

RULES & REGULATIONS
AND
HOSTEL ADMISSION FORM
2023-24



CHAUDHARY DEVI LAL UNIVERSITY
SIRSA, HARYANA (INDIA)

Website: www.cdlu.ac.in

Hostel Prospectus cum Admission form available on University website
www.cdlu.ac.in

PREFACE

Chaudhary Devi Lal University, Sirsa, named after Jan Nayak 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. 9 (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 five hostels, two for boys and three for girls. Three Girls Hostels are Harkhi Devi Bhawan (GH-I), Kalpana Chawla Bhawan (GH-II) & Savitri Bai Phule Bhawan (GH-III) 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 girls' hostels and boys' hostels, separately.

HOSTEL ADMINISTRATION

Prof. Monika Verma
Dean Faculty of Education
Deptt. Of Physical Education
Room No.115, Tagore Bhawan
CDLU, Sirsa

Chief Warden (Girls)
94167-82066

Prof. Abhey Singh
Deptt. of Economics
Room No.135, Tagore Bhawan
CDLU, Sirsa

Chief Warden (Boys)
89011-18777

HARKHI DEVI BHAWAN (Girls' Hostel - I)

Dr. Neelam Rani

Room No. 1
Hostel Office
Harkhi Devi Bhawan
CDLU, Sirsa

Warden GH-I
(Additional Charge)
92530-02508

KALPANA CHAWLA BHAWAN (Girls' Hostel – II)

Ms. Manju Jakhar
Room No. 1
Hostel Office
Kalpana Chawla Bhawan
CDLU, Sirsa

Warden (GH-II)
92530-02509

SAVITRI BAI PHULE BHAWAN (Girls' Hostel – III)

Ms. Harmanpreet Kaur
Room No. 1
Hostel Office
Savitri Bai Phule Bhawan
CDLU, Sirsa

Warden (GH-III)
92530-02510

LALA LAJPAT RAI BHAWAN (Boys' Hostel – I)

Prof. Ram Mehar Singh

Department of Physics

Room No.06, C.V. Raman Bhawan

CDLU, Sirsa

Warden BH-I

92530-02502

SARDAR PATEL BHAWAN (Boys' Hostel - II)

Dr. Har krishan

Assistant Professor,

Department of Zoology

Room No.222, C.V. Raman Bhawan

CDLU, Sirsa

Warden BH-II

9812930481

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. His/her security shall be forfeited.

By Orders

**CHIEF WARDEN
(GIRLS & BOYS)**

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 OF THE UNIVERSITY ARE OVER. IN CASE OF NONVACATION OF ROOMS, A FINE OF RS. 50/- PER DAY WILL BE IMPOSED UPTO 10 DAYS AFTER WHICH THE STUDENT WILL BE LIABLE FOR DISCIPLINARY ACTION AND HIS/HER SECURITY WILL BE FORFEITED.

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 concerned Hostel 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/Deans/Directors of respective Teaching Departments/USGS **on first come first serve basis for the first year students** (excluding the students/Trainees of certificate/diploma/part time courses). Admission is subject to the availability of accommodation. **Desirous SC/ST students will be given preference.** The hostels will be opened for the students if minimum strength of 20% will submit their consent to open the hostel. In special circumstances this condition can be removed by the concerned Chief Warden.
- (d) Hostel rooms/seats for the students of subsequent years will be allotted on the recommendation of the Chairpersons/Deans/Directors 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. **No single accommodation will be allowed to students. 10 rooms will be reserved in the Savitri Bai Phule Bhawan (GH3) & 10 rooms in the Lala Lajpat Rai Bhawan (BH1) for the International Scholars & will be allotted on the cubical basis, if desired by the scholars.**
- (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. In case of Deptt. of Physical Education the students may be allowed for the hostel without the limitation of distance, if recommended by Chairperson.
- (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.1000/- 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, unless 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) M.Phil/Ph.D/ Project fellow 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 as other program of the university.
- (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/Project Fellow will not be allowed accommodation in University hostels. However, the working fellows of the hostels may be given

- the hostel accommodations if available, with the permission of the Chief Warden.
- (q) Every hostel resident/official/worker 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 till the end of current academic session, the same will 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/her parents/guardian on the admission form, this is the mandatory requirement. If any wrong information is submitted by the hostler, then the concerned warden can take the disciplinary action.
 - (y) The Chairperson of the Department will ensure that the signature of parents on the hostel admission form is genuine. If the name of the hostel resident is stuck-off from the department, then the chairperson of the concerned department will inform the warden of the concerned hostel so that he/she may not misuse the hostel facility. In case the student's name is re-written then the recommendation of the chairperson of the concerned department is required again.
 - (z) Research Scholars and Project Fellows will submit the undertaking duly signed by his/her supervisor and countersigned by the Chairperson of the department declaring that his/her stay is mandatory in the department. Otherwise no room will be provided.

- (aa) 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.
- (ab) Six months/one year course/ programme students will not be eligible for the hostel facility
- (ac) The detail admission report will be submitted to the Hon'ble Vice-Chancellor by the Warden/Chief Warden on weekly basis during the month of admission.

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 the 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) 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.
- (e) Application for absence from the hostel, for more than four days, must ordinarily be supported by resident's guardian/parents' permission.
- (f) 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.
- (g) 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 with @ Rs. 50/- per day. 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. Violation of the rule will impose the fine of Rs. 500/- per day

- (b) Women guests are not allowed to go to the rooms in 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 Equipments

- (a) Students shall keep their rooms neat and clean and shall be responsible jointly and 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 Dinning 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 the 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 room.
- (d) Mishandling of TV, 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/utensils 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 equipment is to ensure that other residents are not getting disturbed due to high volume. If any complaint in this regard is received, 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 the hostel administration deems fit.
- (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. If light, fan or any other electric equipment is found switch on while the room is locked **then a fine of Rs.50/- per day will be charged from the resident.**
- (l) Desert Cooler/Electric Kettle can only be used by the hostellers with the prior written permission of the Warden of the concerned hostel.
- (m) Following charges are payable :
- | | | |
|-------------------|---|----------------------|
| Desert Cooler | : | Rs.550-00 per month |
| Desktop computer | : | Rs. 250-00 per month |
| Electric Kettle : | | Rs. 250-00 per month |

Note: In case any student is found using Desert cooler/Desktop Computer/Electric kettle etc. without prior permission, he/she will have to pay charges for three 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. There will be no charge for use of Laptop but the prior permission of the warden is mandatory. The residents who want to use Desert cooler/Desktop Computer/Electric kettle they will deposit the aforesaid amount and produce the receipt to the warden.

- (n) Residents must not tamper with the electrical and sanitary installations. The cost of repairs/replacement due to any damage done will be charged from the boarders besides imposition of fine for violation.
- (o) 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.
- (p) Residents should lock their rooms whenever they go out. The responsibility for any loss of goods, money, jewelry/Laptop/Desktop etc. or any other item will be 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 jewelry with them.
- (q) 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.
- (r) No **VCR / VCP/VCD/DVD/MUSIC SYSTEM** is permitted in the hostel and no show of movies or any other visual item is permitted during the day or night. Those who violate the rule will be fined and also liable to other disciplinary action.
- (s) **Hostel authority is not responsible for the lost of any Laptop, Mobile phone/Desktop computer or any other valuable item.**
- (t) The Hostel authorities may expel any resident at any time and forfeit the security if they are not satisfied with his/her conduct or for involvement in the violation of the hostel rules & regulations. In addition, a fine as deemed fit by the chief warden may also be imposed.
- (u) **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 exceeds the limit fixed from time to time.**
- (v) **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.**

- (w) Any student opening a room by breaking the hostel lock or window-pane etc. shall be liable for fine/security forfeit/expulsion from 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.
 - (x) All orders which are notified from time to time will be binding on the residents.
 - (y) 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.
 - (z) Post-doctoral Fellows, Senior Research Fellows and other scholars who have fellowships may be allowed by the Chief Warden to stay on specific recommendations from the supervisor, and countersigned by the chairperson of the department and their attendance in the department is mandatory. No accommodation will be provided to the Project Fellow.
 - (aa) Room Heater, Blower, Electric Rod, Electric Press are strictly banned in the hostel. In case any student is found using these electric equipments, he/she will have to pay fine upto Rs.3000/- as imposed by the warden.
 - (ab) No student will be allowed to stay in the hostel if he is in Job/Employment. He has to leave the hostel immediately as soon as he joins the Job/Employment.
- Note:** A Research/Dissertation 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. Those who want to stay temporarily for few days will have to pay the charges for full quarter (three months) and have to deposit the hostel and mess security as per rules.
- (ac) 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.
 - (ad) 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 having been allowed by the Chief Warden. They will be put in the same hostel as in the case of other foreign students.
 - (ae) The Students suffering from Chronic Diseases such as Asthma, Cardiac Heart ailment, T.B., Epilepsy etc. are required to produce a Medical Certificate issued by the Govt. Doctor alongwith the prescription and treatment history of the student.
 - (af) No resident will touch any electrical wire/electrical equipment etc., in case of any mishappening/causality, the university will not responsible.

- (ag) In case of any complaint, the resident will approach to the Warden and then Chief Warden for their grievance. The higher authorities will not entertain any complaint directly.

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 duplicate. 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 will 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 female 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.
- (m) At the time of admission in the girls hostel the parents of the student will file the affidavit duly attested by the notary public in regard to the address, contact number and health fitness.
- (n) In case any resident keeps fast on various religious occasions she will make own arrangements for her fasting food.
- (o) The residents participating in the outstation conferences, symposia, workshops etc. will submit the application in advance to the warden concerned duly recommended by the chairperson of the concerned department.
- (p) Movement Diary for Girls:
 - (i) The movement diary will be issued to the girls. The cost of diary will be Rs. 50/-.
 - (ii) The colour of movement diary for GH-I will be yellow, for GH-II blue and for GH-III green.
 - (iii) Before departure from the hostel to home and outside of Sirsa, the hostel attendant will make ensure about the residents' visit. The attendant will make the entry in the movement diary accordingly.
 - (iv) Before coming to the hostel, the student will get the signatures of her parents/guardians on the movement diary along with date.
 - (v) In case of loss, a new movement diary will be issued on payment of Rs.500/-.
 - (vi) In case of non-production of movement diary at the time of entry in the hostel Rs.500/- will be charged by the warden in lieu issue of new diary. No excuse will be allowed.
- (q) In case of girls hostels the warden will ensure the phone details of the parents after having a physical meeting with the parents and recording it in the register maintained for this purpose and with parent's signatures.

7. Cooperative Mess Rule

I.

- (a) A minimum of $\frac{2}{3}$ of diets shall be compulsory for all mess days of the month.

- (b) Mess Membership will be compulsory for all hostel residents.
- (c) Diets cannot be changed/transferred in the account of any other mess member.
- (d) No guest diets will be allowed in the mess account of any resident. However, the guest may take the meals by taking the mess coupon/receipt on spot or as a guest with the prior approval of the concerned wardens.
- (e) The Mess Committee will comprise one Manager (Mess Committee) and five or more other Members (Mess Committee) for each Hostel. The mess committee will be changed every month. The Warden will constitute the Mess Committee in the presence of the Hostel residents and the residents will come voluntarily for the same. The manager will not be repeated for the next four months.
- (f) An advance of Rs.3500/- for girl's hostel and Rs.4000/- for boy's hostel will be deposited with the Mess Cashier at the beginning of session to open mess account. This amount will be adjusted in the last month of the session.
- (g) No resident will be allowed to have meals or mess utensils 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 to the Warden.
- (h) Due payments towards 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. Then on the last day of month, the mess account will be closed and the room of the resident may be locked if the dues are not deposited. This fine shall not be remitted in any case.
- (i) Compulsory service charges will be charged 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.
- (j) Concerned Warden is authorized to deal and decide any un-foreseen problem in the hostel.
- (k) 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.
- (l) 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 or quantity of the material is not according to the bill produced or any type of disarrange is found, the committee will be solely

responsible for the same and the guilty will be expelled from the hostel and recovery will be made from him/her. Warden will not be responsible for the same. However, the Warden can enquire the matter from the residents, if any complaint is received by him/her.

- (m) Keeping in view the capacity of the residents in the hostel, labour will be hired by the mess committee from time to time. All records in relation to the mess labour will be maintained by the mess committee.
- (n) For the purchase of any item for the mess by mess committee, prior information is mandatory; otherwise payment of that item will not be made. The bill of the items purchased by the mess committee will be produced at the same time otherwise the payment will not be made.
- (o) 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.
- (p) The mess menu will be decided by the mess committee and it shall be approved by the Warden every month.
- (q) 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.
- (r) If any resident takes the utensils to the room, Warden can impose a fine up to Rs.500/- for one default.
- (s) 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.
- (t) 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.
- (u) The Warden has to check the quality of the food regularly. The modus operandi will be decided by the Warden to check the food.

II.

- (a) That mess shall be managed and operated by the students through their mess committee. The mess committee is competent to engage mess contractor, to prepare the food and purchase of items for food. All payments to contractor/shops shall be made by the mess committee through the office of warden. All the expenses incurred by mess committee will be distributed among the hostel students diet wise.**
- (b) That the university shall not be responsible for any acts/ wrong acts/illegal acts by the mess contractor or its labour.**
- (c) That the labour engaged by the contractor shall be liability of the contractor and has no legal relation with the university.**
- (d) That the mess work shall be outsourced to contractor by the mess committee.**
- (e) That all the legal/law/compliance for the mess contractor/workers shall be responsibility of the contractor only.**
- (f) That in case of any damage/loss/compensation/cost/fine etc. imposed on university due to contractor and its staff, shall be recovered from the contractor.**
- (g) That the contractor will be liable to submit the undertaking with mess committee/hostel office to abide by all the terms and conditions of the contract.**
- (h) There will be no employer and employee relationship of the contractor and his workers with the university.**
- (i) All the workers engaged by the contractor should be free from any communicable disease and have a good moral character and have no criminal case against them.**
- (j) That in case of any loss/injury/death etc. of the mess worker, the contractor shall be responsible only.**
- (k) That the contractor shall submit full detail of the identity of all the mess workers (i.e aadhar, voter ID card and Phone no.) with the mess committee and hostel office before start of the mess work.**
- (l) That the contractor shall obtain necessary license/permission from the administration or other controlling authority of government and the contractor will be responsible for any delay, loss and fine etc. on this account.**

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 specified period or fine alongwith a public apology. The punishment may also take the shape of

- (i) 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. 2000.00 (Refundable)
ii)	Hostel Mess Security	Rs. 2000.00 (Refundable)
iii)	Room Charges	<u>Rs. 8,400.00</u>
iv)	Admission process fee.	Rs. 100.00
	Total	<u>Rs.12,500.00</u> (per Annum)

Monthly breakup of Room Charges:

a)	Room Rent*	=	Rs.100/-
b)	Misc. & Maintenance charges	=	Rs.200/-
c)	Electricity & Water Charges	=	Rs.400/-

NOTE: The hostel charges as for the academic session of the University i.e. 1st August of the current year to 31st July of the next year.

*** 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 (M.Tech, 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/Coordinator/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.

**

UNDERTAKING

(To be filled in by each student getting Hostel admission)

I, _____, son/daughter of Sh. _____,
Class _____, Roll No. _____ hereby undertake and promise to
abide by the Hostel Rules and Regulations which I have read carefully and
thoroughly. Further I also undertake that:

- 1) I shall pay my dues regularly as scheduled from time to time.
- 2) I shall not bring or entertain any outsider to the University hostel nor bring any guest without prior written permission of the Warden and make due entry into the Guest Register available with the Security man on duty.
- 3) I shall not keep any weapon/arms of any kind in my room/hostel.
- 4) I shall maintain full discipline in the hostel.
- 5) I shall not force any mess worker for ROOM SERVICE, nor shall I take food/utensils to my room.
- 6) I shall keep my hostel Identity Card with me and shall show to the authorities concerned on demand.
- 7) I shall not tamper with mess register in which Guest Diets are entered by the Mess supervisor/staff/committee member.
- 8) I shall not exchange my room without prior written permission of the Warden.
- 9) I shall not keep costly items/money/jewelry/Laptop/Desktop etc. in my room. In case of theft of these items from my room I shall not hold University/Warden/Staff of Hostel/Mess responsible for that.
- 10) In case of change of my Department, I shall immediately inform the Warden Office about it.
- 11) I shall inform the Registration No. immediately on receipt.
- 12) I shall not use drugs/alcoholic drinks in any form within or outside the hostel premises.
- 13) I shall not avail the hostel facility if I get a job/Employment.

If found, guilty of violation of any Hostel Rule(s), in view of above undertaking, I shall be liable for appropriate action including cancellation of allotment of my room/expulsion from the hostel.

(Signature of the Student)

Class _____

Roll No. _____

Dated: _____

Witness:

1. Signature
(Name, Address Phone No)

2. Signature
(Name, Address Phone No.)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
HOSTEL ADMISSION FORM

Sr. No. _____

- Note: (i) All columns of this form and the hostel identity Card must be clearly filled in by the students in his/her own handwriting.
(ii) Residence proof must be attached.
(iii) Two extra ticket size photographs must be attached with this form.
(iv) Affidavit must be attached by girl student.

- | | |
|--|---|
| 1. Name (in Capitals) _____
2. Father's Name _____
3. Department _____
4. Class _____ Roll No. _____ Regn. No. _____
5. Whether belongs to SC/ST/BC. If yes, Mention Category _____
6. Religion _____ Whether belongs to Minority: _____ (Yes/No)
7. Marital Status _____ (Married/unmarried)
8. Distance of University from permanent address _____ KMs
9. Are you in service? If yes, _____
Mention name of office _____
with place of posting and address _____
10. Permanent address of Father/Guardian: _____

(Ph. No. _____)
11. Name and address of local guardian, if any _____

(Ph. No. _____)
12. Whether you are old resident Yes/No. If yes give particulars:
Name of the Hostel _____ Room No. _____ period From _____ To _____
13. Whether any punishment for misconduct/violation of hostel rules/indiscipline etc. was ever imposed? _____ Yes/No. If yes give details: _____

12. In case of Research Scholars only, state whether paid or unpaid _____ | Affix Passport size color photo dully attested by the Chairperson concerned |
|--|---|

I have read and noted the Hostel Rules and Regulation. I hereby promise to abide by these rules/rules notified from time to time, failing which I shall be liable to expel from hostel and such other punishment as may be deemed fit. In case my status in my department changes, I will inform in writing to the Warden about my changed status immediately and leave the hostel as required under the rules. I will pay the hostel dues regularly, failing which the Warden of the hostel concerned may initiate legal action against me.

(Signature of Father/Guardian)

(Signature of Applicant)

I recommend that _____ son/daughter of Sh. _____ a bonafide student of this Department may be admitted to the University hostel. I certify that the address of the applicant given in the Hostel Admission Form is the same as given in the admission form of the Department. In case the applicant leaves the Department or his/her name is struck off the rolls on account of non-payment of dues or other reason, I shall inform the Warden concerned.

I shall not issue the Roll Number of examination to the applicant unless he/she produces a No Dues Certificate from the Warden concerned. Seat Allocation no. _____.

Warden

Chairperson of the Department
(Office Seal)

(VISITORS LIST)

S.No.	Name of the Visitors	Relation with the Resident	Telephone No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Dated: _____

(Signature of Father / Guardian)

Surety in case of Unpaid Research Scholars/temporary allotment:

I stand surety for payment of hostel/mess dues in case of _____ as and when he/she leaves the hostel.

Sign. _____
Name _____
Designation _____
Department _____

Countersigned
Chairperson of the
Deptt./Branch Officer

FOR OFFICE USE ONLY

Allotted Room No. _____ vide Receipt No. _____ Dated _____

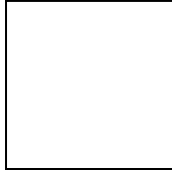
Warden

Hostel Clerk

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

No. _____

HOSTEL IDENTITY CARD FOR _____ BHAWAN



Name :
Father's Name :
Room No. :
Class/Deptt. :
Home Address :

Valid Upto 31 July, 2024

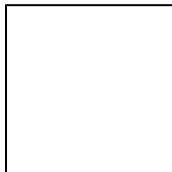
(Student)

(WARDEN)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

No. _____

HOSTEL IDENTITY CARD FOR _____ BHAWAN



Name :
Father's Name :
Room No. :
Class/Deptt. :
Home Address :

Valid Upto 31 July, 2024

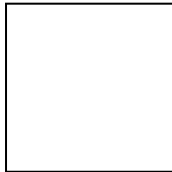
(Student)

(WARDEN)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

No. _____

HOSTEL IDENTITY CARD FOR _____ BHAWAN



Name of Resident :
Class/Deptt. :
Room No. :
Visitor Name :
Relationship with :
the visitor

Valid Upto 31 July, 2024

(Parents)

(Visitor)

(WARDEN)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

No. _____

HOSTEL IDENTITY CARD FOR _____ BHAWAN



Name of Resident :
Class/Deptt. :
Room No. :
Visitor Name :
Relationship with :
the visitor

Valid Upto 31 July, 2024

(Parents)

(Visitor)

(WARDEN)

SELF UNDERTAKING

I _____ father of _____ resident of _____ do hereby solemnly affirm and declare that:

1. That my daughter/Son is the student of class _____ Department of _____ Chaudhary Devi Lal University, Sirsa.
2. That she/he is in good mental and physical health and is free from any physical defects which may interfere with she/he studies including the active outdoor duties required of a professional.
3. That my permanent address is _____

Any correspondence may be made on this address.
4. That my telephone/mobile numbers are _____.

Deponent

Verification:

I _____ father of _____ solemnly declare and affirm that the above mentioned facts are true and correct to the best of my knowledge and nothing has been concealed therein.

Place:

Date:

Deponent

Witness:

1. Signature
(Name, Address Phone No)

2. Signature
(Name, Address Phone No.)