

HOSTEL OFFICE
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by State Legislature Act 9 of 2003)



Pro-active/suo-moto disclosure u/s 4 of RTI Act.

i) Situation of the Office:

The Office of the Chief Warden & Hostel is located in Vivekanand Library, South East Top Floor, Chaudhary Devi Lal University, Sirsa .

ii) Situation of the Hostel:

The University has four hostels: two for Girls (Harkhi Devi Bhawan & Kalpana Chawla Bhawan) and two for Boys (Lajpat Rai Bhawan & Sardar Patel Bhawan). Girls' Hostels are situated at a distance of 500 meters from teaching blocks (Tagore Bhawan & C.V. Raman Block) and both Girls Hostels have single boundary wall and one entrance gate for security purpose. Boys' Hostels is further 800 meters away from teaching blocks.

iii) Capacity of Hostels:

Girls Hostels-I, Harkhi Devi Bhawan having the capacity of 220 residents and Girls Hostel-II, Kalpana Chawla Bhawan has also capacity of 220 residents. Boys' Hostel-I, Lajpat Rai Bhawan with a capacity of 100 residents and Boys' Hostel-II, Sardar Patel Bhawan has a capacity of 220 residents.

iv) Officers/ employees in working in the Department:

| Sr. No. | Name of Officer / employee | Designation |
|---------|--|-------------------------|
| 1. | Dr. Vikram Singh, Professor Deptt. of Computer Science & Application | Chief Warden |
| 2. | Dr. Ashok Makkar, Assistant Professor, Deptt of Law | Warden, Boys Hostel-I |
| 3. | Sh. Rajesh Vaid, Assistant Professor, Deptt. of Physical Education | Warden, Boys Hostel-II |
| 4. | Dr. Ranjeet Kaur, Assistant Professor, Deptt. of Education | Warden, Girls Hostel-I |
| 5. | Mrs. Sanju Bala, Assistant Professor, Deptt. of Food Science & Technology | Warden, Girls Hostel-II |

- v) **Dealing work/Particulars of the Office, its functions :**
The Office is dealing with all type of functions hostel like admission in hostels, maintaining of hostel records, hostel activities, like cultural, sports etc. The details rules of regarding admission, security etc. the copy of Hostel Prospectus (Rules & Regulation) is attached herewith as annexure- I
- vi) **The powers and duties of its officers and employees:**
The detail of power is placed herewith at annexure- II, so for the duties are concerned, the some is as:-
- a) Chief Warden: He acts as Head of the Branch. All the officers' employees of hostel office are working under his /her control and supervision.
 - b) Wardens have their duties to take-care the hostel affairs.
 - c) Steno-Typist/Clerk to maintain the office record and processing the file as per direction.
 - d) Peon to assist the office and officer/official in day to day work.
 - e) Attendant is supposed to look after the hostel.
- vii) **Record of Office :**
The office maintains the record of fund of hostel, record of students admitted, security refund and other relevant works in documentary forums.
- viii) **Facility for information seekers :**
The office record as well as information regarding the hostel office is available in the office of the hostel and provided to the information seekers and as and when so desired with the approval of the authority.
- ix) **SPIO for the Department:**
State Public Information Officer, Chaudhary Devi Lal University, Sirsa
- x) **Channel / procedure followed in the decision making / Supervision:**
Direction: Vice Chancellor → Chief Warden → Warden → Clerk/Attendant.
Supervision: Warden → Chief Warden → Vice Chancellor.

xi) Various Bodies of the office of the Chief Warden and Hostels:

Hostel Committee:

| Sr. No. | Name Of Member | Department /Instt. | Designation |
|----------------|---|---|--------------------|
| 1. | Dr. Vikram Singh, Professor Deptt. of CSA | Chief Warden | Convener |
| 2. | Dr. Ashok Makkar, Assistant Professor, Deptt of Law | Warden, Boys Hostel-I | Member |
| 3. | Sh. Rajesh Vaid, Assistant Professor, Deptt. Of Physical Education | Warden, Boys Hostel-II | Member |
| 4. | Dr. Ranjeet Kaur, Assistant Professor, Deptt. Of Education | Warden, Girls Hostel-I | Member |
| 5. | Mrs. Sanju Bala, Assistant Professor, Deptt. Of Food Science & Technology | Warden, Girls Hostel-II | Member |
| 6. | Dr. Ashok Sharma, Assistant Professor | Deptt. Of Physical Education | Member |
| 7. | Sh. Amit Sangwan, Assistant Professor | Deptt of Journalism & Mass Communication | Member |

Chief Warden

Annexure-I
HOSTEL RULES & REGULATIONS
AND
HOSTEL ADMISSION FORM
2011-12



CHAUDHARY DEVI LAL UNIVERSITY
SIRSA, HARYANA (INDIA)

Website: www.cdlu.in

Can be had from:
Office of Chief Warden
Chaudhary Devi Lal University,
Sirsa (Haryana) 125055

PREFACE

Chaudhary Devi Lal University, Sirsa, named after Jan Nayak (Late) Chaudhary Devi Lal, former Deputy Prime Minister of India, has been established by Government of Haryana by an Act of the Legislature in the year 2003. The University, located at Sirsa and at a distance of 256 KM from Delhi and 285 KM from Chandigarh. The National Highway No. 10 (Delhi-Fazilka) and the Rewari-Bathinda section of North Western Railway pass through the Sirsa town. A squadron headquarter of Indian Air Force with an airport, is also situated the vicinity of the town. Though a district headquarter of Haryana, the Sirsa district adjoins both Punjab and Rajasthan and has a great potential for developing into a centre of academic excellence.

The University has a sprawling campus having four hostels, two for boys and two for girls. Two Girls Hostels are Harkhi Devi Bhawan (GH-I) & Kalpana Chawla Bhawan (GH-II) and Boys Hostels are Lajpat Rai Bhawan (BH-I) and Sardar Patel Bhawan (BH-II). All the hostels are under the overall supervision of the Chief Warden, who is assisted by the team of Wardens. The students of the University Teaching Departments are admitted in the university hostels according to the rules.

Apart from a large number of national and regional newspapers, magazines and periodicals, common rooms of all the hostels are equipped with indoor games and LCD TV facility for recreation of the hostels' residents. To encourage sports activities among the residents, intra-hostel games like, badminton, table tennis and other indoor games are being organized. Also, Annual Cultural Programmes are organized by the University in girl hostels and boy hostels separately.

HOSTEL ADMINISTRATION

Dr. Vikram Singh
Professor
Computer Sc. & Applications

Chief Warden

HARKHI DEVI BHAWAN (Girls' Hostel - I)

Dr.(Mrs,) Ranjeet Kaur
Lecturer, Deptt. of Education

Warden
99960-40156

Ms. Jyoti

Steno-Typist

KALPANA CHAWLA BHAWAN (Girls' Hostel – II)

Mrs. Sanju Bala, Lecturer
Department of Food Sc. & Tech.

Warden
90507-00005

Ms. Jyoti

Steno-Typist

LALA LAJPAT RAI BHAWAN (Boys' Hostel – I)

Dr. Ashok Kumar Makkar
Lecturer, Department of Law

Warden
98123-38181

SARDAR PATEL BHAWAN (Boys' Hostel - II)

Sh. Rajesh Vaid, Lecturer
Department of Physical Education

Warden
92557-56788

WARNING

Each student admitted in the 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 warning is noticed, the room allotment of the defaulting hosteller shall be cancelled and he/she shall not be provided hostel facility again.

By Orders
Chief Warden

HOSTEL RULES AND REGULATIONS

1. Admission

Note: THE ADMISSION TO VARIOUS HOSTELS WILL BE MADE STRICTLY IN ACCORDANCE WITH THE SUBJECTS/CLASSES EARMARKED FOR EACH HOSTEL.

THE HOSTELERS ARE REQUIRED TO VACATE THEIR ROOMS IMMEDIATELY WITHIN 24 HOURS AFTER THEIR EXAMINATIONS ARE OVER. IN CASE OF NONVACATION OF ROOMS, A FINE OF RS. 25/- PER DAY WILL BE IMPOSED UPTO 10 DAYS AFTER WHICH THE STUDENT WILL BE LIABLE FOR DISCIPLINARY ACTION.

ANY OF THE RULES CONTAINED IN THIS RULE BOOK MAY BE CHANGED WITHOUT PRIOR NOTICE BY THE COMPETENT AUTHORITY.

- (a) Students seeking admission to the hostel must apply on the prescribed form to the Chief Warden, Chaudhary Devi Lal University, Sirsa.
- (b) All rights of admission to the University hostels are reserved with the Chief Warden.
- (c) Admission to the University hostels will open at the beginning of the academic Session and the regular students will be admitted on the recommendation of the Chairpersons of respective Teaching Department **on first come first serve basis for the first year students**. Admission is subject to the availability of accommodation. **Desirous SC/ST students will be given preference.**
- (d) Hostel rooms/seats for the students of subsequent years will be allotted on the recommendation of the Chairpersons on the basis of marks in examinations he/she has taken so far in their respective courses. Admission is subject to the availability of accommodation.
- (e) If seats in particular course/year/department remains vacant, the Chief Warden will make re-allocation of the seats amongst the other departments.
- (f) If student has applied for bus pass, he will not be entitled for hostel accommodation.
- (g) No hostel accommodation will be given to any student whose permanent residence is situated within 30 kms (for boys) and 20 kms (for girls) from

the University Campus. However, in special circumstances the Chief Warden may provide accommodation to a needy and deserving candidate.

- (h) A student is not allowed to get accommodation in more than one hostel.
- (i) If any student gets hostel accommodation on the basis of his/her admission in a particular department and subsequently, he/she joins another department, he/she must inform the hostel authorities in writing alongwith the documentary proof.
- (j) Hostel accommodation is not transferable to any other person. In case of violation of this rule, the allotment shall be cancelled and disciplinary action will be taken against the allottee as well as illegal occupant of the room. In case somebody is found living in any room without due allotment or staying with any other person without prior permission of the competent authority, the room will be got vacated and strict disciplinary action with recovery of room charges and fine up to Rs.500/- will be imposed. In addition other suitable penal action may also be initiated by the authority.
- (k) A student suffering from an infectious disease will not be allowed to stay in the hostel, he/she produces a certificate of medical fitness from the R.M.O. of the University or Civil Surgeon.
- (l) Admission is to be sought afresh in every academic session subject to the satisfaction of the Chief Warden/Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen etc. in case of ex-residents.
- (m) 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.
- (n) MPhil/PhD students will be allowed to continue to reside in the hostel during summer vacation only with the recommendation of their guides countersigned by the Chairperson of the department concerned alongwith the permission of the Warden.
- (o) An employee of any other Organization/Office/ Department joining a full-time course in the university without obtaining study leave from his/her employer, for the total duration of the course will not be allowed accommodation in University Hostels.
- (p) University employees will not be allowed accommodation in University hostels.
- (q) Every hostel resident will be provided with an identity card. They will have to keep the identity card with them. They will have to produce their I-Card when asked for.

- (r) Once allotted, no Hostel resident is allowed to change his /her room at his/her own, without prior permission of the Warden.
- (s) Hostellers are required to handover the room to hostel attendant on duty when they vacate their room and submit the Hostel Security Refund Proforma duly signed by himself, the mess, hostel attendant, hostel clerk and the Warden concerned.
- (t) If a hosteller does not handover his/her room to the hostel attendant, any loss of furniture /fixture found in that room will be recovered from his/ her securities.
- (u) Hostel residents of immediate preceding session need not deposit Security amount again while they get admission in the next session. In case of the change of the hostel, such residents shall have to make a request of transfer of security amount from earlier account..
- (v) Hostel security will be refunded every year as the session is over. If a student does not apply for refund of his/her hostel security after the end of current academic session, the same may be refunded by the office with the permission of the Warden concerned/Chief Warden.
- (w) Producing of I-Card at all times is mandatory and such students can be fined Rs. 50/- each time, if they are found without I-Card in the hostels.
- (x) The resident will have to give the telephone number of his parents on the admission form, this is the mandatory requirement.
- (y) The Chairperson of the Department will ensure that the signature of parents on the hostel admission form is genuine.

2. Attendance and Leave

- (a) Continuous absence from the hostel without permission for seven or more days (two days in case of girl students) will be intimated to the parents/guardians, immediately and will render the defaulter liable to disciplinary action.
- (b) A register will be maintained for purpose by the Security-man in which due entries will be made by boarders coming late in the night.

(For Girls Hostel only)

- (c) All residents are required to be in their rooms at the time of roll-call which may be taken by the prefects/hostel attendant/Warden on timings to be fixed by the Warden in consultation with the Chief Warden from time to time. Students not found present at the time of roll-calls, will be fined Rs.10/- per instance up to a total of five instances, where after, a fine of

Rs.500/- be charged per instance, which will not be remitted under any circumstances. Also strict disciplinary action will be taken against the defaulting residents.

- (d) Prefects will be appointed by the Hostel Committee and may be changed/removed if they do not perform their duties satisfactorily. They will be entitled to free accommodation for the period they remain prefects or any other relaxation allowed by the Chief Warden.
- (e) Residents desiring to be away from the hostel for a bonafide purpose, must obtain prior permission of the hostel Warden. Such permission will be given only in special circumstances and in writing. 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.
- (f) Application for absence from the hostel, for more than four days, must ordinarily be supported by resident guardian's permission.
- (g) Sanction for leave for any station except home must be taken before a student avails it. Residents who absent themselves in anticipation of sanction, will ordinarily be considered as absent without leave. All applications should bear the name of the block, number of room, name of the department and dates of leave previously availed.
- (h) Coming late to the Hostel or absenting for the night from the Hostel without prior permission will be treated as a serious offence. The names of the residents who repeated violation of the rule, will be reported to the Chief Warden and they will render themselves liable to expulsion from the Hostels.

3. Guests:

- (a) Residents are not ordinarily allowed to keep any guest with them in the Hostel. However, in exceptional circumstances, a resident may be allowed to have a guest in the Hostel after obtaining prior permission from the Warden/Chief Warden. But in no case a guest will be allowed to stay in the Hostel beyond a period of three days. Residents will enter the particulars of their guests in the guest register available with the security-man on duty.
- (b) Women guests are not allowed to go to the rooms of boys 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 rules will be severely dealt with, including expulsion from the hostel.

4. Furniture and Equipment

- (a) Students shall keep their rooms neat and clean and shall be responsible jointly or individually for the furniture issued to them and for the fixture present in their rooms at the time of occupying. If a student observes any damages or defect in the furniture issued to him /her or in the permanent fittings in his / her room or finds anything missing at the time he/she occupies the room, it will be his/her duty to bring it to the notice of the Warden's Office, failing which it will be presumed that every thing was in order at the time of occupying the room.
- (b) Furniture shall not be moved from one room to another. The furniture belonging to the Common Room, or the Dining Hall or the Hostel Office or the Hostel Guest Room shall not be taken out or brought into the student rooms. Anybody indulging in such activities will be liable to disciplinary action(including fine upto Rs. 50/- per article).
- (c) When a student vacates his/her room before the Summer Break or after withdrawal or expulsion, he/she shall handover all the hostel furniture and other property issued to him/her to attendant/security-man failing which he/she shall be liable to pay the entire cost of such furniture or other property. Repair charges for any damage to the furniture will also have to be paid by the residents alongwith a penalty of Rs. 100/- for not handing over the charge.
- (d) Mishandling of TV, Stereo, Indoor Games, Water Cooler or other property in Common Room, Mess Guest Room may lead to fine upto Rs. 100/- or the cost of repair which is higher.
- (e) Any loss of collective property such as furniture/utensil and any such item i.e. used collectively shall be the liability on all residents, the fine for such damage will be borne collectively by the residents of the hostel concerned.

5. General Rules:

- (a) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostels.
- (b) They should not disturb other residents in any manner.
- (c) Residents having stereo/two-in-one music system/Computer/Radio-Transistor or any other sound producing equipments are to ensure that other residents are not getting disturbed due to high volume. If any complaint in this regard is obtained, the matter will be dealt seriously and action will be taken accordingly.
- (d) They should consider university property i.e. buildings, electrical and sanitary fittings, furniture etc. as their own and should not try to damage them in any way. Residents will have to bear the cost of the repair of the property damaged by them individually or collectively as the case may be. They are particularly warned not to scribble anything on walls and doors in the hostel. In addition to the repair cost the erring residents may have to face a penal action as deems fit the hostel administration.

- (e) Use of abusive language, tearing of pages from magazines, periodicals and newspapers, playing of cards or any other act of breach of hostel discipline will be treated as violation of hostel rules and will invoke necessary punishment.
- (f) **Gambling, use of alcoholic drinks and drugs, in any form within or near the hostel campus, are strictly prohibited. Those violating this rule are liable to be expelled from the hostel.**
- (g) The residents should not bring or entertain any outsider to the University hostel, nor bring any guest without the prior permission of the Warden concerned.
- (h) **The residents are not permitted to keep iron rods/weapon/arms of any kind in the hostel.**
- (i) Hostel workers are not to be mistreated. Any complaint of indiscipline or insolence against workers must be reported to the Warden for necessary action.
- (j) If any resident wants to make a representation to the Chief Warden, he/she should submit that through proper channel.
- (k) Lights should be switched off and taps should be closed when not required. Tea leaves or any rubbish should not be thrown into the sinks, corridors etc.
- (l) Desert Cooler/heater/heat convector/electric rod/electric iron can only be used by the hostellers with the prior written permission of the Warden of the concerned hostel on payment of the charges @ Rs.350/- per month per appliance. Any other electrical appliances can be used only after the specific permission of the Warden.
- (m) Following charges are payable :
- | | | |
|------------------|---|----------------------|
| Desert Cooler | : | Rs. 350-00 per month |
| Room Heater | : | Rs. 350-00 per month |
| Heat Convector | : | Rs. 350-00 per month |
| Electric Rod | : | Rs. 350-00 per month |
| Desktop computer | : | Rs. 100-00 per month |
| Laptop | : | Rs. 50-00 per month |
| Electric Iron | : | Rs. 50-00 per month |

Note: In case any student is found using heater/desert cooler/heat convector /iron/rod etc without prior permission, he/she will have to pay Rs. 2100/- for six months plus fine up to Rs. 1000/- as imposed by the Warden. Other disciplinary action may also be taken by the Chief Warden including vacation of the room. And in case of unauthorized use PC/Laptop Rs. 300 will be charged plus fine upto Rs. 1000/-.

- (n) Residents must not tamper with the electrical and sanitary installations. The cost of repairs/replacement due to any damage done to them will be charged from the boarders besides imposition of fine for violation.
- (n) Residents are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited and punishable.
- (o) Residents should lock their rooms whenever they go out. The responsibility for any loss of goods, money, jewellery/Laptop/Desktop etc. or any other item will be that of the occupant of the room. 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.
- (p) Residents are required to observe the decorum in the common rooms. Games must be played in an orderly manner. Nothing should be removed from the common room. The residents should not mishandle the T.V. or stereo any other property in the common room.
- (q) No **VCR / VCP/VCD/DVD/Laptop/Desktop** is permitted in the hostel and no show of movies or any other visual item is permitted during the day or night without the prior permission of the Chief Warden. Those who violate the rule will be fined and also liable to other disciplinary action.
- (r) **Hostel authority is not responsible for lost of any Laptop, Mobile phone/Desktop computer or any other valuable item.**
- (s) The Hostel authorities may expel any resident student at any time if they are not satisfied with his/her conduct or for violation of the rules.
- (t) **The Chief Warden may expel a resident from the hostel on the recommendation of the Warden if any kind of dues to be paid by him/her exceed the limit fixed from time to time.**
- (u) **In case of non-payment of dues or violation of any Hostel rules by a resident, the Warden may get his/her room locked or opened for possession without any liability whatsoever.**
- (v) Any student opening a room by breaking the hostel lock or window-pane etc. shall be liable for fine/security forfeit/expulsion form the hostel. In case, a resident misplaces key of his/her room, he/she must report to the hostel office. Hostel Attendant will break open the lock with the permission of the Warden in such cases.
- (w) All orders which are notified from time to time will be binding on the residents.

- (x) The admission forms of Ph.D. Research students should be signed by the Chairperson and the Supervisor if allotted. In case of unpaid Research Students, they should produce a certificate/surety from Supervisor/any confirmed teacher of the University for regular payment of hostel dues.
- (y) Post-doctoral Fellows, Senior Research Fellows and other scholar who have fellowships may be allowed by the Chief Warden to stay on specific recommendations from the supervisor, for a further period of two years subject to availability of accommodation and with the condition that he/she would vacate the room if a regular scholar needs the accommodation.

Note: A Research Scholar, who is admitted to the University Hostel, shall Pay all the fees and charges at the same rates as are applicable to other students of the University.

- (z) Students having practical subject, may stay in hostels upto a day after their practical exams are held, with the recommendation of their Chairperson and permission of Warden.
- (aa) Foreign students studying in the University and who are not in the final year may be allowed to stay in one of the hostels 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 after being allowed by the Chief Warden. They will be put in the same hostel as in the case of other foreign students.
- (ab) The Students suffering from Chronic Diseases such as Asathama, Cardiac Heart ailment, T.B., Epilepsy etc. are required to produce a Medical Certificate issued by the Govt. Doctor alongwith the prescription and treatment of history of the student.

6. Special Rules for Girls Hostels

- (a) At the time of admission of their ward, parents/guardians must submit to the Warden a list of four relatives/visitors and fill the visitor cards. Only these four visitors will be allowed to see the girl students. The visitors are expected to sign the visitor's register and state their relationship. Four visitor cards are to be duly filled in duplicates. Residents will have to produce the visitor card, if they want to meet the visitors in the visitor room. Duplicate visitor cards be retained by the Warden Office.
- (b) Students are required to meet the visitors whose names have been given in the visitors list in the visitor room with the permission of the Warden.
- (c) Guests are not permitted to stay in the Hostel. However, under special circumstances, female guests can stay with the prior permission of the Warden. Strict action will be taken against those who violate the rule. If

any student does not take permission, a fine of Rs.100/- per day be charged which will not be remitted. Also, the student will be liable to strict disciplinary action.

- (d) The girl students may leave the hostel only with the permission of the Warden except for the Department for which the time is fixed.
- (e) Prior permission of the Warden must be obtained by the girl students who wish to visit persons or families living on the university campus or local guardian living in the city.
- (f) Students have to produce the identity cards every time, while entering / leaving the hostel, which have to be duly checked by the security guards.
- (g) Visitors and residents are to observe visiting hours strictly. The residents coming late to hostels after entry time (as decided by Chief Warden) will make necessary entry in the register at the main gate and submit their Identity Card to the Security-man on duty, which can be collected from the Warden the next day.

Residents coming late will be fined Rs.50/- per late entry, which will not be remitted under any circumstances. If found, coming late for more than three times in a month, strict disciplinary action will be taken against them.

- (h) No guest will ordinarily be allowed to stay in the hostel. Even in exceptional circumstances male guests in Girls Hostel are not be allowed to stay.

The guest room charges in the girls' hostel complex, which is only for blood relations of girl students, shall be Rs.50/- per head per night. This amount will be deposited in hostel fund for the maintenance of the guest room.

- (i) Visitors are allowed to visit the girls hostel complex only during visiting hours, which shall be notified by the Chief Warden from time to time.
- (j) Students, who are not making entries in the entry register at the hostel gate, will be fined Rs. 100/- per incident, which will not be remitted under any circumstances. Students, found repeating this more than three times in a week, will be liable to strict disciplinary action.
- (k) Residents have to get their belongings duly checked by the hostel attendant at the entry gate. If not found doing so, resident will be fined with Rs. 50/- per instance.
- (l) The visitor register shall be kept at the hostel gate. At the time of admission in the girls hostel, the parents/guardian will give the name of visitor to the resident and the same shall be entered in the register by the attendant.

Introduction of movement diary

Rules regarding movement diary: -

- (m) Each resident has to maintain the movement diary for their every movement either local/outstation/home especially in case of night stay. If not, a fine of Rs.100/- for a maximum of 3 times, after that entry in the hostel will be banned.
- (n) If any resident lost the movement diary, a fine of Rs.1000/- will be imposed on her for 1st time and thereafter, disciplinary action will be taken.
- (o) Candidates have to make clear entries in every column of the movement diary. Any half information/overwriting will have a fine of Rs.50/- per entry for a max. upto 5 entries, after that disciplinary action will be taken.
- (p) Parents have to check and cross verify the last entries of their ward also when she will visit the home every time. If not followed a fine of Rs.100/- will be charged every time for a max. of 3 times, after that disciplinary action will be taken.
- (q) Parents have to come with their ward at the time of her admission in the hostel with their voter ID cards or Ration Card.
- (r) Parents have to sign and have to provide at least two phone nos. on the movement diary in front of the Warden.

7. Cooperative Mess

- (a) A minimum of 2/3 of diets shall be compulsory for all mess days of the month.
- (b) Mess Membership will be compulsory for all hostel residents.
- (c) Diets can not be changed / transferred in the account of any other mess member.
- (d) Sponsored guest diets would be allowed to the guest of the residents @ average diet of the previous month + Rs.5/- OR Rs.25/- whichever is higher.
- (e) Un-sponsored guest diets will be allowed only with the prior permission of the Warden concerned.
- (f) The Mess Committee will comprise one Manager (Mess Committee) and five other Members (Mess Committee) for each Hostel. The mess committee will be changed after every two month. Mess Committee members will be consecutive ten rooms, starting from Room No. 1-10 for the first month and so on. Selection will be made on random basis/draw.
- (g) An advance of Rs.2000/- will be deposited with the Hostel Clerk at the beginning of session to open mess account. This amount will be adjusted in the last month of the session.
- (h) No resident will be allowed to have meals in the room. Violation of this rule will invite a fine of Rs.500/- per instance. However, it could be permitted in special cases, if need be, with the prior permission of the Mess Manager under prior intimation of the Warden.
- (i) Due payments to the residents will be calculated and displayed up to 5th day of subsequent month. Residents would have to deposit the payment of mess bill up to 10th of every month or within the six working days of display of mess dues whichever is later. Rs.05/- per day will be charged as

- fine upto 20th of the month. After that Rs.10/- per day will be charged for delayed payments. This fine shall not be remitted in any case.
- (j) Compulsory service charges will be charged @ Rs.250/- per month from each hostel resident/mess member. However, for the students who spend their one complete semester outside the university campus for project/dissertation etc. shall pay service charges for six months only.
 - (k) Concerned Warden is authorized to deal and decide any un-foreseen problem in the hostel.
 - (l) As soon as the room is allotted to the student, mess account will be opened on the same day by the mess committee. Mess account will not be closed till the student vacates the room. No request will be entertained by the Warden/Chief Warden in this regard.
 - (m) Mess Committee will be responsible for all affairs of the mess. If the material (grocery, vegetable etc.) are purchased on higher rates or substandard materials purchased, the committee will be solely responsible for the same. Warden will not be responsible for the same. However, the Warden can enquire the matter from the resident, if any complaint is received by him/her.
 - (n) The mess manager will keep the record of the daily order of purchase of material. The mess manager/committee will be solely responsible for the rates and standard of material.
 - (o) The mess menu will be decided by the mess committee and it shall be approved by the Warden every month.
 - (p) No deviation from the mess menu can be made by the mess committee/manager. If the menu is to be changed the same fact will be reported to the Warden and prior approval of Warden is necessary.
 - (q) If any resident takes the utensils to the room, Warden can impose a fine up to Rs.500/- for one default.
 - (r) Consumption of liquor is strictly prohibited. If a resident is found consuming the liquor or in drunk condition, Warden is competent to take disciplinary action against him as he deems fit. The Warden may order to vacate the room to the resident immediately apart from the disciplinary action by the Hostel Committee.
 - (s) On the closing of the month the mess manager/committee will produce the bill duly signed by the mess manager/committee upto 3rd of the next month. The Warden will make payment to the vendors/suppliers on the basis of the bills submitted by the mess committee.
 - (t) The Warden will make random check of the quality of the food.

8. Ragging

Ragging in Educational Institutions is banned and anybody indulging in ragging shall be punished appropriately, which may include expulsion from the Hostel/Institution, suspension from the university or classes for a period or fine alongwith a public apology. The punishment may also take the shape of

- (m) withholding scholarships or other benefits
- (ii) debarring from representation in events
- (iii) withholding results

(iv) suspension or expulsion from Hostel or Mess, and the likes.
If the individual committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to serve as a deterrent.

The following acts and conduct will be considered as ragging:

- I. To address seniors as ‘Sir’ or ‘Ma’am’.
- II. To performs mass drills.
- III. To copy class notes for seniors.
- IV. To serve various errands.
- V. To do menial jobs for the seniors.
- VI. To ask/answer vulgar questions.
- VII. To look at pornographic pictures to ‘shock the freshers out of their innocence’.
- VIII. To force to drink alcohol, scalding tea, etc.
- IX. To force to do acts which can lead to physical injury/mental torture or death.
- X. To force to do acts with sexual overtones including homosexual acts.
- XI. To strip, kiss etc.
- XII. To do other obscenities.

9. HOSTEL CHARGES AND REALIZATION OF HOSTEL DUES:

| Sr. No. | Description | Amount |
|----------------|----------------------|-------------------------|
| i) | Hostel Security | Rs. 1500-00(Refundable) |
| ii) | Hostel Mess Security | Rs. 1500-00(Refundable) |
| iii) | Room Charges | Rs. 4200-00 |
| | (350 x 12=4200) | |
| | Total | Rs. 7200-00 |

Monthly breakup of Room Charges:

| | | | |
|----|-----------------------------|---|----------|
| a) | Room Rent* | = | Rs.100/- |
| b) | Maintenance charges | = | Rs.100/- |
| c) | Electricity & Water Charges | = | Rs.100/- |
| d) | Misc. Charges | = | Rs. 50/- |

*** SC/ST students are exempted from room rent.**

- a) Hostel and Mess security will be refunded on the request of the residents. However, if a resident leaves the hostel or does not get accommodation in the subsequent year, his/her security will be refunded even without his/her request.
- b) Old students need not to deposit security for hostel admission in the next year. However, such students shall have to pay the balance amount in case a part or whole of their security amount has been adjusted on some account.
- c) In case of change of hostel in subsequent session(s) the balance security amount shall be transferred to the hostel allotted in next year/session.
- d) In case the Mess Security falls short for recovery of Mess Dues/Canteen Dues etc., Hostel security can also be utilized for

recovery of either Hostel Dues or Mess Dues or Canteen Dues or other dues by the Warden of the hostel.

- e) If a room is allotted to a student in the beginning of 2nd term//middle of the session i.e., December/January to May/June of the session, hostel charges will be realized from the start of the 2nd term of the session.
- f) The residents who go on project training (MTech, MBA, MCA etc.) in the final semester will pay hostel charges for six months.
- g) Regular students of the university shall not be eligible for short-term accommodation. They will be admitted to the hostel on regular basis.
- h) Temporary allotment can be given @ Rs. 50/- per day for examination purpose only i.e. re-appear or improvement of division cases and also to candidates of correspondence courses if they are appearing for PCP or examination at Chaudhary Devi Lal University, by the Warden of the Hostel on the recommendation of the Chairperson/Co-ordinator/Director concerned. However, such allotment will be subject to availability of rooms/seats.
- i) Hostel dues are to be deposited in a single installment while seeking admission.
- j) If any resident leaves the university hostel for whatsoever reason within a month of hostel admission and he/she will be entitled for 50% refund of hostel dues. In case of applications received beyond a month of getting admission only security amount will be refunded.
- k) Scheduled Caste/Scheduled Tribe candidates admitted to hostel not be required to pay the hostel room rent. However, they will pay the other charges like maintenance charges, electricity and water charges.

Annexure-II

CHAPTER - XXXV

HOSTEL FUNDS RULES

1. The Warden of hostel shall prepare in the month of April each year an Annual Estimate of income and expenditure under the various Heads for the next academic session and obtain approval of the Chief Warden and the Vice-Chancellor and then incur the expenditure as follows :-

| <i>Head of Expenditure</i> | <i>Nature of Expenditure</i> | <i>Financial Powers</i> |
|-----------------------------|---|--|
| Utensils and Furniture Fund | (a) Repair of furniture, utensils, fittings and fixtures <i>etc.</i> | (a) Warden up to Rs.1000/-, Chief Warden full powers. |
| | (b) Replacement of existing furniture, utensils, fittings and fixtures <i>etc.</i> | (b) Chief Warden full powers after the articles have been declared unserviceable by the Chief Warden and written off as per rules. |
| | (c) Annual subsidy to the Mess contractors for replacement of crockery, tinning of utensils <i>etc.</i> | (c) Not exceeding Rs.4/- per boarder per annum on the total strength as on 31 st August of the year. |
| | (d) Purchase of furniture, crockery, utensils, fixtures and fittings | (d) Chief Warden full powers subject to availability of funds. |
| | (e) Expenditure re-garding Advertisement and tenders in the newspapers. | (e) Warden up to Rs.1000/- and Chief Warden full powers. |
| Establishment Fund | (a) Salary of Mess servants/Ward Bearers (appointment to be approved by the Chief Warden) | (a) Warden Full Powers |

- | | |
|--|---|
| <p>(b) Salary of Hostel Establishment other than the Mess servants and Ward Bearers (appointment to be approved by (i) Chief Warden in case of Group D post and (ii) by the Vice-Chancellor in other cases)</p> | <p>(b) Warden Full Powers</p> |
| <p>(c) Uniform to Sweepers and other Group D employees paid out of this fund.</p> | <p>(c) Warden; As per scales laid down by the University for Group D employee</p> |
| <p>(d) Uniform to Mess servants and Ward Bearers</p> | <p>(d) Chief Warden; As per scale given below:- (i) Two summer uniforms (i.e Two Bush Shirts & Two Pents every year). (ii) One woolen jersey in every alternate year (iii) Canvas/Rubber Shoes every year (iv) One white bearer's uniform every year for use at special functions</p> |
| <p>(e) Leave salary/Provident Fund Contribution of University employees lent to the Hostel and other employees paid out of fund</p> | <p>(e) Warden as per University Rules.</p> |
| <p>(f) Contingencies including postage, Flit, Phenyl, Vim and other articles for sanitation in the Hostels, replacement and purchase of Bulbs or Electric Tubes (other than students rooms), Table Cloths, Curtains, Heating and Cooling equipment, Locks and Flower Pots <i>etc</i></p> | <p>(f) Warden up to Rs.1000/- per item. Chief Warden full powers.</p> |
| <p>(g) Horticulture articles, such as manure, D.D.T., Kassi, Khurpa, Talwar, Scissor, Grass-cutting Ma-chine,</p> | <p>(g) Warden up to Rs.1000/- and Chief Warden full powers.</p> |

Cutting Plas, Rubber Water Pipes, Baskets, Shower, Flower Plants *etc.*, for the use of Malis.

| | | |
|-------------------------|--|--|
| | (h) Dustbins | (h) Chief Warden full powers. |
| | (i) Looking glass, Soap, Towels, Rixin cloth <i>etc.</i> | (i) Chief Warden full powers. |
| | (j) Washing Charges of Sofa-covers, Curtains, uniforms <i>etc.</i> | (j) Warden up to Rs.1000/- and Chief Warden full powers. |
| | (k) Telephones | (k) Warden up to Rs.1000/- and Chief Warden full powers. |
| Common room fund | (a) Newspapers and Magazines <i>etc.</i> (List to be approved by the Chief Warden). | (a) Warden full powers, according to require-ments and subject to availability of funds. |
| | (b) Purchase & repair of Common Room soft furnishings including Paintings, Radio, T.V. Sets, Radio & T.V. appliances, deco-ration pieces <i>etc.</i> | (b) Warden up to Rs. 1000/- (for repair only). Chief Warden full powers. |
| | (c) Expenditure in connection with Academic, Social and Cultural functions including prizes and entertainment of participants. | (c) Chief Warden full powers. |
| | (d) Purchase of games material for outdoor and indoor games. | (d) Chief Warden full powers. |
| | (e) Charges of Photographs of participants. | (e) Warden up to Rs.1000/- and Chief Warden full powers. |
| | (f) Salary of Common Room Peon (appointment to be approved by the Chief Warden) | (f) Warden; Payment as fixed by the University for Group D employees. |
| | (g) Uniform of Common Room Peon | (g) Warden; As per scale laid down by the University for |

Group D employees

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|---|-----|--|-----|--|
| | (h) | Leave Salary, P.F Contribution of Common Room Peon | (h) | Warden; As per University Rules |
| | (i) | Any other item of direct and indirect benefit to the students, and not covered under above points. | (i) | Vice-Chancellor; full power |
| Special Fine and Delay Fine Fund | (a) | Any other expenditure for the benefit of the students whenever necessary in the Hostel. | (a) | Warden up to Rs.1000/- and Chief Warden full powers. |