



# HOSTEL MANUAL



**Address:** Plot No. 32, 34, Knowledge Park-III, Greater Noida-201310 (U.P.) **INDIA**

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## **RULES AND REGULATIONS FOR HOSTEL RESIDENTS**

### **1. HOSTEL ADMINISTRATION:**

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

- A) Chief Warden/ OSD-IHA
- B) The Administrative Officer - IHA
- C) The Wardens of Hostels
- D) The Co-Wardens/ Asst. Wardens of Hostels
- E) Managers/ Asst. Managers of Hostels
- F) Caretakers/ Asst. Executives of Hostels

The Chief Warden/OSD, IHA will be assisted by A O, the hostel Wardens, Managers and support staff of IHA in discharge of his responsibility.

1.2 Each hostel shall be managed by Warden/Co Warden/ Asst. Warden who shall normally reside in the hostel. The students will have the food from their respective hostel mess. Each mess shall be administered by the Warden/Co Warden/Manager.

1.3 The student may approach any of the above officers for help guidance and grievance redressal. Representation to higher Officers/Authorities must be made through the Warden and IHA only.

### **2. ACCOMMODATION:**

2.1 The hostel accommodation can be availed only by the bonafide students of University only during a term/semester. Students will not have a right to occupy 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 on payment of additional charges.

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

3.1 At the time of admission of a student in hostel at the commencement of academic session, each resident is required to submit a duly completed Personal Data Form. The Telephone number /Mobile number and mail address of parent and self must be provided, and shall be duly verified by the Hostel Authorities. Any change of address/telephone number of the parents/local guardian, at any point of time, has to be intimated to the hostel office in writing immediately by the hosteller. If the contact number or address of any students is found to be false then disciplinary action is liable to be taken against the students.

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

fitting and curtains. Additional items, if required shall be provided after payment of charges and due approval only.

- 3.3 The Hostel Authorities reserves the right to allot any available room to the students. Students are not allowed to change room in mid-session. However the authorities may ask students to change room for administrative reasons.
- 3.4 If the status of any student changes during the period of stay in the hostel he /she is required to inform Warden or any other members of Hostel Administration immediately and should vacate the hostel if the Hostel Administration find 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 automatically ceases to be a resident of the hostel.
- 3.6 Before vacating the room the student should fill up the Rooms Vacating Slip in triplicate. The furniture and fixture as per inventory list must be handed over to the designated staff member. If a student fails to do so damages shall be recovered from the students along with penalty from the security fees.
- 3.7 A minimum of 85% attendance in hostel is mandatory for students to get allotment of hostel accommodation for the next academic session / year

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

- 4.1 All residents are required to maintain standards of behavior 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 their valid Identity Cards issued to them by the University whenever they are going out of the Hostel.
- 4.3 The rooms, common areas and surroundings should be kept clean and hygienic. Notice should not be pasted on the walls / doors and no scribbling is done on them. Students found to be making hostel premises dirty will be asked to vacate the hostel.
- 4.4 All the girl students are expected to be in the hostel before 9:00 PM. The timings for the Boys Hostel shall be 10:30 PM. No students will be allowed to enter the Hostels after the time mentioned herein above. They may be allowed only after making written request to respective Wardens.

- 4.5 If any student wishes to be away from the hostel during the weekend, holiday or any other time he/she will have to take prior written special permission from the respective Warden giving the reason. However, such permission will be granted to female hostlers only when they are accompanied by the persons authorized by their parents as indicated in their hostel allotment form or after confirmation from their parents.
- 4.6 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 requirement (Civil, Carpentry and Electrical) to be carried out in their rooms.
- 4.7 Students should co-operate in carrying out maintenance work and vacate their rooms completely if the Hostel administration so desire for the purpose of its repair and maintenance. 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.
- 4.8 The students are not allowed to watch any pirated unauthorized and banned movies in their rooms and common rooms. Any violation will be dealt with severely. Punishment for the same will be as per provision of University rules.
- 4.9 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 required to fill in the inventory of the furniture and other items available and hand over the furniture and other material in good condition when he / she changes / vacates the room / hostel.
- 4.10 In case of damage or loss of hostel property the cost will be recovered from the student 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.
- 4.11 The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are additional items other than the above belonging of 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.
- 4.12 The resident shall not remove any fitting from any other room and get them fitted in his / her room.

- 4.13 The residents are required to sign a **Hostel Upkeep Undertaking form**, a copy of which is given as **Annexure – I**. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Administration.
- 4.14 **Ragging is a Social Crime and as per Supreme Court direction it is prohibited in the Hostels, University campus and even outside the University. Any violation will lead to filing of police complaint against all the students involved.**
- 4.15 Ragging, which is CRIMINAL & a 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 on the ordinary course be willing to do.
- 4.16 **HOSTEL DISCIPLINARY COMMITTEE**. All the Wardens and OSD / Chief Warden, IHA will constitute the disciplinary committee for hostel related disciplinary matters. OSD / Chief Warden, IHA shall be the convener of the same. The decision of the committee shall be binding on the hostellers.
- 4.17 Freshers are advised to bring any incidence of ragging to the notice of the Hostel Administration without any delay and fear.
- 4.18 In situation where the person committing or abetting the crime of ragging are not identified, collective punishment shall be resorted to as a possible deterrent measure, in order to ensure community pressure on the potential raggers, not to indulge in ragging.
- 4.19 **ANTI RAGGING UNDERTAKING**. All senior students, hosteller, are required to sign an Anti-Ragging Undertaking form as per Performa annexed as **Annexure – II**.
- 4.20 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. 2500/- and / or asked to leave the hostel at once.
- 4.21 Smoking and consumption of alcoholic drink and / or narcotic drugs in the hostel premises including Academic Areas is strictly prohibited. Student shall not be allowed to enter the hostel premises in intoxicated state. They should also not possess such materials. Students are liable for checking / frisking at entrance gates of University and Hostels by security staff. Any hosteller found to be in the state of intoxication or having consumed alcohol or in possession of alcoholic drinks / narcotic substance on person or in their room will be liable for fine up to Rs. 25000/- and / or expulsion / suspension / rustication from Hostel /

University. Any student found smoking or in possession of cigarettes / Hukka etc shall be fined up to Rs. 5,000/-.

4.22 **The University has Zero Tolerance for possession and use of Narcotics substance(s).** Anyone found in possession and / or under influence of any Narcotic substance shall be summarily expelled from the Hostel / University and will be liable for strict disciplinary action as well as FIR may be registered with Police, if found necessary.

4.23 Employing unauthorized person 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.

4.24 Any form of gambling is prohibited in Hostel. Defaulters will invite disciplinary action and/ Or fine as decided by Hostel Disciplinary Committee/ Proctorial Board.

4.25 Any student who is found to be indulging in undesirable activities such as brawl, fights, physical assault, damage to the properties etc., will be liable for one or more punishments:

- a) Expulsion from the hostel.
- b) A record of his / her misconduct to be made in his or her personal file.
- c) He / she may also be fined commensurate with the offence committed.
- d) The privilege of appearing for campus interviews shall be denied, when he / she reaches the final year.
- e) No recommendations shall be given to him / her for studies abroad.
- f) The cost of damage to be fully recovered from him / her together with penalty.
- g) Student found repeatedly involved in serious indiscipline will also not be given character certificate from the University.

4.26 Any student found hosting / harboring an offender will also be liable for punishments as decided by the Hostel Disciplinary committee/ Proctorial Board.

4.27 Residents should not participate in any anti-national, anti-social or undesirable activity in / or outside the campus. No one is allowed to visit the rooms of the students including parents without explicit permission from IHA office.

4.28 Resident of one hostel will not visit other hostel without permission of Warden / manager of that hostel and a record of visit shall be maintained in the Visitors' Register. Non observance of this rule shall invite disciplinary action and fine up to Rs. 2000/-.

4.29 All the hostellers are required to sign an **Undertaking of Terms and Conditions** for the Hostellers attached as **Annexure – III**.

## **5. GUEST:**

- 5.1 A guest of a resident may be permitted, with the prior approval by Chief Warden / OSD IHA to stay in the guest house / room for not more than one day on payment of the necessary charges.
- 5.2 Entertaining unauthorized guest will lead to severe punishment and fine up to Rs. 2000/-.

## **6. VISITORS:**

- 6.1 All visitors to the hostel including the parents/ guardians will have to make necessary entries in the Visitors' book available at the hostel entrance with the security guard.
- 6.2 The visit of Male students to the Girls hostel and vice versa is not permitted without explicit permission from IHA and respective Warden.

## **7. USE OF APPLIANCES:**

- 7.3 The use of electric appliances such as Room heaters, unauthorized ACs / Coolers / Refrigerators, Immersion rods, Induction oven, Cooking heaters, Iron, Kettle etc are forbidden in any of the rooms allotted for residence. Private cooking in the hostel / students' room is strictly prohibited. Any such items found in any room without permission from authorities the student will be liable for disciplinary action such as fine up to Rs. 25000/- and / or expulsion / suspension / rustication from Hostel / University.
- 7.4 The students may seek prior approval of Chief Warden IHA / University authorities for use of appliances if required in their room, subject to payment of additional charges as decided by the authorities.
- 7.5 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.
- 7.6 When the students go out of their room they should switch off all the electrical / electronic appliances, and keep their room locked. Violation will attract suitable penalty and punishment as decided by the Hostel 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 damages, 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 inform the respective Warden about their vehicles kept in premises and park in the space provided in an orderly manner. No Motor Cycle / Two Wheeler should be parked at the entrance or in the corridors. They must obtain valid gate pass from Security Office of University for their vehicles. Non observation of same may invite disciplinary action.
- 8.7 Motor Cars and other four wheeler Vehicles not having valid stickers of University are not allowed inside the campus. Residents violating this rule are liable for punishment. The unauthorized vehicles brought inside the campus, shall be fined and may even be handed over to the Police.
- 8.8 Students are not allowed to arrange any functions or meeting in the hostel without specific permission of the Chief Warden / OSD of IHA.
- 8.9 Students are not allowed to arrange any picnic outside without specific written permission of the OSD IHA / Chief 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 litters indiscriminately and should not use non-biodegradable items. Any student found to be involved in littering or throwing any item out of their window shall invite disciplinary action/ fine as decided by the hostel authority.
- 8.11 The residents of the hostels are responsible for the safe keeping of their personal belongings. They are advised to keep all valuable items such as Laptop, Mobile Phone, branded items etc under lock and key. They must lock their rooms even when they are out for a short period.
- 8.12 Any case of theft should be reported promptly to the Warden of Hostel who will report the matter to the Security Officer and OSD / Chief Warden.

8.13 The jurisdiction of Sharda University is confined to the campus. If any student created law and order problems inside or outside the campus, the case will be referred 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. EVENING ROLL CALL / ATTENDANCE:**

9.1 It is mandatory on all students residing in hostel to mark their attendance everyday in the evening on or before 09:00 pm in winters and 10:00 pm in summer. Any student failing to do so will be marked absent and shall be liable for disciplinary action. The parents and guardians will also be notified regarding their absence.

9.2 A minimum of 85% attendance in hostel shall be mandatory for making them eligible for allotment of hostel in next semester.

**10. MESS RULES:**

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

10.2 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.

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

10.4 Absence from joining the mess will be permitted only by the Chief Warden 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.

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

10.6 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.

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

10.7 The mess timings are as follows and students to strictly adhere to these timings :-

**Week days:**

Breakfast	:	07:30 am to 08:30 am
Lunch	:	12:00 noon to 2:30 pm
Snacks	:	05:00 pm to 06:00 pm
Dinner	:	08:00 pm to 10:00 pm

**Sunday:**

Brunch	:	10:00 am to 12:00 pm
Snacks	:	04:00 pm to 05:00 pm
Dinner	:	08:00 pm to 10:00 pm

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

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

10.9.1 **Guest's** rates as applicable from time to time will be charged with due permission of the Warden.

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

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

10.12 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. A fine up to Rs. 2000/- shall be levied on defaulters.

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

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

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

- 10.16 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 10.17 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 10.18 All diners should be in possession of ID card and Mess card to dine every time in the mess and should be produced on demand to mess manager.
- 10.19 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.
- 10.20 Students are not permitted to the dining room in indecent clothes and bathroom slippers.

**11. CHANGE OF ROOM:**

Students are not permitted to change their rooms without permission of Hostel Warden and IHA

**12. VEHICLES:**

Students are allowed to keep a Four Wheeler / Two Wheeler in the campus with proper pass and to be parked in designated parking area only. Students will provide copy of valid driving license and detail of vehicles to respective Wardens and also obtain permission. Violator will be dealt sternly.

**13. MEDICAL AIDS:**

The Hostel Wardens 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 students shall be the responsibility of the respective parent / local guardian.

**14. RIGHTS OF HOSTEL ADMINISTRATION:**

**14.1** 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.

**14.2** 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.

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**UNDERTAKING**

(Hostel Upkeep)

I, \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_ admitted to \_\_\_\_\_ Course, bearing System ID \_\_\_\_\_ and staying in Room No. \_\_\_\_\_ in \_\_\_\_\_ Hostel (Boys/ Girls) hereby give undertaking that:

1. I will not create disturbances of any type to other hostellers (whether noise or any activity) inside the hostel.
2. I will keep my room clean and tidy and will not indulge into destruction of any article/ equipment provided to me by SHARDA UNIVERSITY.
3. I will give my full cooperation in keeping the hostel neat and clean and creating a comfortable environment to stay.
4. I will maintain healthy environment inside the hostel and will ensure that no disturbance is there.
5. At the time of vacating the hostel, I will hand over the keys of my room to the hostel warden along with the articles/equipments in proper working condition given to me by SHARDA UNIVERSITY.
6. Any breakages/losses will be made good by me before vacating the hostel.
7. I will abide by the above undertaking and all instructions given to me orally as well as in writing from time to time. If I am found breaking the rules and instructions in any way at any time, I am liable to be debarred from continuing with my course or subject to any other action deemed fit by the SHARDA UNIVERSITY authorities

**PLACE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE**

**NAME** \_\_\_\_\_

**UNDERTAKING**

(Anti-Ragging)

(To be filled in by the Student)

I, \_\_\_\_\_ Son/ Daughter of \_\_\_\_\_ a student of Sharda University hereby undertake on this day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_, that:

1. I understand the meaning of ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
2. I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and the University authorities for the purpose from time to time.
3. I hereby agree that if found guilty of any aspect of Ragging, I may be punished as per rules and guidelines laid down by Sharda University.

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_

Phone No. \_\_\_\_\_

Signed on \_\_\_\_\_ (dd/mm/yy)

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**UNDERTAKING**

(Terms & Conditions by Hosteller)

I,..... Son / Daughter of.....,resident of Room No.....,of .....Hostel, hereby undertake that I shall abide all the terms and conditions which are mentioned below:-

**One:**

1. I shall follow all the Rules & Regulations laid down in the Hostel Manual provided and, as and when notified by the University.
2. I shall never involve myself in any activity that is not permitted under rule of law, during my stay in the Hostel / University.
3. I shall not harass and rag my junior students and shall maintain a cordial relationship with my colleagues and senior students.
4. I shall not create any situation which disturbs the academic and social ambiance of the Hostel / University.
5. I shall preserve and protect all the property and that any damage, if caused to property of University, will be duly compensated by me, as per the decision of the concerned authorities.
6. I shall not allow / help any unauthorized person / student to roam /stay in the Mess / Hostel's Room. A fine up to Rs. 5,000/- shall be borne by me if any person / student is identified along with me in the Hostel Room / Mess without prior permission of Warden / Manager. I shall understand that I shall be expelled from the hostel if found indulged in same repeated offences.
7. I shall not keep any Cash / Jewelry / Laptop / Mobile / expensive items, unattended in my room, and that I understand the University / Administration would not be responsible in case of any loss of the above said items.

**Two:**

8. I shall not use any prohibited electrical equipments / gadgets in the hostel room such as Induction plate, Room heater, electric kettle, electric Iron, immersion rod etc. without prior permission of authority. A fine up to Rs. 5000/- shall be borne by me, if found using the same for the first time and Rs.15,000/- shall be borne by me, if found using second time with confiscation of the gadget / equipment. I shall be liable for a fine of Rs. 25,000/- or more if found using third time and will also be liable for expulsion from hostel as decided by authority.
9. I also understand that private cooking is not permitted in hostel and if found doing so. I shall be liable for fine up to Rs. 25,000 and / or disciplinary action as decided the authority.
10. I shall strictly follow NO Liquor, No Smoke and NO Drug policy of the University, in the Hostel and Campus. A fine up to Rs.25, 000/- shall be borne by me, if I found indulging into it.
11. I understand the University has zero tolerance for possession and use of narcotic substance. If found indulging in it I shall be liable for strict disciplinary action as well expulsion from hostel / University as per the University rules.

12. I shall present myself for checking / frisking of bags etc by the security staff at the entrance gate of hostel, when even asked to do so and render full co-operation.
13. I understand that hostel Warden / Manager have the authority to enter my room for checking purpose even at odd hours.
  
14. I understand that due to some administrative reasons, the University has the right to interchange my Room / Hostel, allotted to me at any time of the session.
15. I shall not take food out of the Mess and to my room without prior permission of the Hostel Warden / Manager. A fine up to Rs. 3,000/- shall be borne by me if found doing it.
16. It will be my responsibility to make evening attendance in hostel at stipulated time. I shall be liable for disciplinary action for absence from hostel.
17. I shall always switch off the Lights / Water taps before leaving my room.

**Three:**

18. I shall take the written permission of Hostel's Warden / Manager in writing if I have to go out of the Hostel after a stipulated time / going home on Leave. I shall also maintain minimum percentage of attendance in hostel as prescribed by the authority.
19. The University reserves the right to allot hostel at any of its On Campus or Off Campus Hostels on First-cum-First-serve basis.
20. I shall not visit other hostel without due permission. If found, I shall be liable for disciplinary action / penalty.
21. I understand that in case of failure to adhere to the above norms, the University administration reserves the right to vacate me from the hostel without any Refund and Notice.
22. I understand that the Fee paid is for one Academic session only and is not refundable, in case I want to move out of the Hostel for any reason.

**(Signature of Parent / Guardian)**

Mob No. \_\_\_\_\_

**(Signature of the Student)**

Mob No. \_\_\_\_\_

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