65403.
21. Anything which interferes with student's studies must be avoided at all times. 'Silence Hours' will be observed from 8.00 p.m. to 8.00 a.m. on all days. No noise of any sort will be permitted during the 'Silence Hours'. Serious action will be taken on the breach of this rule. Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action will be taken accordingly.
22. The management reserves the right to break open the rooms in case of violations of hostel rules, suspected unlawful activities and security risk cases or where the student is absent from his room for a long period without prior information or any valid reason. This will, however, be carried out by the Security person in the presence of the hostel Warden, supervisor and one more person at the discretion of the Dean Student Welfare / Warden. On such occasions, the items in the room will be listed by these officials and kept in the store room. A verbal report, followed by a written report will be sent to the higher authorities.
23. Proxy or dummy room-mates are forbidden. Strict action will be taken if accommodation is held as proxy. They are liable to be removed from the hostel. Residents are not permitted to allow their rooms to be used by others. All visitors and non-residents including students from other hostels must leave the hostel/other students' rooms during nights. All residents are advised to extend their fullest co-operation to see that no unauthorized persons enter or stay in the hostel premises. If they happen to find any such person, they should demand the permit/Identity Card and if it is not forthcoming, the matter should be brought to the notice of the Warden for further action.

24. **RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THE DEFAULTERS. NO LENIENCY WILL BE SHOWN TO THE OFFENDERS. SUSPENSION AND/OR WITHDRAWAL FROM THE HOSTEL / COLLEGE IS ONE OF THE ACTIONS TAKEN PROMPTLY. PUNISHMENT FOR RAGGING UNDER THE ACT OF 1983 CAN BE UPTO ONE YEAR IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE.**
25. All hostel inmates MUST report any disciplinary matter or problems concerning them or their roommate/neighbor(s) coming to their notice to the Warden/Dean Student Welfare. In case their room-mate is absent from the room or is sick/ admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same MUST be immediately brought to the notice of the Warden or the Dean Student Welfare.
26. No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV in the Mess/ common TV room provided in the hostels.
27. The residents are forbidden to keep any heavy cash/valuables in the room. The resident is responsible for the safety of his/her items inside the rooms. Giving the room keys to any person (except the Hostel Supervisors/Wardens) in good faith is at their own risk. The management will not take any responsibility for any loss of such costly articles/money. They may deposit all sums of money which is not immediately required by them for their expenses in the local Banks. The residents may lock the rooms and their lockers with their own locks. (Branded Lock should be used. Number locks are not be used)
28. **Insurance of Laptops and Valuables.** It is the responsibility of the Hostel residents to get their laptops and valuables if any, insured themselves.
29. **Security of ATM/Debit cards.** All residents must take care of their ATM/Debit cards. They must not disclose their PIN to anybody even to their best friends.
30. Residents must return to the campus during specified time.
31. Residents are permitted to go out of the campus in the morning and evening. They must handover their ID Card at the main gate while going out of the campus and collect the same while entering the campus. Residents must return to the campus as per laid down timings. Residents returning late will be fined and parents and Dean will be informed.
32. **Hostel Timings.** Hostel gates will be closed at 9.00 PM. Any student found loitering in the campus after the gates are closed is liable to be questioned by Security staff. They are liable to surrender their ID card to security staff on duty. Roll call will be conducted between 9.00 PM to 9.30 PM. Students are advised to be present in their rooms.

VISITORS

33. Visitors including parents and guardians are not permitted to enter the hostels. Male relatives above the age of Twelve years are not permitted to visit girls Hostels. Similarly female relatives are not permitted to visit the boys hostels. Residents have to meet their visitor only outside the Hostel entrances. Except the residents no one else including Parents are permitted to stay in the students' room.

34. Students may be permitted to enter other Hostels with the written permission of either the Warden or the Dean Student Welfare. Otherwise they are not permitted.
35. The entry of all males is strictly forbidden inside ladies' hostel except on University official duty with valid passes. Likewise ladies are not permitted to enter the gents' hostels without permission.
36. **Guest Rooms.** Guest Room facility may be provided for visiting parents if accommodation is available.
37. **Laundry Facilities.** Outsourced washing facility is available. Laundry men visit the hostels in the evening and collect clothes for washing from. All residents are required to avail laundry facilities. Laundry charges are required to be paid at the beginning of the semester. Residents must check their clothes while handing/taking back from the laundry person and submit their complaint, if any, as per the format available with the warden on the same day.

MESS

38. All residents are required to eat in the Mess. Menu is decided by the Mess Committee. Mess meetings are held regularly. Residents must wear proper dress while entering the mess.
39. Food will be served in the dining halls at the following hours:
 - a) Breakfast 07.00 AM to 09.00 AM
 - b) Lunch 12.15 PM to 02.00 PM
 - c) Dinner 07.30 PM to 09.00 PM
40. Members are forbidden to enter the kitchen
41. Residents are not permitted to take their meals in their rooms. In special cases such as when the student is confined to bed due to illness, Warden's written permission should be obtained. No private caterers are permitted to supply food within hostels.
42. Suggestion book is available in the messes. Students/members may enter their suggestions regarding quality, quantity and variety of food in these registers. Valued suggestions are given due consideration.

COMPLAINTS AND REPRESENTATIONS

43. All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in Complaint Registers maintained in all the Hostels. These complaints are attended to expeditiously by Maintenance staff. All complaints are also monitored regularly by the Warden/Dean Student Welfare.
44. For other complaints if any, applications shall be made in writing addressed to the Warden/Dean Student Welfare. Complaints will be resolved expeditiously by the Wardens. Advice and assistance of the Dean Student Welfare will be taken when needed. For investigation of any of the complaints the Warden may call the concerned resident or hostel employees to his/her office.

45. Residents of the hostels are not permitted to convene meetings of any sort in the Hostel premises without the prior permission of the Warden/Dean Student Welfare. Disobedience of this rule will be severely dealt with.
46. There are 'Suggestion Boxes' kept in all the hostels for suggestions. Residents may drop their suggestions and complaints if any duly signed with their names and roll numbers in these Suggestion Boxes which are opened periodically. Appropriate action will be taken on all suggestions / complaints and a feedback will be given to the student(s). No cognizance of anonymous suggestions/complaints will be taken.
47. The Hostel Supervisor, Warden and Dean Student Welfare are available round-the-clock on telephone, and may be contacted in case of any emergency. Their telephone numbers are displayed at various places in all the Hostels.

SICKNESS

48. If a resident falls sick, he/she or room-mate/friend must immediately inform the block supervisors/warden who will make arrangements to shift/evacuate the student to the dispensary and look after him/her. All cases of sickness must be immediately reported to the Medical Officer for necessary treatment. In case a resident is unable to leave the room and go to the Hospital, the matter must be reported to the Warden. Information regarding any resident falling sick or getting admitted in the hospital must be relayed to the hostel authorities on priority. Warden/Supervisor will accompany the student if he/she is referred to the hospital.

OUTING

49. Outing is planned for students on Saturdays and Sundays on nominal charges. The buses leave to Chandigarh in the Morning and return in the evening. Students are required to purchase the tickets from the warden on previous day during night attendance.

ABSENCE FROM HOSTEL

50. When a resident of the hostel wishes to leave the hostel/station on vacation/ holidays or otherwise the following procedure shall be ensured:
 - a) The student will submit to the Warden a signed application on the laid down format duly signed by his/her mentor. The application forms can be obtained from the stationery shop.
 - b) Student will ask his/her parent to call the warden and give their consent for leaving the hostel specifying the date and time.
 - c) In case the resident is NOT able to return by the specified date & time, parents/student must inform the warden.
 - d) Wardens will contact the parents of the student who do not inform or return as per the specified date and time to the hostel. List of students who are late or absent from the hostel will be given to the Dean Student Welfare in the morning.
 - e) Disciplinary action / penal fines will be levied on defaulters.

51. **Code of Conduct.** The University Code of Conduct will be adhered to by all students.

52. **Public Display of Affection (PDA).** The strong traditions and cultural systems in India prohibit PDA. Students are advised to refrain from PDA. Students indulging in PDA will be dealt with seriously (disciplinary and penal).

IMPORTANT CONTACTS

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| Warden, Boys | Mr. Ravinder Thakur | +91.9805965420 |
| Warden, Girls | Ms. Rupali | +91.9805965414 |
| Security Gate | | +91.1795661060 |
| Maintenance Cell | | +91.1795661083 |
| IT Deptt. | Mr. Surinder Kumar | +91.8894493504 |

CONCLUSION

53. Hostel residents are at liberty to meet their Wardens or the Dean Student Welfare any time to sort out their difficulties, if any.

54. Any matter, not expressly provided for in these rules, will rest at the absolute discretion of the University which also reserves the right to modify any of these rules as and when necessary.

55. It is the earnest endeavor of the Management to make the living conditions in Hostel as comfortable and as enjoyable as possible. No stone will be left unturned in pursuit of excellence in managing the Hostels. The co-operation of students will help the Management in achieving this aim. We wish all the residents a very happy and comfortable stay with Chitkara University Hostels.

Dean Student Affairs
Chitkara University, HP