

# Hostel Rules

## Session

### 2017-2018

## A GLIMPSE OF GNDU CAMPUS HOSTELS



The beautiful campus of Guru Nanak Dev University provides homely environment to more than four thousand students in its nine hostels. The first hostel was made available to the students in 1973 and since then the University has built a total of Four Girls' Hostels accommodating around **2500** students and Three Boys' Hostels accommodating around **1450** students. In the year 2014, the boundary walls of the Girls' Hostels have been raised to 10 feet with 2 <sup>1/2</sup> feet of concertina wire to strengthen the security of Girls' Hostels. All weather CCTV cameras have also been installed on the entire boundary wall of the Girls' Hostels, which are regularly monitored. Moreover, female security guards are on duty inside Girls' Hostels during the night. All the hostels are equipped with fully furnished rooms, dining halls and reading room . A stationary cum retail shop along a hostel canteen and mess is made available in each hostel. A council including the Warden and an Assistant Warden for each hostel looks after the administration of hostel. Students committee such as mess committee aids in the smooth functioning of the hostels. All the hostels are also provided with 24 hour Wi-Fi connectivity.

(Prof. S.S.Behl)  
Dean Students' Welfare

## GENERAL RULES

1. All the rights of admission to the University Hostels will be reserved with the Dean Students' Welfare and are implemented according to the University rules and policies.
  2. 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, he/she will be immediately suspended from the Hostel and his/her entry to the Hostel will be banned. He/She may be suspended from the Department as well. In case of non-compliance, Dean Students' Welfare, after investigation can recommend some other punishment too.
  3. Admission to the Hostel will be made fresh in every academic session.
  4. Admission to the Hostel will be subject to the following rules:
    - (a) **Fresh Students:** Merit in the qualifying exam on which admission is sought. However, this doesn't guarantee admission which is dependent on merit as well as availability of rooms.
    - (b) **Returning Students**
      - i) Behavior during stay in the University.
      - ii) Who disobeyed the rules and regulations during their stay will not be given accommodation in the hostel.
      - iii) Regularity in payment of dues of the Hostel during previous years.
      - iv) Students who were detained from examination or have E/F grade will not be entitled for hostel accommodation. In case surplus hostel accommodation is available, then they will be allotted on the last priority.
  5. The Boys and Girls whose residence is within 40 kilometers and 25 kilometers respectively from the University Campus will not be entitled for accommodation in the hostel.
  6. Accommodation in hostels will be provided under following conditions:-
    - a) Only regular Research Scholars, who have cleared JRF test or have been awarded University Research Fellowship, University Project Fellowship/Assistantship will be given hostel accommodation as per rules. While residing in hostel, they will not be allowed to take up any job.
    - b) The regular hostel accommodation will not be provided to Part-time Ph.D students and research fellows.
    - c) Part-time students, for example, in the department of Foreign Languages/Life Long Learning will not be given hostel accommodation.
    - d) Room sharing will be compulsory for all students including Ph.D and M.Phil students.
    - e) As per rules, accommodation in the hostel to M.Phil students will be provided only for one year. The duration of stay in the hostel shall not be extended for resubmission of the dissertation.
  7. Student must fill the online form and take the print out of the same and deposit it in the concerned hostel. It must carry:
    - a) Recommendation of the Head of the concerned Department
    - b) Signatures of Father/Mother/Guardian and
    - c) Permanent Address with proof.
  8. Admission in the Hostel shall be cancelled and security deposit forfeited if false statement/address/telephone number is given in the Hostel admission form.
- Note: If the parents of the hostel resident are alive, guardian's signatures will not be accepted.**
9. Ignorance of Hostel rules will not be taken as an excuse for avoiding any disciplinary action.
  10. Every hosteller and his/her Parents/Guardian have to sign an affidavit issued by UGC regarding prevention of Ragging along with admission form.

11. 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. In any circumstances, the guest shall not be permitted to stay in the Guest House for more than two days.
12. No present or old student of the University can be the guest of the hostel resident.
13. No Hostel Resident or his/her guest is allowed to take arms of any kind in the hostel.
14. No Hostel Resident shall be allowed to change his/her room during the session
15. 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.
16. 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.
17. Every Hostel Resident shall be responsible for the safety of the furniture and fan etc. provided in his/her Room and these cannot be shifted from one room to another. It shall be the duty of the Hostel Resident that the furniture handed over to him/her should not be damaged. He/she should not keep the furniture outside in the sun or rain. Defaulters will be fined.
18. Hostel Residents are prohibited to take away the furniture from any room, canteen or mess to their room.
19. Before vacating the hostel, a hostel resident shall obtain the clearance from the Hostel office and shall personally hand over the charge of the room and other hostel properties to the authorities. He/she shall personally be responsible for the loss of the Hostel property and shall also pay for the repairs of damage caused to the furniture fixtures/fittings.
20. A hostel resident will be required to vacate the room within a week after his/her examination is over. **No extension will be given to any hostel resident except for project work/Research work and attending classes at University Campus which should be the part of syllabus.** On overstay he/she shall have to pay a fine of Rs. 100/- per day for over stay. If he/she fails to vacate the hostel within the specified period then he/she would be declared to be having unauthorized possession which will lead to his/her expulsion from the hostel. His/her lock shall be broken in the presence of the DSW/Warden and the room thus opened, shall be considered as vacated from that very day.
21. Hostel residents are advised to keep the Hostel identity cards always with them and should produce the same whenever asked by the concerned authorities.
22. Students can meet the Warden/Dean Students' Welfare in the office during the specified time for official work.
23. Hostel Residents are cautioned not to keep cash, ornaments and other valuable/costly articles in their rooms. They themselves will be responsible for the safety of Mobile Phones, Laptops, and other valuable/costly articles. University authority will not be responsible in any kind of loss.
24. **No Hostel Resident is allowed to keep car, Royal Enfield motorcycle or any other bike with engine capacity of 300 c.c. or more.** Hostel Residents shall park their cycles, scooters, motorbikes etc. in the parking space and no where else. They will get their vehicles insured against such loss or theft. They will also get stickers issued from the University's security office
25. Indiscipline, misbehavior, gambling, use of drugs 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.
26. The use of TV, stereo, radio or transistor/desk computer and electrical iron in the room is strictly prohibited.
27. No hostel resident is allowed to cook food or prepare tea in his/her room.

28. 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.
29. A hostel resident may be asked to open his/her room, almirah etc. for inspection by the Warden/DSW/DAA whenever required.
30. Smoking or drinking or use of any other intoxicant by the hostel residents or their guests is strictly prohibited.
31. At night the hostel residents will sleep in their own rooms. A hostler cannot sleep in another room without prior permission of the warden.
32. No meeting can be held within the premises (boundary) of the hostel without the prior/ written permission of the warden/DSW.
33. 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 a common room committee will be appointed to look after their functioning. Eatables, snacks, Tea etc, are strictly prohibited in the common room.
34. Hostel residents will wear proper dress while going to the common room, dining hall, guest room, and office or roaming about on the campus. If a Student ignores the warning of the attendants/ Assistant Warden he/she will be subjected to disciplinary action that may include eviction from the Hostel.
35. Hostel telephone is for official use only and hostel residents cannot use the same without the permission of the official concerned.
36. A hostel resident, including Y-Type hostel should mark her leave in leave register and will fill leave proforma for going home and give it to Gate attendant which will be on duty. Leave proforma will available on the University website. The name of the hostel resident who is continuously absent for more than one week, shall be struck off the rolls and the possession of his/her room will be taken by the warden.
37. A student who remains absent for more than one month from the Department, his/her room will be got vacated.
38. Hostel residents will ensure that their guests behave properly with the security guards. If they fail to do so, then they can be asked to vacate the hostel room.
39. In case of non payment of the hostel dues, warden can get the room vacated after informing the head and DSW.
40. 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. The hostellers are not allowed to play cricket in the hostel premises.
41. In boys' hostel only males would be allowed to enter the hostel room. Similarly, in girl's hostel only females would be allowed to enter the hostel room.
42. Before commencement of the examinations, hostel residents will deposit their balances and obtain a clearance slip from the Hostel office.
43. All the rules of the hostel will also apply to the research fellows.
44. Hostel residents are instructed to see the notice board twice a day.
45. In boys hostel residents can't come in or move out after 11.00 PM. The duration of time during exams can be extended for boys only with the prior permission of the competent authority.
46. In the boys' hostel, non-residents are not allowed to enter the hostel from 6.00 PM to 8.00 AM.

47. 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.
48. If any student is found stealing in the hostel, strict disciplinary action will be taken against him/her. He/She can be expelled immediately from the Hostel.
49. 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.
50. In the hostels on the campus, home delivery of cooked food/fast food is strictly prohibited. Any hostel resident violating this rule will be immediately expelled from the hostel.

**For the information of students, Forms of Ragging and its Punishment are given below:**

**Clause (3): 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 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, emails, post, public insult which would also include deriving perverted pleasure, vicarious or sadistic thrill form 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.
- j. 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 student.

**Clause (7): Action to be taken by the Head of the institution:-**

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- Abetment to ragging;
- Criminal conspiracy to rag;

- Unlawful assembly and rioting while ragging
- **Public nuisance created during ragging;**
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Threat to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under **clause 9** of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

**Clause (9): Administrative action in the event of Ragging:-**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- (a) The Anti-ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- (b) The Anti-Ragging Committee may depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishment, namely;
  - Suspension from attending classes and academic privileges.
  - Withholding/withdrawing scholarship /fellowship and other benefits.
  - Debarring from appearing in any test/examination or other evaluation process.
  - Withholding results.
  - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - Suspension/expulsion from the hostel.
  - Cancellation of admission.
  - Rustication from the institution for period ranging from one to four semesters.
  - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- (c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
  - in case of an order of a University, to its Chancellor.
  - in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

**Note: The above is based on Report of the Committee to curb the menace of Ragging in Universities/ Educational Institutions issued by University Grants Commission, New Delhi vide its D.O. No F-1-16/2009 (CPP-II), dated 30-10-09. (vide clause: 3, clause: 7 & clause: 9)**

The Syndicate of the Guru Nanak Dev University vide Para-II of its meeting held on 12.04.2000 has banned Ragging in the University with immediate effect. Strict action will be taken against the student involved in ragging and their admission will be cancelled. Fine upto Rs. 25,000/- may also be imposed.

### **ELECTRICITY**

1. Every hostel resident will make sure that before leaving the hostel room, he/she switches off the lights and the fan. If he/she fails to do so, he/she will be fined Rs. 200/-
2. Use of any electric gadget such as heater rod, press, and radio/stereo etc. is strictly prohibited. If a hostel resident is caught having any such electric gadget then he/she will be fined Rs. 500/-per gadget. If the hostel resident repeats the same mistake, the fine will be doubled.
3. Hostel resident shall not damage any electric or sanitary items installed in the hostel. If he/she does so, then the repair cost along with fine will be recovered from him/her.

### **HOSTEL EXPENSES AND SECURITIES**

1. At the time of admission, the hostel resident will have to pay the following expenses:

<b>Annual Charges</b>	<b>Amount (in Rs.)</b>
a) Rent	4200/- (Sharing Basis) 5400/- (Single)
b) Water	600/-
c) Electricity	5400/-
d) Establishment	2400/-
e) Dilapidation	1200/-
f) Common Room	1200/-
g) Admission Fee	1000/-
h) Medical	100/-
i) Geysers	200/-
j) Development Fund	1000/-
k) Hostel Welfare Fund	200/-
l) Fan Charges	350/-
* m) Cycle/Scooter Stand Charges	500/- ( Half fees for 6 months)

<b>Security (Refundable)</b>	<b>Amount (in Rs.)</b>
Mess Security	5000/-

**\* Applicable to those students who will have cycle/scoter/motorcycle in the hostel**

- At the time of admission every hostel resident will have to pay full annual charges. Those students who will join late their annual rent and electricity charges will be reduced proportionately. Residents, whose courses end in the middle of the academic session, will pay the charges accordingly.
- All dues are to be paid on or before the specified date. A hostel resident who fails to pay any kind of dues for more than two months will have to vacate the hostel room.
- Under exceptional circumstances old student/Part time Ph.D student of Guru Nanak Dev University, visiting research scholar from any other approved institutions for academic/research purpose, wants to stay in the hostel, he/she can do so with prior recommendation of concerned Faculty/HOD and permission of Dean Students' Welfare for maximum of three months subject to the availability of accommodation. Such students will have to pay Rs. 100/- per day on guest entry basis and such students will also have to deposit mess security. All hostel and mess rules are also applicable on these students**
- The hostel expenses of students migrating from one hostel to another hostel or from University Campus to Regional Campus, Jalandhar, Gurdaspur and ASSM College, Mukandpur and Vice-versa shall be adjusted if the student gets accommodation in the hostel, in case he/she does not get accommodation his/her fee will be refunded as per University rules.
- If a student after seeking admission in hostel surrenders his/her seat from University before taking possession of his/her room in the Hostel on account of admission to some other institution the entire fee collected from the student after a deduction of processing fee of Rs.1000/- will be refunded. However, if the Student leave after taking possession of a room, then the hostel fee deposited by her/ him will be refunded after deducting room rent for the period of his/her stay and a processing fee of Rs.1000/-. This will not be applicable to a student who left hostel due to any other reason except on medical grounds.
- The revised fee for the session 2017-18 will also be applicable on Research/Project Fellows.

## **MESS**

- Provision of breakfast, lunch and dinner along with canteen services is made in all the Hostels. Students are encouraged to take all the three meals during their stay in the hostel.
- Messes and Canteens will function under the direct supervision and control of the Wardens who will be assisted by a Mess/Canteen Committees.
- Usually no deduction in the mess bill be allowed except if the hostel resident is absent from the hostel and prior information must be given to the Mess Incharge two diets in advance.
- If a student joins hostel after 20<sup>th</sup> of the month he/she will be charged half the minimum monthly charges, prescribed.
- The students residing in the Boys Hostel of University campus, Amritsar, Regional Campus, Gurdaspur and Regional Campus, Jalandhar will have to pay minimum of Rs. 850/- per student per month as minimum Mess Charges and for girls hostels this charges will be Rs. 750/-. These minimum charges will also apply to residents of working women and Y-type reserve hostel.

6. During vacation and training/official tour the students have to seek the prior permission from HOD and will inform to hostel warden. If a student does not want to take food in hostel mess on medical ground he/she has to deposit the prescription slip issued by the Medical Office. After that he/she will be given the benefit of discount of mess charges of prescribed days.
7. Paying of the Mess bills before the 15<sup>th</sup> of each month is compulsory after which a fine of Rs. 10/- per day will be imposed till the last day of the month. Hostel resident who fails to pay the Mess Bill by the end of the month shall pay a fine of Rs. 20/- per day upto the next two months. If the hostel resident doesn't deposit his/her mess bill by the end of above mentioned time, he/she will have to vacate the room.
8. Food will not be served before or after the mess timings, nor will it be served in the Room except in case of illness and that too, on the orders of the Warden. Hostel Resident or the Mess steward can be fined for violating this rule.
9. Mess and canteen employees will be under the control of the Warden only, whom he/she can suspend or award any other punishment for any kind of lapse. Hostel Resident can't punish the employees but they can file complaint against them to the Warden or to the DSW.
10. Hostel Residents can't have food as guest if they reside in same or another hostel.
11. Taking crockery, utensils and furniture out of the Mess/kitchen or dining hall to the Hostel Room is strictly prohibited. Snacks and tea will only be served in the canteen, particularly in the case of Girl's Hostel.
12. Before getting their Examination Roll Number, the Hostel Residents will obtain a 'No Dues' certificate after paying the dues of their Canteen and Mess Bills. All the dues must be cleared before vacating the Hostel. The names of the violators will be sent to the Controller of Examination/ Head of the Department not to issue them the Roll Number or declare their result. Other disciplinary action can also be taken against them in this regard.
13. The Mess security deposited at the time of admission in the Hostel can be withdrawn within one year after vacating the Hostel as per University rules.
14. Mess, Canteen, Common Room and Guest Room can be closed during the vacations. The closing date shall be notified by the DSW.

#### **SPECIAL RULES FOR GIRLS HOSTEL**

1. At the time of admission to the Hostel, Parents /Guardian should accompany their daughter to the warden. They will submit a list of relatives who are to be allowed to meet their child/ward.
2. Only authorized guests shall be allowed to meet the Hostel Resident in the Guest Room situated within the four walls of the Hostel. Authorized guests can meet the Hostel Resident on all Saturday and Sundays from 10.00 AM to 5.00 PM.
3. It is expected from the parents and the authorized guests to make their entry in the Visitors Register and also mention their relation with the Hostel.
4. Hostel Residents can meet the guests only during the time assigned for this purpose in the guest Room.
5. In all circumstances, Hostel Residents will intimate their absence for the night with the written permission of the Warden and they have to sign in the leave register during office hours.

6. Hostel Residents shall be permitted to meet their local guardians only on Sundays and other holidays with the prior permission of the Warden.
7. Hostel Residents will mark their presence personally at the place notified for attendance time.
8. The gates of the Hostels will be immediately closed after the attendance. Late entry without prior permission shall be taken as a serious offence. Hostel Residents entering the Hostel late shall register their entry in the register kept for the said purpose.
9. The closing time of Hostels during summer season (1st April-30th September) will be 8 pm and for winter season (1st October-31st March) will be 7 pm. These timings can be changed anytime by the authorities.
10. Hostel Residents who enter the Hostel after the time of entry can be fined as follows:
  - a. 8.00-8.30 p.m. Rs. 20/-
  - b. 8.30-9.30 p.m. Rs. 50/-
  - c. 9.30-10.00 p.m. Rs. 100/-
  - d. after 10.00 p.m. Rs.500/- with permission from warden and information to parents regarding late entry.
11. Hostel residents who remain absent from the hostel without the prior permission of the Warden shall be fined Rs. 100/- per night and **such absence will be brought to the notice of their parents**. DSW would take suitable action against such defaulters and give his recommendation to expel them from the hostel.
12. Old University Students/guests will not be allowed to stay in the Hostel. Only mother of Hostel Resident can stay in the Hostel for two days without any charge. However, she will have to pay Rs. 100/- per day for over stay. Real sister can also be allowed to stay in the Hostel after identification. She can stay by making a payment of Rs. 100/- per day
13. Eatables can not be brought out of the hostel premises.

**There is no guarantee that every applicant will get Hostel accommodation in the University. Hostel accommodation shall be provided on the basis of availability of Rooms and according to University rules.**

**THE HOSTELLERS ARE ADVISED TO CONTACT THE FOLLOWING  
IN CASE OF  
RAGGING/EMERGENCY  
Guru Nanak Dev University Campus, Amritsar  
(Phone No. 0183-2258802-09, 2450601-14 (PABX))**

<i>Designation</i>	<i>Hostel Extn. Telephone No.</i>	<i>Office Telephone No.</i>	<i>Residence</i>	<i>Mobile No.</i>
<b><i>University Campus, Amritsar</i></b>				
Dean Academic Affairs	3440	0183-2258237		98723-61528
Dean Students Welfare	3155	0183-2256730		98145-93666
Warden Boys Hostel-1	3141			81465-57234
Warden Boys Hostel-2	3237			81466-22326
Warden Girls Hostel-1	3144			84270-06522
Warden Girls Hostel-2	3146			98785-04121
Warden Girls Hostel-3	3545			75087-14660
Warden Girls Hostel-4	3148			98722-10559
A.R. Hostels	3141		3143	98761-72458
Security Officer	3135	0183-2258835	3136	98147-11181
<b><i>R.C. Jalandhar</i></b>				
Associate Dean,		0181-2414542		97818-10380
<b><i>R.C. Gurdaspur</i></b>				
Associate Dean,		01874-242678		94652-04534