

COUNCIL OF HOSTEL MANAGEMENT

RULES AND REGULATIONS



Chhatrapati Shahu Ji Maharaj University, Kanpur

2021-22

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COUNCIL OF HOSTEL MANAGEMENT

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY KANPUR

Preamble

The Chhatrapati Shahu Ji Maharaj University Kanpur, has been on the map of higher education for more than Five decades. Established in 1966, it has not looked back, now it has 952 affiliated colleges in 11 districts. Spreading over a campus of 264 acres, the University is booming with academic activities. While the undergraduate and post-graduate programmes in all disciplines of Arts, Science, Commerce, Law, Engineering and Medicine are offered in affiliated colleges and institutions, the residential wing of the campus includes faculties of Life Sciences, Business Management, Social Work, Education and English. It also has a computer centre, a department of Adult and Continuing Education, Mass Communication and Journalism and a College Development Council. For catering to the needs of young engineering aspirants, the University has a specialized Institute of Engineering and Technology in the campus offering courses in four branches of engineering viz. Chemical, Computer Science and Information, Electronics, Mechanical Engineering in the first instance. The University seeks to provide education through curriculum design, the development of new courses and the application of a forward looking and innovative teaching methodology to the students.

Kanpur, the industrial capital of U.P. and commonly known as the Manchester of Northern India has had a very eventful history. It has contributed much to the growth and economic development of the country. Equally memorable and inspiring is its role in the first Indian War of Independence.

University Hostels

In the University Campus, six hostels are available for accommodation of students:

| S. No. | Name of Hostel | Boys / Girls | Accommodation Capacity |
|--------|----------------|--------------|------------------------|
| 1 | Shivaji | Boys | 400 |
| 2 | Swarn Jayanti | Boys | 200 |
| 3 | Ganga | Girls | 72 |
| 4 | Triveni | Girls | 108 |
| 5 | Saraswati | Girls | 218 |
| 6 | Kaveri | Girls | 116 |

I CONSTITUTION

I-A Constitution of Council of Hostel Management

I-A-1 The following Officers constitute the Council of Hostel Management (hereinafter called the CHM):

| | | |
|----|------------------------------|------------------|
| 1 | Vice Chancellor | Chairman |
| 2 | Dean Students' Welfare | Member |
| 3 | Proctor | Member |
| 4 | Warden, Shivaji Hostel | Member |
| 5 | Warden, Swarn Jayanti Hostel | Member |
| 6 | Warden, Ganga Hostel | Member |
| 7 | Warden, Triveni Hostel | Member |
| 8 | Warden, Saraswati Hostel | Member |
| 9 | Warden, Kaviri Hostel | Member |
| 10 | Registrar | Member |
| 11 | Account Officer | Member |
| 12 | Chief Warden | Member Secretary |

I-A-2 The Council of Hostel Management (CHM) will look after all the matters related to the University Hostels through sub committees, Hostel Activity Cells (HACs) duly constituted by the CHM. Each Hostel has its own HAC.

I-B The constitution of Hostel Activity Cells (HACs):

| | | | |
|----|-------------------|--------------|--|
| 1. | Coordinator | Chief Warden | Appointed by CHM |
| 2. | Dy. Coordinator | Member | Nominated by Chief Warden and approved by CHM |
| 3. | Warden | Member | Nominated by Chief Warden and approved by CHM |
| 4. | General Secretary | Member | Nominated by Warden and approved by Chief Warden |
| 5. | Mess Secretary | Member | Nominated by Chief Warden and approved by Chief Warden |

I-B-1 In the constitution of HAC of each hostel the Coordinator and Dy. Coordinator will remain same, whereas members at S. no. 3, 4, 5 will be chosen for each hostel. Therefore, for each hostel a different HAC will function under the administrative control of Chief Warden and is responsible to report its activities to the CHM time to time. The HAC of each hostel will function according to the recommendation and/or feedback of the Hostel Working Committee (HWC).

I-C The constitution of the Hostel Working Committee (HWC):

| | | | |
|---|-----------------------|--------|---|
| 1 | Convener | Warden | Nominated by Chief Warden and approved by CHM |
| 2 | General Secretary | Member | Nominated by Warden among the hostel residents and approved by Chief Warden |
| 3 | Mess Secretary | Member | Nominated by Warden among the hostel residents and approved by Chief Warden |
| 4 | Maintenance Secretary | Member | Nominated by Warden among the hostel |

| | | | |
|---|--------------------|--------|---|
| | | | residents and approved by Chief Warden |
| 5 | Sports Secretary | Member | Nominated by Warden among the hostel residents and approved by Chief Warden |
| 6 | Cultural Secretary | Member | Nominated by Warden among the hostel residents and approved by Chief Warden |

I-C-1 The Warden may nominate 3 to 5 students of the hostel as member of the HWC in consultation with the Chief Warden for smooth functioning of the hostel activities.

II FUNCTIONS, WORKING AND RESPONSIBILITY

II-A Functions and working of CHM

II-A-1 The Council shall be responsible for overall policy formulation, co-ordination and review of all matters relating to management of the University Hostels.

II-A-2 The Council shall be subject to all decisions, rules and regulations which may be laid down from time to time by the authorities of the University.

II-A-3 The Council shall, ordinarily, refrain from interfering with the work of its constituent bodies. However, if it is felt by the Council that the policies being adopted by one of its constituent bodies are inconsistent with the overall aims, objectives and policies laid down by the Council, it may by a 2/3 majority vote of members present at any meeting of the Council, modify or change those policies. It may also ask the constituent body concerned to reconsider such policies in the light of the comments of the Council. Such policies shall then only be implemented upon ratification by the Council. The Council may also consider matters concerning policies adopted by individual committees directly on reference by any student/faculty. However, such matters must first be referred to the committee concerned and should be considered by the Council along with the views of the committee concerned. However, if the concerned committee does not send its views to the Council within a notified period or by the time the Council meets, whichever is later, the Council may consider the matter without the committee's views.

II-A-4 The Council shall ensure the proper functioning of the Hostel Activity Cells and shall be responsible for upholding the Constitution of CHM and also the Constitution of the HACs.

II-B Meeting Procedures of the Council

II-B-1 The Council shall meet as often as is necessary and, at least once in a semester.

II-B-2 The meetings of the Council shall be convened by the Member Secretary in consultation with the Chairman.

II-B-3 The Chairman may convene a regular meeting of the Council if the Member Secretary is absent from the University for a period exceeding thirty days.

II-B-4 The Chairman may also convene an emergency meeting of the Council under intimation to the Member Secretary of his intention to call such a meeting.

II-B-5 A meeting of the Council may be requisitioned in writing by its members, not less in number than one-fifth of the total membership. Notice for such a meeting shall be given by the Member Secretary within a period of five working days of his receiving the requisition, and the meeting shall take place within ten working days of the issue of the notice, provided no regular meeting is scheduled within that period. The items for which the meeting is requisitioned must necessarily be taken up first in this requisitioned/regularly scheduled meeting (whichever is earlier) before any other items are taken up.

II-B-6 A written notice along with the agenda shall be circulated amongst the members before a meeting and also displayed on the Hostel Notice Boards, at least 48 hours before a meeting. In the case of an emergency meeting, such a rule may not be observed in that a simple notice of the time and venue of the meeting shall suffice.

II-B-7 The quorum for a meeting shall be half the total membership. In the event that a meeting cannot be convened for lack of quorum, the same meeting shall be reconvened within three working days of the earlier scheduled meeting and there shall be no quorum for such a meeting.

II-B-8 In the absence of the Chairman, the meeting shall be chaired by his/her nominee.

II-B-9 In the absence of the Member Secretary, the Chairman shall nominate one of the Wardens present to act as Secretary for that meeting.

II-B-10 The Council shall attempt to take decisions by consensus. A simple majority of the Board membership present shall, however, suffice for a motion to be carried except where indicated otherwise.

II-B-11 A secret ballot may be held on any issue, if requested by a member, or at the discretion of the Chairman.

II-B-12 The agenda for a meeting shall be prepared by the Member Secretary in consultation with the Chairman.

II-B-13 Any item which has not been circulated in advance amongst the members as per Article II-B-1 may be included in the agenda for a meeting with the permission of the Chair, if such a provision is made in the circulated agenda. Such a provision shall always be made in the case of a regular meeting.

II-B-14 The minutes of the proceedings of a meeting of the Council shall be prepared by the Member Secretary, who shall circulate them under his signature. After the minutes are confirmed in the next meeting they shall be recorded in a minute book under the signatures of the Member Secretary and Chairman. The Chairman shall ensure safe custody of this minute book.

II-B-15 Minutes of the meetings of the Council after being approved shall be placed before the higher administrative committees for their information and/or approval. Points requiring approval by the higher administrative bodies shall be sent up separately so that they may be highlighted in the agenda for its consideration.

II-B-16 The Chairman and the Member Secretary, in consultation with the Chairman, may invite non- members to a meeting or the Council. These invitees shall not have any voting rights.

II-B-17 Accepted parliamentary procedures (unless otherwise stated) shall be followed at all meetings of the Council.

II-B-18 Accepted parliamentary conduct and discipline shall govern all meetings of the Council.

II-C Responsibilities vis-à-vis the Council

II-C-1 Chairman

- (i) The Chairman shall ensure that all officials of the Council are given every facility required for the discharge of their assigned duties as members of the Council.
- (ii) The Chairman shall ensure implementation of all decisions of the Council.
- (iii) The Chairman shall keep the Council informed of any development of interest to it.
- (iv) It shall be the responsibility of the Chairman to involve the Council in the making of decisions on matters within the purview of the Council.

II-C-2 Member Secretary

- (i) The Member Secretary shall co-ordinate the activities of the Hostel Activity Cells shall advise them where necessary, on any problems which may arise from time to time or which they may bring to him.
- (ii) The Member Secretary shall be the Chief Warden nominated by the Chairman CHM. He shall be answerable to the Council for any views that he may express on its behalf. He shall report to the Council on follow up action taken on the Council's decisions.
- (iii) The Member Secretary shall be responsible for reporting to the Council any violation of this Constitution within his/her knowledge that may have occurred inadvertently or for reasons beyond his/her control. Such a violation, along with the explanation for its occurrence, must be reported in the minutes of the meeting in which it is reported to the Council.
- (iv) Member Secretary shall make a report of activities and expenditure of the Council during his/her term of office and submit it to the Chairman CHM, whenever called for once in a semester.

II-D Functions and working of HAC

II-D-1 The constitution of HACs is mentioned at article no. I-B-1. The Hostel Activity Cells of the Hostels, HACs are constituent bodies of the Council of Hostel Management (CHM) as recognized under **I-B-1** of the CHM.

II-D-2 All the Hostels have their own HAC as mentioned in article no. I-B-2

II-D-3 For each hostel, a different HAC will function under the administrative control of Chief Warden designated as Coordinator HAC, and is responsible to report its activities to the CHM time to time.

II-D-4 The HACs shall frame policies necessary for the efficient management of Hostel affairs and the welfare of the residents of the Hostels.

II-D-5 The policies, rules and regulations framed unanimously by all the HACs will be presented to the CHM for approval and directives.

II-D-6 It shall be subject to all policies, rules and regulations which may be laid down from time to time by the Council for Hostel Management.

II-D-7 The HAC of each hostel will function according to the recommendation and/or feedback of the Hostel Working Committee (HWC).

II-E Responsibilities vis-à-vis the Cell

II-E-1 Coordinator

(i) Coordinator is the Chief Warden appointed by the Chairman CHM among the faculty members of University Campus.

(ii) The Coordinator HAC, will be the administrative Head of all the Hostels.

(iii) He / She shall be responsible for smooth functioning of general administration of all the Hostels.

(iv) He/ She will convene all HACs meeting and record its minutes.

(v) The HAC meeting of one or more hostels will be called as per the requisition of respective Wardens of the Hostels, who is also the Convener of the HWC of his / her hostel.

(vi) The Coordinator may call HAC meeting on any emergent situation or any other issues related directly to the residents of the Hostel or any other policy matters as directed by the CHM.

II-E-2 Dy. Coordinator

(i) The Dy Coordinator HAC will be appointed by the CHM on the recommendation of the Chief Warden.

(ii) The Dy. Coordinator will act as Coordinator if the Coordinator is absent for more than a month or as directed by the CHM.

II-E-3 Warden

(i) The Warden will be appointed by CHM duly nominated by the Chief Warden among the faculty members of the University Campus.

(ii) The Warden of the Hostel is the administrative Head of the Hostel and responsible for the general administration of the Hostel.

(iii) The Warden is responsible for overall discipline, minor maintenance and smooth functioning of the Hostel.

(iv) He / She will be the Convener of the Hostel Working Committee (HWC).

(v) He / She will nominate various Secretaries as member of HWC amongst the hostel residents, as constituted in article no. 1-C-1 and will be duly approved by the Chief Warden.

(vi) He / She will convene regular meetings of HWC, not less than once in a month.

(vii) He / She will act according to the policies, rules and regulations framed time to time by the CHM.

(viii) He / She will allot rooms to the students as per the guidelines issued by the HAC.

(ix) He / She will redress the grievances related to the functioning of the hostel.

(x) He / She will visit to hostel regularly for better interaction with the students.

- (xi) He / She will supervise the working of hostel staff.
- (xii) He / She will solve the day to day problems of the students.
- (xiii) He / She will deal with the acts of indiscipline of the students.
- (xiv) He / She will report the cases of serious indiscipline/ragging to the respective HAC for further action.
- (xv) He / She will check the various registers and ledgers maintained by the caretaker from time to time. He / She will maintain overall ambience of the hostel premises.

II-F Functions and working of HWC

II-F-1 The constitution of Hostel Working Committee is mentioned in article I-C. Each Hostel has its own HWC. The Warden is Convener of the HWC and he/she will be the administrative head of the HWC.

II-F-2 The HWC will function under the directives of HAC and report all its activities time to time.

II-F-3 The HWC will work for all types of issues related to the day-to-day functioning of the Hostel e.g. cleanliness, mess, minor maintenance, cultural, sports activities etc.

II-F-4 The members of HWC, as given in article I-C will be responsible for the smooth functioning of the Hostel.

II-F-5 The meeting of HWC will be held as and when required, but not less than once in a month.

II-F-6 Any activity of the Hostel inmates will be done after getting approval from the HWC.

II-G Responsibilities vis-à-vis the Members of HWC

II-G-1 General Secretary

(i) The General Secretary of the Hostel will look after overall functioning and responsible for the cleanliness, hygiene, ambience and discipline amongst the residents.

(ii) He will represent the hostel activities in the meetings of HAC.

(iii) He will coordinate with all the other secretaries for the smooth working and it to the warden.

II-G-2 Mess Secretary

(i) The Mess Secretary of the hostel will look after the overall smooth functioning of the mess.

(ii) He acts as coordinator between the students and the mess workers.

(iii) He is responsible for the menu creation, food quality, cleanliness, hygiene and discipline in the mess.

(iv) He will represent the mess issues of the hostel in meetings of HAC.

II-G-3 Maintenance Secretary

(i) The Maintenance Secretary of the Hostel is responsible for the overall minor maintenance inside the rooms and in the hostel premises.

(ii) All the minor maintenance application will be first collected by the secretary and then handed over to the caretakers and the warden.

II-G-4 Sports Secretary

(i) The sports secretary of the hostel is responsible the arrangement of infrastructure and facilities for sports activities in the hostel.

(ii) He will be responsible for the sports events to be carried out in the hostel.

II-G-5 Cultural Secretary

(i) The Cultural Secretary of the hostel is responsible for the cultural activities in the hostels.

(ii) He will be responsible for the smooth conduction of the cultural event.

(iii) He will be responsible for the overall discipline during the culture event.

III Accommodation

III-1 Hostel accommodation shall be available to all registered students of the University Campus.

III-2 Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or on the website of the University. Accommodation would be

provided only after paying the requisite fees (Hostel and Mess Fees) as decided by the CHM from time to time. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the University authorities without prior notice.

III-3 Any change of information in the form at any point of time has to be intimated to the Hostel office in writing.

III-4 No student will be allowed to stay in the Hostel without formal admission.

III-5 No student will occupy a room during vacation. However, he/she may be permitted by the HAC to stay on request if he/she is doing any course work/project work/Institute work/Hostel work.

III-6 The Hostel administration has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.

III-7 At the time of admission every student has to submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.

III-8 Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives.

III-9 The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.

III-10 Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstances the inmates should exchange seats/rooms without the knowledge of the Warden.

III-11 Inmates shall respect the equal rights of their roommates.

III-12 In exigencies the Warden, without assigning any reason, may shift inmates from one room to another.

III-13 If the status, on the basis of which an inmate was allowed accommodation in the Hostel, changes during the period of stay in the Hostel, he/she is required to inform the Hostel Warden immediately. Such student may be asked to vacate the Hostel if the HAC finds that he/she is no longer eligible for Hostel accommodation.

III-14 The students are entitled for accommodation in the Hostel as long as they are full time registered students of the University Campus. Accommodation will not be provided to any student whose registration is cancelled. Any student, whose name has been removed from the Rolls, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.

III-15 Before vacating the rooms, the students have to fill up the prescribed 'Room Vacating Slip' and submit it to the Warden. The furniture, electrical installations including the fan(s) and any other fixture that were provided in the room, all have to be handed over in proper condition to the Caretaker of the Hostel at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the HAC shall be recovered from the resident concerned.

III-16 Any visitor is allowed enter into the Hostel up to the visitors' room only. 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 guards.

III-17 The visit of male students to the women's Hostel and vice versa is allowed up to the Visitors' Room strictly between the timing as specified by the HAC. Violation of this rule will lead to severe penalty and punishment as decided by the HAC.

IV USE OF APPLIANCES

IV-1 The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator/infrared cooker, is strictly prohibited by the residents in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the HAC.

IV-2 The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed. The use of personal TV, VCR, VCD/DVD, etc. is strictly prohibited.

IV-3 When the resident goes out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times). Violation of this rule will attract suitable penalty and punishment as decided by the HAC.

V MESS RULES

V-1 The Hostels are meant for both boarding and lodging. No one is permitted to use the Hostel for boarding or lodging only.

V-2 Once a student is admitted to a Hostel he/she is deemed to have become a member of the Hostel Mess until he/she officially vacates the Hostel.

V-3 The Mess in each Hostel shall function as a single integrated unit and shall not under any circumstances be subdivided into sub-units.

V-4 Discipline should be strictly maintained in the dining hall.

V-5 Day Scholars cannot be entertained as guests in the mess on a regular basis.

V-6 Food will not be served in rooms and the inmates are not supposed to take food from the dining hall to their rooms. If an inmate is ill, the Caretaker (As given in ANNEXURE-I) will make suitable arrangements for his/her food with the prior permission of the Warden.

V-7 The inmates should not enter the kitchen.

V-8 Wasting food is a social crime. For the first offence of wasting food by an inmate, warning will be issued to him/her. If the concerned resident is found repeating the mistake, strict disciplinary action shall be taken against him/her.

V-9 The menu will be displayed on the Notice Board and any change in the menu will be notified.

VI HOSTEL MAINTENANCE AND CLEANLINESS

VI-1 It is the responsibility of the HWC to look after and take care of the general maintenance and cleanliness of the Hostel premises including the building, courtyards and the toilets. All residents shall whole-heartedly cooperate in these endeavors.

VII RAGGING

VII-1 Ragging in any form is banned. Severe punishment, including expulsion from the Hostel shall be imposed on any resident if he/she is found to have indulged in ragging.

VII-2 Ragging is a cognizable offence. The offender shall also be dealt as per laws of the state.

VII-3 Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.

VII-4 Any resident, for that matter any person / student, if are witnesses to an incident of ragging, must report the same immediately to the Hostel Authorities. Failure to do so shall be considered as a serious offence and shall be dealt with at par with the perpetrators of ragging.

VII-5 When the students/inmates committing or abetting the crime of ragging could not be identified, collective punishment on a group or all the inmates may be resorted to as a deterrent measure.

VII-6 All residents attached to the Hostel are required to sign an Anti-Ragging Undertaking as per stipulated guidelines and submit these to the Hostel office.

VIII MATTERS RELATED TO TIMING AND ABSENCE FROM HOSTELS

VIII-1 Students should be present within the Hostel premises between prescribed timings by the Hostel Authorities. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.

VIII-2 If any student wants to go out to the city/town between prescribed timings by the Hostel Authorities, excluding the class hours, he/she should enter their names in the register kept in the Hostel office for this purpose.

VIII-3 Residents shall be allowed to go home even during vacation, only if there is a written request for the same from self /parent/guardian citing genuine grounds and consented by the Warden on the leave card. Going home frequently is not permitted.

IX-PROVISION FOR LEAVE

Residents may avail of the following types of leave:

Home Leave - Vacations / Breaks / Illness / Unexpected

IX-1 Each student will be issued a leave card for sanction of all kinds of leave. A sum of Rs.100/- will be charged for the loss of the leave card

IX-2 Residents are required to sign in the appropriate register (LG leave/Home leave) before proceeding on any kind of leave and on their return. Any resident found leaving or entering the hostel without signing the register is payable for disciplinary action.

IX-3 All types of leave sought for the weekdays have to be applied for at least 24 hours in advance, leave for weekends (Saturday & Sunday) must be applied on Friday (Hostel office timings) in leave card. Residents can proceed on leave only after ensuring that leave is duly sanctioned by the Warden. Prior letter of request is to be submitted with attendant. Prior letter of Local Guardian / Parent in case of Late-night Leave / Home leave / Leave for Special purposes / University vacations is required.

IX-4 Every leave applied for and sanctioned has to be entered in the leave card signed by Parent/ LG and counter signed by the Warden.

IX-5 Resident students found forging signatures of parents/L.G. or warden fellow students will be expelled from the hostel.

X CODE OF CONDUCT

X-1 All residents are required to maintain certain standards of behaviour expected of students of the University. They are expected to behave courteously and fairly with everyone inside and outside the Hostels and campuses.

X-2 Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.

X-3 Modesty in dress is expected from students.

X-4 All residents are required to produce, whenever asked, their valid identity cards issued to them by the Hostel/University.

X-5 The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.

X-6 Notices must not be pasted on walls. Walls must not be scribbled on.

X-7 A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

X-8 Residents must also take care of the Hostel and its environment.

X-9 Staying away from hostel without prior intimation or approval, valid reason or authorization is a serious breach of Hostel Discipline. Resident who stays away for a week or more without permission will be liable to lose the Hostel accommodation and may not be considered for admission in the Hostel even in the following year(s).

X-10 If any maintenance work (Civil, Carpentry, Electrical, and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, residents should bring it to the notice of the HWC.

X-11 Residents must cooperate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the Management shall provide alternative accommodation.

X-12 The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. If any furniture or fixture under the responsibility of the resident is found to be damaged or broken, the HAC shall take strict disciplinary action including levying a monetary penalty equal to the market price of the item or decided by the HAC.

X-13 In case of any damage or loss of Hostel property kept in the common area, the cost of repairing/replacing the same will be recovered from the residents responsible for such damage or loss, if identified; otherwise, the same will be recovered from all the students of the wing/Hostel, as decided by the HAC.

X-14 The resident shall not move any furniture from its allotted place. If there is any additional item in a room other than those belonging to the Hostel, the occupant of the room shall hand it over to the Hostel staff.

X-15 The resident shall not remove any fitting or fixture from any room or common area.

X-16 Residents should not participate in any anti-national, antisocial or any other undesirable activity within or outside the campus.

X-17 The resident will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the Hostel Management shall in no way be considered responsible.

X-18 Engaging personal attendant is prohibited.

X-19 In the Hostel premises the following acts are strictly prohibited:

- i Smoking
- ii Consumption of alcoholic drinks
- iii Consumption of drugs
- iv Gambling
- v Intimidation or violence
- vi Willful damage to property
- vii Entering the Hostel premises in an intoxicated state
- viii Using abusive languages
- ix Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
- x Cooking in the room or on the Hostel premises

X-20 The permission of the Warden must be obtained for taking part in any cultural / sports events outside University.

X-21 No coaching or any other activity outside the University is allowed beyond the hostel timings prescribed by the HAC.

X-22 In the Girls Hostels a Roll call will be taken at 9.00 p.m. daily and all residents should be present unless prior leave has been taken. No resident must leave the Hostel after the roll call. Violation of this rule may lead to expulsion.

XI DISCIPLINARY MEASURES

XI-1 Any resident, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the HAC as stipulated under the relevant clause after a proper enquiry.

XI-2 Depending upon the gravity of the offence if the HAC so considers, the case may be forwarded to the Competent Authority for further necessary action.

XII GRIEVANCE REDRESSAL

XII-1 If any resident feels aggrieved on any matter concerning running of the Hostel or its Mess, he/she may approach the HWC in writing for help, guidance and/or redressal of the grievance.

XII-2 Depending on the nature of the grievance, the HWC may refer the case to the HAC for further action.

XIII AMENITIES AND UTILITIES IN THE HOSTELS

CSJM University hostels are comfortably- furnished and make home away from home. Separate Girls and Boys hostels are available and have fixed capacity. There is a range of accommodation options available in girls' hostels to choose from.

XIII-1 In this kind of accommodation, students have access to TV room, RO drinking water, and other leisure/sports activities within the hostel premises.

XIII-2 Also includes the following facilities:

- ❖ 24x7 Wi-Fi connectivity provide inside the university campus.
- ❖ CCTV cameras at entrances of all hostels and foyer inside the campus.
- ❖ 24x7 electricity and water supply in the hostels.
- ❖ Caretakers and guards are provided in all hostels during day and night.
- ❖ Badminton court is available in the hostel premises.
- ❖ Newspapers and magazines are made available in the reading room in all hostels.
- ❖ Common rooms are there in hostels.
- ❖ Sanitary napkin vending and incinerator installed in bathrooms of all girls hostels.
- ❖ Visitor rooms are available in hostels.
- ❖ Provide house-keeping service for room, bathrooms etc.

XIII-3 MEDICAL FACILITIES IN THE HOSTELS AND CAMPUS:

- (i) 24x7 Ambulance facility is available in case of medical emergency.
- (ii) Health Centre and Doctors are available only for the primary medication in case of medical emergency in the University Campus.
- (iii) We also assist the students till the hospital admission and their parents/ guardian arrive.

XIII-4 SPORTS INFRASTRUCTURE WITHIN THE CAMPUS

- (i) Basketball court
- (ii) Cricket ground
- (iii) Swimming pool
- (iv) Indoor games

XIV ACCOUNTING PROCEDURE

XIV-A - FEE COLLECTION

XIV-A-1 The residents of the Hostel will deposit Hostel Fee and Mess Fee per year separately in the prescribed University Accounts.

XIV-A-2 The amount of both the fees will be decided by the CHM.

XIV-A-3 The mess fee will be utilized for the smooth functioning of the Mess.

XIV-A-4 Half of the Hostel fee will be used for the payment of electricity bills, security, cleanliness, horticulture, caretakers and minor maintenance of the Hostels and rest part of the Hostel fee will be used for the major maintenance or construction/ renovation work.

XIV-A-5 The caution money of Rs.1500 is taken once at the time of admission which is refundable.

XIV-B PURCHASES

XIV-B-1 The procurement of goods and services will be made from GeM portal, if available as per Rule 149 of GFR-2017. However, Rule 154, 155 of GFR-2017 and as amended time to time may also be followed as per the directives given by the CHM.

XIV-B-2 The major services required for the smooth functioning of the Hostel activities includes: (i) Operation of Hostel Mess and (ii) Service personals required for the various works like security, caretaker, cleanliness, gardener and other services required as demanded by the HACs.

XIV-B-3 The bid preparation and tendering will be done by the competent authority / purchase committee of the University or as directed by the CHM.

XIV-B-3 The requirement of goods and services will be made available to the purchase committee duly passed in HACs and approved by CHM.

XIV-B-4 For minor repairing work or in any emergent situation Warden in consultation with Chief Warden will resolve the issues at local level and that will not exceed to Rs 25,000/- (as per the GFR Rule 154 of GFR-2017) and will be reported in the in the next CHM meeting.

XIV-C Accounts Books

XIV-C-1 Cash book with bank column will be maintained by each Hostel. No separate cash book for bank account will maintained. Certificate from warden will be recorded at the end of every month.

XIV-C-2 A receipt register with the classification given in the attached sheet will be maintained.

XIV-C-3 An expenditure register with the following classifications as given in the attached sheet will be maintained.

XIV-D Stock Registers

XIV-D-1 Separate stock registers for consumable and non- consumable will be maintained.

XIV-D-2 For all receipts the quantity, source of receipt, bill no, date and rate will be motioned.

XIV-D-3 Random checking of the registers by wardens will be done and they will initial the entry in token of having checked.

XIV-D-4 Stock registers for mess items will be maintained separately by the caretaker.

XIV-E Physical Verification

XIV-E-1 Physical Verification of utensils will be carried out at the end of each semester and shortage if any will be reported forthwith to the HAC.

XIV-E-2 Physical Verification of furniture and other equipment will be done at the end of second semester.

XIV-E-3 Verification may be done by respective HAC of the hostel.

XIV-E-4 The items which are unserviceable should be processed for condemnation, immediately.

XIV-E-5 Verification of mess provisions is to be done every month for the purpose of preparation of the mess bills. While carrying out the verification at the end of the year the

stock, rates and total value will be mentioned on the stock pages. The total value of the stock should reflect the balance-sheet of the Hostel.

XIV-E-6 The financial year i.e. closing of the accounts will be done by HAC at the end of June until otherwise stated.

XIV-E-7 Student ledger will be maintained on year to year basis and no entry pertaining to the period July onwards will be made in the previous register until otherwise stated.

XV ADDITIONS / AMENDMENTS / ALTERATION

XV-1 Alteration, Amendments and Additions to these Rules & Regulations may be carried out by Council of Hostel Management (CHM). Chairman CHM reserves the right for changes and additions in the rules and regulation as and when required.

ANNEXURE-I

DUTIES OF CARE-TAKERS

- a. The appointment of the care taker by the committee after taking interview of skilled and nonskilled workers work as care taker.
- b. They will check the sanitization, horticulture and cleanliness of the Hostel.
- c. They will check supply order of the different vendors.
- d. They will be responsible to keep the kitchen and dining area of the mess clean and tidy.
- e. They will be responsible for the overall discipline in the hostel and mess.
- f. They will be responsible for the maintenance of hostel premises including mess and common room.

ANNEXURE-II

Documents Required

Each candidate qualified for hostel accommodation shall be required to submit following documents.

1. Proof of present residence: Attested copy of Aadhar card or equivalent document.
2. College Admission Fee Slip.
3. Income certificate wherever required.
4. Along with the admission form candidates shall be required to submit an undertaking signed by the parent and student both in the prescribed format given by hostel office.

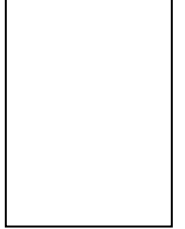


ANNEXURE -III

Chhatrapati Shahu Ji Maharaj University , Kanpur

Application For Admission in Hostel Session 20__ - 20__

(Note : Don't leave any field blank . Incomplete application will not be considered)



1. Student Name (in HINDI) :
- Student Name (in ENGLISH) :
2. Father's Name :
- Photo
3. Mother's Name :
.....
4. Class : Branch/Department..... Ist Year Entrance Rank
.....
5. Permanent Address :
.....
Pin Code
- Attach Current Resident Proof
.....
6. Local Guardian's Name :
- Relation.....
7. Local Address
.....
.....
Pin Code
8. General/ SC/ST/OBC
- (Attach Certificate)
9. Attach Educational Marksheet &Certificate
.....
10. Mobile Number of Student Father & Guardian Mobile
number.....
11. Fee Receipt number and date (attach
photocopy).....

Father/Guardian Signature

Signature of Student

Approval of Director/Head

Student..... Son/Daughter Shri
.....

Class part..... in
Department/Institute.....

has admitted , his behavior is satisfactory. I approved his/her admission in the Hostel.

Date

Sign & Stamp of HOD

(To be filled by office)

12. Date of submission of Hostel Application Form
.....

13. Date of receiving Hostel fees/Chalan Chalan No.
.....

14. Hostel Fees and Mess Fees submit respectively Rs Rs.....
Date.....

15. Name of the Hostel.....

16. Room Number of the Hostel
.....

Sign of Clerk

Sign of Warden

ANNEXURE-IV

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KALYANPUR, KANPUR-208024

Boys Hostel Leave Card

Name..... Sign. of Father/Guardian..... Name in Hindi.....
 Card No. Sign of Mother/Name..... Program/Subject.....
 Room No.....Block..... Phone No. of Student..... Phone No. of Father.....

| Sl. No. | Leaving (dd/mm/yy) | Arrival (dd/mm/yy) | Purpose | Name & Address of Guardian/Stay | Signature of Guardian | Days | Total Days | Sign of Warden | Remarks: Warden Council |
|---------|-----------------------|-----------------------|---------|------------------------------------|-----------------------------|------|---------------|-------------------|-------------------------------|
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Date of Issue..... Valid UP-To.....

Procedure to avail campus leave permission:

1. Entries of the leave to be availed must be recorded in the office register every Wednesday, between 10hrs to 17hrs.
2. Leave not recorded in the register during the period specified above will require special approval by the Warden Council.
3. Duly filled leave card must also be submitted in the office.
4. Student whose leave has been sanctioned by the warden of hostel may depart as per schedule.
5. After returning from leave, the card duly signed by the guardian must be presented in the office for record update.

Rules:

1. Student compulsorily required to record details of leave in the hostel office register.
2. Student will be allowed to leave the campus premises only after the approval of the recorded entry in the office register and leave card by warden of hostel.
3. It is mandatory for the student to get signature from the guardian/Parents (Father or Mother) visited against the corresponding leave recorded in the card.
4. Leave shall be granted only for University Holidays as per academic calendar.
5. Permission to leave shall be granted at most 20 times (Maximum 5 days in one times) per academic calendar.
6. Authority (Warden/council of chief warden or In-charge of institute/Registrar) to grant permission to leave in exceptional cases rests with the chairperson of Warden Council.
7. Leave Card must be preserved for duration of one year and must be returned in the office at the end of session or leaving the hostels.
8. Disciplinary proceedings will be initiated if violation of rules is observed.

Name of Student:

Date:

Room No.

Year:

Block No.

ANNEXURE-V

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR

Name of Hostel :

Academic Session :

Dues Detail for Security money Refund

Student Name: _____

Allotted Room No. : _____

Address & Phone No:

Bank Name : _____

Bank Account No. : _____

IFSC Code : _____

1- Fees Deposited :

a. Room Rent Rs. _____ Date _____ Chalan No. _____

b. Mess Fees Rs. _____ Date _____ Chalan No. _____

c. Security Deposit Rs. _____ Date _____ Chalan No. _____

2- Electric Equipment's : _____

3- Others (If Any) : _____

4- Refund Security Money Rs. 1,500/-

Please return my security money Rs. _____ deposited by Challan No _____

Dated _____ As I have vacated my room in _____ Hostel since

_____.

Student's Signature

Date :

Place:

For Office Use

Certified that He/She has No Dues in Hostel and has deposited all Fees and his application for Refund of His/Her Security Fees (after deduction) Rs. in his Bank Account No. , Branch , IFSC Code Is being forwarded.

Signature of Hostel Assistant: _____

Signature of Warden: _____

Hostel
C.S.J.M. University, Kanpur

ANNEXURE-VI

GENERAL HOSTEL RULES

1. Allotment of room will be made by the custodian (warden). Custodian can change the room of any hosteller if necessary, but no student has right to change his room without any written permission of custodian.
2. Custodian (warden) will have right to complain about the discrepancies of normal/disciplinary rules.
3. Hostel room can be physically checked any time by custodian/authorized University officer or appointed officer for this purpose.
4. Custodian will have right to vacate the room when required or in special situation. If hosteller refuses to vacate the room or put the lock in the room, custodian have right to open the room and vacate it.
5. All the hostellers should be present when the attendance taken by the hostel custodian or any authorized student between 8pm to 10 pm. If any hosteller found absent without any prior permission then a fixed fine for being absent shall be taken, or disciplinary action whichever found suitable will be taken. Fine will be taken according to the report of custodian and it should be deposited with the fees. If the hosteller is absent without any proper permission continuously for 15 days then allotment of hostel will be cancelled and deposited hostel room fees will be confiscated and all the facts will be informed to the parents.
6. If custodian finds any hosteller guilty for continuously remaining absent or going outside then fine as well as warning letter will be issued and if there is no improvement in hosteller then recommendation will be given to the University for the expulsion from the hostel or administrative action.
7. Hosteller before leaving the hostel on any holiday or on end semester break holiday he should take permission with the custodian in defined format. After returning from holiday he will submit the certificate from parent/guardian that he was with them or in their knowledge lived elsewhere.
8. Unauthorized entry of guests is totally prohibited. Authorized guests can meet students only on Thursdays and Sundays or on any holiday until 5 pm in waiting room/guest house. Other than the specified time guests will not be allowed to meet the hostellers.
9. Any type of involvement in debate, argument or fighting, unfair/incest behavior or any undesirable act is not permitted in the hostel or in the University premises. If found involved in any such anti-social activities by the custodian, a severe disciplinary action will be taken against hosteller by the University authorities.
10. Any unauthorized meeting, conference, discussion is not permitted inside the hostel room or in the hostel premises apart from group discussion/studies. If any hosteller does any damage to

hostel building or any property (furniture/fitting) or makes any changes then damage compensation will be taken by the hosteller.

11. Keeping fire or highly inflammable material, fire weapon, sharp and pointed dangerous items in the hostel is totally prohibited.
12. Any hosteller has no right to keep drugs/medicines/injection or any type of intoxicating liquid in the room. Some of the medicines which come under the category of life saving or the medicine prescribed by authorized medical officer will be allowed only with the permission and knowledge of the authorities. But this cannot be given to any other hosteller at any cost for the trial.
13. If any hosteller is ill or sudden accident happens then medical officer/custodian must be informed.
14. It is the duty of the hosteller to keep room and premises clean.
15. Any student has no right to keep his own entertaining instruments like radio/transistor, tape recorder, or any type of musical instrument.
16. As far as possible any hosteller will not keep any precious item or precious jewelery. If it is stolen or damaged hosteller will be responsible for it.
17. Keeping or using own electrical equipment like heater, press, immersion rod etc. is restricted. If any such equipment found then it will be confiscated.
18. Before locking the room hosteller should make it sure that all electrical equipments are switched off.
19. Any type of cooking in the room is restricted.
20. Hosteller will have to vacate the hostel room within 15 days after the last date of written examination of the final year/semester of any course.

DISCIPLINE RULES

Residents of the Boys hostel is expected to follow the general rules of discipline, by their manner and behavior, as subject to the University and Hostel rules.

1. Every hosteller should maintain good behavior not only in hostel premises but in the whole University campus. One should take care of personal and public property and create good academic atmosphere and a livable environment for everyone.
2. The hosteller who has taken permission from the head of the department for the study leave should also take permission from hostel superintendent for his absence. If he remains absent for more than 10 days then action of cancellation of hostel allotment will be taken.
3. Hosteller will not be permitted to sit in any University examination unless he pays all the dues of hostel.
4. Only educational, cultural program/festivals can be organized in the hostel only after the prior permission of the warden.
5. Any hosteller shall not participate in the activities of collecting money for any external social/religious organizations or groups.

6. Pasting posters on hostel room/wall or on the wall of University campus or distributing pamphlets to the students is totally restricted.
7. Every hosteller should carry their I Cards given by the University, which must be shown on demand. Permanent address or close relatives address where the hosteller often visits or stays temporarily, should be noted with hostel superintendent at the time of entry. In case there is any change in the address during the stay, it is the duty of the hosteller to inform immediately.
8. Any hosteller found guilty for the misconduct or breach of discipline the hosteller can be expelled from the University course on the recommendation of hostel custodian.
9. If hosteller is punished while living in the hostel then this will be kept in the personal reference record and it shall also be mentioned in the character certificate which he will receive at the end of his final exams, while leaving the University.
10. Every hosteller must maintain the discipline in the hostel.
For breach of discipline following will be responsible:
 - a. Rules of hostel, disregard of order and information
 - b. Disregard and not following the instructions of officers/employees affiliated to hostel.
 - c. Hoarse, noisy, objectionable behavior.
 - d. Ragging of juniors.
 - e. Irregular or unauthorized absentees and without any written permission staying outside the hostel in the night.
 - f. Not depositing hostel dues in time.
 - g. Found guilty in UFM/charged for UFM.
 - h. Deceptive activities, dishonesty, false declaration, or found guilty for any other illegal or criminal act.
 - i. Keeping any type of narcotics/medicine or using and selling it.
 - j. Not registering the entry in the prescribed register while going outside the hostel or coming inside or remaining outside the hostel more than the stipulated time.
 - k. Any type of unauthorized meeting, procession, and its operation.
 - l. Involvement in protests, agitations, strikes, hunger strike or organizing the same or participating or inspiring anybody for its participation.
 - m. Creating violence or fear or participation in such activities.
 - n. Creating hindrance in the studies of hostellers in other hostels.
 - o. Loss of any property of hostel.
 - p. Not showing the I Card to the authorized officer when asked and creating disturbances, arguments or fighting within the University Campus or outside.
 - q. Doing profitable service by which studies are interrupted.
 - r. Any act which is detained by custodian/university teachers or officers.

11. Any hosteller found involved in the ragging activities or found guilty for ragging will be responsible for following penalty:
 - a. Warning
 - b. According to Property/Asset partial or complete recovery.
 - c. Penalty (according to act and holding).
 - d. Temporary/permanent suspension from facility or service available in the hostel.
 - e. Suspension/expulsion from the hostel.
12. According to hostel custodian if disciplinary crime is serious and as per article 16, it will be fined and put forward to the proctorial board or in the constituted advisory committee. This fine will be noted in the permanent documents and in the end it will be written in his character certificate. A warning will be issued and if it is repeated then may be expelled from the hostel. During the probation hosteller is not authorized for any financial rebates.
13. During the probation, hosteller complaints will be considered.
14. If indiscipline is very serious then it will be put in front of the Advisory Committee and with the recommendation of Hon VC can be punished or expelled.
15. Any hosteller found guilty for ragging directly or indirectly can be expelled from the hostel.

Readmission in the Hostel

Following are the conditions in which after suspension/expulsion from the hostel hosteller can be considered for the re-admission:

1. Hosteller has no right of re-admission in the hostel. It can be considered after compensation of loss/deposit of fine.
2. Hosteller will remain on behavior probation for rest of the time of studies after re-admission
3. As per provision the mother father or the guardian of the hosteller they will give the undertaking of good behavior which will be effective for the rest of the stay of the hosteller.
4. If hosteller is permanently punished under criminal act and expelled from the hostel then he cannot apply for the re admission in the hostel.
5. Any hosteller is not allowed for readmission unless he has completed two semester or one calendar year with satisfactory behavior before getting the punishment of expulsion.
6. Any hosteller application will not be considered for re-admission until he has not given the assurance of good behavior and not fulfilled the above 1,3,4 and 5 points.
7. For re admission of hosteller recommendation of discipline committee and decision will be considered. As per the situation, decision passed by the committee for expulsion will be final.

ANNEXURE-VII

CSJM UNIVERSITY, KANPUR

BOYS/GIRLS HOSTEL

Verification Of Physical Amenities In Room

Hostel Name:.....

Block:.....Room No.....

Name of Student-1.....

Name of Student-2.....

| Sl.No. | Item | No. of Quantity | Status |
|--------|-------------|-----------------|--------|
| 1 | Chair | | |
| 2 | Table | | |
| 3 | Ceiling Fan | | |
| 4 | Bed | | |
| 5 | Tube light | | |
| 6 | Others | | |
| 7 | | | |

Date:

Sign. of Student-1.....

Sign. of Student-2.....

Authorized Sign.

Sign. of Warden/Chief Warden

ANNEXURE-VIII
UNDERTAKING BY GUARDIAN

समक्ष:- श्रीमती/श्रीमान् वार्डेन

.....
छत्रपति शाहूजी महाराज विश्वविद्यालय, कानपुर।

मै.....पत्नी/पुत्री/पुत्र..... निवासिनी/निवासी
.....शपथकर्त्री/शपथकर्ता
मै शपथकर्त्री/ शपथकर्ता सशपथपूर्वक निम्न बयान करती/करता हूँ-

1 यह कि मै शपथकर्त्री/शपथकर्ता की पुत्री/पुत्र विश्वविद्यालय के.....संस्थान के कक्षा कोर्स.....की छात्रा/छात्र है एवं विश्वविद्यालय के छात्रावास में कमरा नं0..... में निवास कर रही/रहा हूँ।

2 यह कि मै छात्रावास के अपने कक्ष में बिजली के उपकरण मुख्यता इण्डक्शन, हीटर, टी0वी0 आदि का प्रयोग नहीं करूँगी/करूँगा यदि चोरी छिपे इन उपकरणों के प्रयोग करते वक्त मै किसी दुर्घटना का शिकार हो जाती/जाता हूँ तो विश्वविद्यालय प्रशासन व छात्रावास प्रशासन की कोई जिम्मेदारी नहीं होगी बल्कि सम्पूर्ण जिम्मेदारी मेरी होगी।

3 यह कि मै छात्रावास में विभिन्न मौसमों के आधार पर छात्रावास से बाहर व अन्दर आने व जाने की निर्धारित समय सीमा का अनुपालन करूँगी/करूँगा यदि छात्रावास से बाहर रहने के दौरान मै किसी भी प्रकार की दुर्घटना का शिकार होती/होता हूँ तो विश्वविद्यालय प्रशासन व छात्रावास प्रशासन उस घटना के लिये जिम्मेदार नहीं होगा।

4 यह कि मै छात्रावास में संचालित मेस हेतु निर्धारित समय सीमा के अन्दर भोजन मेस में ही बैठकर ग्रहण करूँगी/करूँगा। मेस का भोजन कभी भी कमरे में नहीं ले जाऊँगी/ जाऊँगा। छात्रावास व मेस में किसी भी कर्मचारी एवं छात्रावास वार्डेन से दुर्व्यवहार नहीं करूँगी/करूँगा। तथा अपने किसी विभागीय/व्यक्तिगत मित्र,रिश्तेदार ,माता को अपने कक्ष में बिना पूर्वअनुमति के नहीं रूकाऊँगी/रूकाऊँगा।

5 मै छात्रावास एवं मेस के मद में देय सभी शुल्कों में निर्धारित समय सीमा के अन्दर समय-समय जमा करूँगी/करूँगा। सत्र के मध्य में छात्रावास शुल्क/भोजन शुल्क में यदि विश्वविद्यालय प्रशासन द्वारा कोई वृद्धि की जाती है तो उसकी प्रतिपूर्ति मेरे द्वारा अधिकतम एक माह में देय होगी/होगा। यदि उपरोक्त शुल्क समय से नहीं जमा होता है तो विश्वविद्यालय प्रशासन को अधिकार होगा कि वह शपथकर्त्री/शपथकर्ता की पुत्री/पुत्र को परीक्षा में न बैठने दे एवं उसके विरुद्ध अन्य अनुशासनात्मक कानूनी कार्यवाही करें।

6 यह कि मै किसी प्रकार प्रतिवाधित मादक नशीले पदार्थों/दवाओं का उपयोग एवं विक्रय नहीं करूँगी/करूँगा एवं किसी भी प्रकार के अनाधिकृत बैठक, धरना, जुलूस में न शामिल होगी और न ही संचालन करूँगी/करूँगा तथा न ही विश्वविद्यालय एवं छात्रावास की सम्पत्ति/परिसम्पत्ति को नुकसान पहुंचाऊँगी/पहुंचाऊँगा यदि ऐसा करती/करता हूँ तो विश्वविद्यालय प्रशासन उपरोक्त नुकसान की वसूली एवं उचित कानूनी कार्यवाही के लिये स्वतंत्र होगा।

7 यह कि मै छात्रावास नियमावली जो इस शपथपत्र का अभिन्न अंग है के अन्य नियमों का अक्षरशः पालन करूँगी/करूँगा। यदि शपथकर्त्री/शपथकर्ता की पुत्री/पुत्र छात्रावास नियमावली के किसी भी नियम का उल्लंघन करने की दोषी पायी जाती/पाया जाता है तो छात्रावास प्रशासन को अधिकार होगा कि वह शपथकर्त्री/शपथकर्ता की पुत्री/पुत्र को बिना छात्रावास फीस वापस किये छात्रावास से तत्काल प्रभाव से नि"कासित कर दें अथवा उसके लिये वि0वि0 द्वारा निर्धारित अर्धदण्ड जो मुझे देय होगा।

8 छात्रावास व्यवस्था को सुचारू रूप से चलाने हेतु एक छात्रावास से दूसरे छात्रावास में स्थानान्तरित करने एवं कक्ष परिवर्तन करने पर मुझे कोई आपत्ति नहीं होगी।

9 मैं अपनी सुरक्षा धनराशि की वापसी का आवेदन छात्रावास छोड़ने के एक माह के अन्दर दूँगा/दूँगी उक्त अवधि के पश्चात् सुरक्षा धनराशि वापसी हेतु किये गये आवेदनों के भुगतान हेतु वि०वि० कानूनी रूप से बाध्य नहीं होगा।

सत्यापन:— मैं उपरोक्त शपथकर्ता/शपथकर्ता सत्यापित करती/करता हूँ कि इस शपथ में उपरोक्त तथ्य 1 एवं 9 में दिये गये समस्त तथ्य मेरे ज्ञान में सही हैं तथा कोई भी तथ्य छिपाया नहीं गया है। आज दिनांकसत्यापित किया।

शपथकर्ता छात्र/छात्रा के पिता के हस्ताक्षर

छात्र/छात्रा के हस्ताक्षर