



SHARDA  
UNIVERSITY

*Beyond Boundaries*

## HOSTEL - MANUAL



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Plot 32, 34, Knowledge Park-III, Greater Noida- 201306 U.P.

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**SHARDA UNIVERSITY, KNOWLEDGE PARK-III  
GREATER NOIDA  
RULES AND REGULATIONS  
FOR HOSTEL RESIDENTS.**

**1. HOSTEL ADMINISTRATION.**

1.1 The following shall constitute the Hostel Administration of the University:

- A) Dean of Student Welfare
- B) The Provost.
- C) The Wardens
- D) The Co- Wardens
- E) The Dy. Registrar / Asst. Registrar, IHA

The Dy. Registrar / Asst. Registrar, IHA, will be assisted by the Hostel managers and support staff of IHA in discharge of his responsibility..

1.2 Each hostel shall be managed by a Warden/Co-warden who shall normally reside in the hostel. The Students will have an option to have the food from a different hostel mess. Each mess shall be administered by the Warden/Co-warden.

1.3 The students may approach any of the above officers for help, guidance and grievance redressal. Representations to higher Officers/Authorities must be made through proper channel.

**2. ACCOMMODATION**

2.1 The hostel accommodation can be availed only by the bonafide students of the University only during a term/ semester. No student will have a right to occupation of a room during vacations. But he/she may be permitted to stay on request, if he/she is doing any course work /project work / Institute work / Hostel work. At the year end they have to vacate the hostel.

### **3. CONDITIONS OF ALLOTMENT**

3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed **Personal Data Form**. The telephone number of the parent with STD code must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address / telephone number of the parent / local guardian, at any point of time, has to be intimated to the hostel office in writing, at once.

3.2 The Hostel Administration will generally provide minimum furniture and fittings for each room consisting of one cot, table, chair, ceiling fan with regulator and, a tube light fitting.

3.3 Rooms once allotted to the students for an academic year will not be changed except in special situations.

3.4 If the status of any student changes during the period of stay in the hostel, he/she is required to inform the Provost or any other members of Hostel Administration immediately and should vacate the hostel if the Hostel Administration finds that he/she is not eligible for hostel accommodation.

3.5 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of University will automatically cease to be a resident of the hostel.

3.6 Before vacating the rooms, the students should fill up the Room Vacating Slip in triplicate. The furniture and fixtures as per inventory list must be handed over to the designated staff member.

### **4. CODE OF CONDUCT**

4.1 All residents are required to maintain standards of behaviour expected of students of a prestigious University. They are expected to

behave courteously and fairly with everyone both inside and outside the campus.

4.2 All residents are required to carry at all times their valid Identity Cards issued to them by the University.

4.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notices should not be pasted on the walls and the walls should not be scribbled on.

4.4 All the girl students are expected to be in the hostel before 9.00 p.m. in summers and 8.00 pm in winters). The timings for the inmates of Boys Hostels shall be 10.00 p.m. and 9.00 p.m. respectively. No student will be allowed to enter the Hostels after the time mentioned herein above. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she will have to take prior written permission from the respective Warden.

4.5 Rooms allotted to the students are their responsibility". The student is responsible for the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the hostel office, all the routine maintenance related requirements (Civil, Carpentry and Electrical), to be carried out in their rooms.

4.6 Students should co-operate in carrying out maintenance work and vacate their rooms completely if the Hostel administration so desires for the purpose of its repair. On such occasions, the administration will provide alternate accommodation. If any minor maintenance work is to be carried out when the room is under occupation, it is the occupant's duty to make the room available for the same.

4.7 The students should not screen pirated / unauthorized / unlicensed movies in their rooms and common rooms. Any violation will be dealt with severely. Punishment for the same will be as per provisions of University rules.

4.8 The resident of a room is responsible for any damage to the property in the room during his / her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill

in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

4.9 In case of damage or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel in case the identity is not established as decided by the Warden/Provost.

4.10 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.

4.11 The resident shall not remove any fittings from any other room and get them fitted in his/her room.

4.12 The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Administration.

4.13 Ragging inside Hostel/ University premises is strictly prohibited. Any violation shall be dealt with sternly including registration of criminal case against the defaulting student(s).

4.14 To elaborate, the ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as; display of noisy, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student and includes 'Teasing, abusing, playing practical jokes on or causing hurt, or Asking the student to do any act or perform something which such student will not in the ordinary course be willing to do'.

4.15 All the wardens and Dy.Registrar/Asst. Registrar, IHA will constitute the Disciplinary Committee for hostel related disciplinary matters. Dy. Registrar/Asst. Registrar, (IHA) shall be the convener of

the same. The decision of the committee shall be intimated to concerned disciplinary authority for further action.

4.16. Fresher's are advised to bring any incidence of ragging to the notice of the Hostel Administration immediately without any fear. Those who do not do so even when being witnesses or victims, are liable to be punished suitably.

4.17. In situation where the persons committing or abetting the crime of ragging are not identified, collective punishment shall be resorted to as a possible deterrent measure to, in order to ensure community pressure on the potential raggars not to indulge in ragging.

4.18 Guests and day scholars are not allowed to stay in the hostel. If any guest is found in any room, a fine of Rs. 1000/- will be imposed for the first time and if repeated the inmate may be fined Rs. 1500/- and/or asked to leave hostel at once.

4.19 All senior students, hosteller, are required to sign an Anti-Ragging Undertaking form.

4.20 Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not be allowed to enter the hostel premises in intoxicated state. They should also not possess such materials. Severe action will be taken for any default including expulsion from hostels and rustication from the University. Hostel zone And the Academic buildings are smoke-free zones. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the administration reserves the right to take disciplinary action, amounting to even expulsion at short notice from the hostel.

4.21 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.

4.22 Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

- a) Expulsion from the hostel.
- b) A record of his / her misconduct to be made in the personal file.
- c) The cost of damage to be fully recovered from him / her together with penalty.
- d) He / she shall also be fined commensurate with the offence committed.
- e) The privilege of appearing for campus interviews shall be denied, when he / she reaches the final year.
- f) No recommendations shall be given to him / her for studies abroad.

4.23 Any student found hosting / harbouring an offender will be also liable to be punished.

4.24 Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

## 5. GUESTS

5.1 A guest of a resident may be permitted, with the prior approval by Warden, to stay in the guest house/room for not more than a week on payment of the necessary charges.

5.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

5.3 No overnight guests are permitted in a student's room. No person of the opposite sex either guest or otherwise shall be permitted to enter the room of any Hostel.

## 6. VISITORS

6.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

6.2 The visit of men students to the women's hostel and vice versa is restricted.



## 7. USE OF APPLIANCES

7.1 The use of electrical appliances such as immersion heaters, electric stove / heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly prohibited. Such appliances, if found will be confiscated and a fine will also be imposed. However, the students with due permission of the Warden/Provost may be allowed the use of room coolers/small refrigerator subject to its feasibility and on payment of additional electricity charges as decided by Hostel Administration from time to time.

7.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV and CD players is prohibited. The students should not hire objectionable CDs from outside.

7.3 When the students go out of their room they should switch off all the electrical/ electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by the authorities.

## 8. COLLECTIVE RESPONSIBILITIES

8.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who have caused the damage are not identified.

8.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.

8.3 Residents will be personally responsible for the safety of their belongings.

8.4 Residents are required to obey all traffic rules inside the campus.

8.5 Residents are duty bound to report to the Warden/Hostel staff, in case they notice any unwanted or undesirable activity going on in the hostel or on the campus.

8.6 Residents are required to park the Motor cycles only in the space provided and in an orderly manner. No Motor cycles/two wheeler should be parked at the entrance or in the corridors.

8.7 Motor Cars and other four wheel vehicles are not allowed inside the campus. Residents violating this rule are liable for punishment. The vehicles brought in un-authorizedly shall be fined and may even be handed over to the Police.

8.8 Students are not allowed to arrange any functions or meeting within the hostel or outside or within the University campus without specific permission of the Registrar of the University.

8.9 Students are not allowed to arrange any picnic outside without specific written permission of the Dean/Provost/ Warden.

8.10 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.

8.11 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

8.12 Any case of theft should be reported promptly to the Deputy Registrar / Asst. Registrar, IHA who will report the matter to the Security Officer of the University.

8.13 The jurisdiction of SU is confined to the campus. If any student creates law and order problems outside the campus, he/she will be answerable to the police.

8.14 Since good quality restaurants are available in the campus, students may avoid visiting other places in the city, especially at night.

8.15 The University will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits.

## 9. MESS RULES

9.1 No student is allowed to stay in the hostel without being a member of any of the messes.

9.2 Once a student joins a mess, he / she shall be deemed to be a permanent member of that mess throughout the semester. No change of mess is permissible during the semester.

9.3 Students who absent themselves on the date of reopening of the University after a term/semester vacation will be deemed to have joined the mess wherein they dined during the previous term/semester and will be charged accordingly.

9.4 Absence from joining the mess will be permitted only by the Provost on specific request and for valid reasons, for a maximum period of 10 days only from the date of reopening of the University. Afterwards they will be charged as stated above. Such permission should be obtained in advance and the Hostel Manager intimated accordingly.

9.5 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.

9.6 Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.

9.7 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.

9.8 The mess timings are as follows and the students should strictly adhere to these timings:

Breakfast : 7.00 a.m. to 9.00 a.m.

Lunch : 12.00 noon to 2.30 p.m.

Snacks : 5.00 p.m. to 6.00 p.m.

Dinner : 8.00 p.m. to 10.00 p.m.

9.9 The system of self service will be followed in all the messes.

9.10 The quantity of food will be unlimited except in the case of special items.

9.11 Students can entertain their guests in "B" mess only. However, as a special case, they can entertain their parents as guests in their respective messes with prior intimation and on production of guest tokens. Students are not permitted to dine in any mess as a self guest.

9.12 Guests rates as applicable from time to time will be charged.

9.13 Students other than the Mess Committee Members are not permitted to enter the kitchen or Store room of the mess on any account.

9.14 Students are not permitted to cook any food on their own accord in the messes or in their rooms.

9.15 Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc to their rooms.

9.16 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the University Medical Officer to the effect that the students' condition requires the food to be served in his/her room.

9.17 No diner shall waste the food. Paying mess bill does not entitle a diner to waste food.

9.18 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.

9.19 All diners shall interact with the mess staff in the dining hall in a courteous manner.

9.20 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.

9.21 All diners shall produce ID card and Mess card to dine every time in the mess.

9.22 If any diner is medically ill and requires a special diet e.g. Oil-less food etc, he / she can request the Warden to arrange for the same at the mess.

## **10. RIGHTS OF HOSTEL ADMINISTRATION**

10.1 Any breach of these rules will invite the penalty as specified in these rules. Depending on the case, the administration reserves the right to take disciplinary action, including expulsion at short notice from the hostel.

10.2 The University reserves the right to amend/change these rules from time to time. The students will be informed of the change through general circulars displayed on the hostel notice boards.

## **11. Vehicle**

No student is allowed to keep a four wheeler in the campus. Only two wheelers are allowed inside the campus with proper pass and to be parked in designated parking area only. **Violators will be dealt with sternly.**

## **12. MEDICAL AID**

The Hostel offices have been provided with the First Aid and Primary health kit for its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to Sharda Hospital and the local guardian / parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment / well being of the student shall be the responsibility of the respective parent/local guardian.