



# **HOSTEL MANUAL RULES & REGULATIONS (2023-2024)**

**Shri Vishwakarma Skill University**

(Established by the Haryana State Legislature Skill University Act-2016)  
(India's 1<sup>st</sup> Skill Government University, set-up by Government of Haryana)

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## DISCLAIMER

*During the publication of the Hostel Manual, the published / printed information is recorded correct and in accordance with the existing rules of the University. However, any changes made by the University in the provisions / instructions / regulations at the later stage shall be applicable to all the residents who are admitted or yet to seek admission in the hostels. For latest information, students are advised to check the University website regularly. If anyone experiences any inconvenience or incurs loss due to such changes, the University shall not be held responsible.*



## VICE CHANCELLOR'S MESSAGE

मुझे यह घोषणा करते हुए अत्यंत उत्साह एवं हर्ष की अनुभूति हो रही है कि श्री विश्वकर्मा कौशल विश्वविद्यालय के नव्य और भव्य छात्रावासों का शुभारंभ हो रहा है। इन छात्रावासों में वास करने वाले आप प्रथम विद्यार्थी होंगे। इसलिए यह अवसर आपके लिए अनुपम है। छात्रावासों का निर्माण वैश्विक मानकों के अनुरूप किया गया है। वास्तव में छात्रावास विद्यार्थियों के व्यक्तित्व निर्माण की कार्यशाला सरीखे होते हैं। क्लासरूम के बाद आपका सबसे अधिक समय इन्हीं छात्रावासों में व्यतीत होगा। यहीं रहकर आप अपने सशक्त भविष्य की बुनियाद को मजबूत कर सकते हो। इसके लिए शिक्षा के प्रति आपका चाव, भाव समर्पण और लगन अत्यंत आवश्यक है और साथ ही साथ अनुशासन नितांत जरूरी है। अनुशासन किसी भी व्यक्ति, समाज और राष्ट्र को महान बना सकता है। आचार्य चाणक्य ने भी कहा है कि विद्यार्थी जीवन में जो युवा अनुशासन में रहकर शिक्षा को प्राप्त करता है उस पर मां सरस्वती और मां लक्ष्मी दोनों की कृपा बनी रहती है। छात्र का जीवन तपस्वी का जीवन माना गया है। विद्यार्थियों के लिए बुद्धि, विवेक, ज्ञान और संस्कार विकसित करने का यह सबसे उपयुक्त समय होता है। आलस और प्रमाद से दूर रह कर नित्य व्यायाम और स्वाध्याय से स्वयं के उत्थान के निमित्त आपको छात्रावासों में अनुशासन के साथ सुखद भविष्य का निर्माण करना है। स्वामी विवेकानंद हमेशा युवाओं के प्रेरणा स्रोत रहे हैं। उन्होंने कहा था, 'मेरे साहसी युवाओं, यह विश्वास रखो कि तुम ही सब कुछ हो। तुम महान कार्य करने के लिए इस धरती पर आए हो, चाहे वज्र भी गिरे, तो भी निडर हो खड़े हो जाना और कार्य में लग जाना। आशा है आप छात्रावास में रहकर अपने पाठ्यक्रम के साथ-साथ अध्ययन के माध्यम से समस्त आदर्श महापुरुषों के जीवन का भी अनुकरण करेंगे। मैं आपके लिए शुभेच्छाएं प्रेषित करता हूं।

**डॉ. राज नेहरू**  
**कुलपति**



## REGISTRAR'S MESSAGE

विद्यार्थी के जीवन में छात्रावास वह अंग है जो उसे ज्ञान और स्वतंत्रता का अवसर प्रदान करता है। छात्र अपने अध्ययन के आधार पर व्यक्तित्व का निर्माण करता है और इसी परिवेश में विद्यार्थी व्यक्तिगत एवं सामाजिक संबंधों को विकसित करने की कला सीखता है। छात्रावासों में रहते हुए ही विद्यार्थियों के संस्कार परिपक्व होते हैं। छात्रावास में अनुशासन और नियम दो महत्वपूर्ण आयाम होते हैं, जो छात्रावास की क्रियाओं को सरल व सुचारू बनाते हैं। छात्र के जीवन में अनुशासन वह कुंजी है, जो उन्नति का मार्ग प्रशस्त करती है।

श्री विश्वकर्मा कौशल विश्वविद्यालय सभी छात्रों को सुख सुविधापूर्ण वातावरण प्रदान कर उन्हें व्यक्तित्व विकास के सुअवसर प्रदान करने के लिए प्रतिबद्ध है। यहां उन्हें संपूर्ण अध्ययन के अवसर मिलेंगे। विद्यार्थी छात्रावास में विभिन्न संस्कृति और अलग-अलग वातावरण से आते हैं, परंतु वह एक परिवार की तरह रहते हैं। जिस प्रकार भिन्न-भिन्न नदियां अंत में समुद्र में मिलकर एक हो जाती हैं, उसी तरह भिन्न-भिन्न दिशाओं के विद्यार्थियों का संगम छात्रावास में एक परिवार के रूप में हो जाता है।

विद्यार्थी छात्रावास जीवन के दौरान कर्तव्य, सहयोग, ईमानदारी और सीमांकन सीखते हैं।

श्री विश्वकर्मा कौशल विश्वविद्यालय का छात्रावास आपको शिक्षण युक्त वातावरण प्रदान करने में महत्वपूर्ण भूमिका निभाने के लिए समर्पित है। आशा है आप छात्रावास के लिए बनाए गए नियमों का पालन करते हुए अपने सुखद भविष्य का सृजन करेंगे। आप सबको शुभकामनाएं।

**प्रो. ज्योति राणा**  
**कुलसचिव**





## CHIEF WARDEN'S MESSAGE

छात्रावास वह परिसर होता है, जहां समाज और राष्ट्र के लिए कर्णधार तैयार होते हैं। छात्रावास में रहकर विद्यार्थी व्यवहार और स्वभाव दोनों, को विकसित करते हैं। मनुष्य का जीवन अनुभव का एक ऐसा समावेश है, जो भविष्य की राह को आसान बनाता है। छात्रावास के माध्यम से विद्यार्थी जीवन का स्वावलंबन सीखते हैं। साथ ही साथ यह अनुभवों के हस्तांतरण की कार्यशाला के रूप में भी विकसित होते हैं। वरिष्ठ विद्यार्थियों से कनिष्ठ विद्यार्थी छात्रावासों में रहकर अनुभव ग्रहण करते हैं, जो उनके शैक्षणिक और व्यक्तिगत विकास में सहायक साबित होता है।

अनुभव के आधार पर कार्य करना एक परंपरा है, जो एक पीढ़ी दूसरी पीढ़ी को सिखाती है। मनुष्य को धन विरासत में मिल सकता है, परंतु शिक्षा पाने के लिए स्वयं मेहनत करनी पड़ती है। लक्ष्य की प्राप्ति के लिए मेहनत ही विद्यार्थियों के पास सबसे बड़ा शस्त्र है। छात्रावास में रहकर विद्यार्थी अधिक एकाग्रता के साथ अपने लक्ष्य को केंद्रित कर सकता है। हमारा प्रयास रहेगा कि सभी विद्यार्थियों को छात्रावासों में एक ऐसा सुखद वातावरण मिले जिसमें वह अपने अध्ययन को सुचारू रूप से करते हुए सफलता की ओर अग्रसर हों।

श्री विश्वकर्मा कौशल विश्वविद्यालय का छात्रावास आपको यह वातावरण प्रदान करने के लिए कटिबद्ध है। अनुशासन की अपेक्षाओं के साथ अत्यंत सुंदर और सुविधाजनक छात्रावासों में आपके स्वर्णिम विद्यार्थी काल की शुभकामनाएं।

**प्रो. ऋषिपाल  
चीफ वार्डन**

### Officers of the University and Hostels

S.No.	Designation	Name
1	Vice-Chancellor	Dr. Raj Nehru
2	Registrar	Prof (Dr.) Jyoti Rana
3	Dean Academics Affairs	Prof (Dr.) R.S. Rathore
4	Chief Warden	Prof (Dr.) Rishipal
5	Proctor	Prof (Dr.) Suresh Kumar
6	Controller of Examination	Prof (Dr.) Nirmal Singh
7	Dean Student Welfare	Dr. Savita Sharma, Associate Dean
8	Warden (Girls)	Dr. Bhawna Rooprai
9	Warden (Boys)	Dr. Mohit Kumar Srivastav
10	Hostel Supervisor (Girls)	Dr. Sonia Sharma
11	Hostel Supervisor (Boys)	Mr. Satish Kumar

## HOSTEL ACCOMODATION CAPACITY

### Girls Hostel

Accommodation Capacity of Girls Students	490
Single Seater Rooms	090
Three-Seater Rooms	080
Four-Seater Rooms	040
Total Rooms in Girls Hostel	210

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### Boys Hostel

Accommodation Capacity of Boys Students	490
Single Seater Rooms	090
Three-Seater Rooms	080
Four-Seater Rooms	040
Total Rooms in Boys Hostel	210

## About the University

The Government of Haryana had announced establishment of Shri Vishwakarma Skill University (SVSU) under the Act 25 of 2016. The University is aiming at providing structured skill qualification programs aligned with existing job roles of the industry. The programs have been mapped with National Skill Qualification Framework (NSQF) that facilitates upward mobility from Certificate to Doctoral Level. The University is being constructed on 82.7 acres of land with a state-of-the-art infrastructure capacities for 12,000 students per year, as a part of its master plan. The University operates on its two model: 'In Campus' and 'Out Campus'.

Lord Vishwakarma, the architect of this universe remains our source of inspiration. The layout of the University shall resemble the flying chariot built by Lord Vishwakarma for the Gods. Drawn by horses with super natural prowess, the chariot that denotes speed, direction, perseverance and diligence. Millenniums ago, it was on such divine chariot, Lord Krishna delivered the great song celestial- Bhagavad Gita, which may remain doctrine teaching the principles of *Karmayog* and dutifulness to the mankind.





## About the Hostel

Shri Vishwakarma Skill University is committed for providing facilities, safety and learning environment to its students. To actualize this vision, the university provides hostel facility for both the Girls and Boys. The six stories constructed buildings of both the hostels provide the residential facility, indoor/outdoor games, common room, and study room facilities. The accommodation is provided as 4 seaters, 3 seaters and single seaters depending upon the level of academic program, student will be provided the accommodation. The hostel has been built with modern amenities and ensured that the students do not face any kind of inconvenience. The hostel is equipped with major facilities such as Reading room with newspapers and magazines, common rooms with LED TVs, high speed Wi-Fi, Water coolers fitted with RO, CCTV cameras and security guards. The hostels provided with indoor and outdoor games for recreation & entertainment of the residents within hostel premises.



## **GUIDELINES FOR THE HOSTEL**

### **1. GENERAL**

- 1.1 These rules shall be known as “Hostel Rules & Regulations”.
- 1.2 These rules shall come into force on such date as may be decided by the competent authority.
- 1.3 These rules shall apply to all the residents of the hostels of the University.

### **2. HOSTEL ADMINISTRATION**

- 2.1 There will be a Chief Hostel Warden for both Girls and Boys Hostel.
- 2.2 Each Hostel shall have a Warden, who will be responsible for the administration of the Hostel and for the enforcement of the Hostel Rules and Regulations. The Warden will be appointed/nominated by the Hon'ble Vice-Chancellor.
- 2.3 The Warden shall have the following responsibilities:
  - 2.3.1 The Warden shall work in coordination with the Chief Warden and Hostel Supervisor.
  - 2.3.2 The Hostel Warden has the right to enter any resident's room and conduct a search of the space if necessary. Also, if necessary, he or she will have the power to open any room's lock and move a resident's things/belongings to another location.
  - 2.3.3 He/she shall be responsible for the allotment of hostel rooms in accordance with the policy laid down by the University and for the maintenance of discipline within the hostel premises.
  - 2.3.4 He/she shall normally visit the hostel.
  - 2.3.5 He/she shall report to the Medical Officer all cases of illness or accidents and ensure that the resident concerned receives proper medical care. He/she will also inform the concerned Dean/Chairperson, Chief Warden/Guardian of all such cases.
  - 2.3.6 He/she shall inspect the kitchen, the dining room, common room, bathrooms, lavatories etc. regularly, and whenever any defect is noticed, he/she will get it be fixed by his/her staff. If needed, he/she will report to the Superintending Engineer, under intimation to the Chief Warden.
  - 2.3.7 He/she shall appoint the staff of hostel as per the rules of the University.
  - 2.3.8 He/she shall ensure that no person without prior permission stays in the hostel.
  - 2.3.9 He/she shall, with the help of his/her staff, check the unauthorised electrical appliances.
  - 2.3.10 He/she shall be responsible for proper organisation of hostel functions and festival

### **3. DISCIPLINARY AUTHORITIES AND RESPONSIBILITIES**

Depending on the type and gravity of the indiscipline committed by a hostel resident, the following official are empowered to take disciplinary action:

- Chief Warden
- Warden

#### **3.1 The Chief Warden**

- 3.1.1 Warning for any indiscipline by the hostel inmate.
- 3.1.2 A fine of Rs. 2501/- to 5000/-.
- 3.1.3 Waive off fine imposed by the Warden/Hostel Supervisor.
- 3.1.4 Suggest the temporary or long-term withdrawal of concessions, aids, stipends, scholarships, and fellowships.
- 3.1.5 Confiscation of security deposit in case of any resident is found guilty of indiscipline.
- 3.1.6 Recommend of rustication of the hostel resident from the hostel.

#### **3.2 Warden**

- 3.2.1 Fine up to Rs. 2500/-, can be imposed by the Warden on the act of indiscipline.
- 3.2.2 The Warden shall oversee the hostel Supervisor and hostel staff's work in relation to discipline, ragging, food arrangements, welfare programmers, etc. in the hostels.

#### **3.3 Hostel Supervisor**

- 3.3.1 Any unauthorised electric/electronic items or devices being used by a resident may be seized by the Supervisor.
- 3.3.2 He/she shall be responsible for proper organisation and conduct of hostel functions, festival in coordination with Hostel Warden.

### **4. ADMISSION**

- 4.1 Students seeking admission to the hostel must apply on the prescribed form available online on the University website.
- 4.2 All rights of admission to the University hostels are reserved with the Chief Warden.
- 4.3 No student/resident will be allowed to admit/stay in the hostel if FIR against any criminal cases has been lodged against him/her.
- 4.4 Student seeking admission in the hostel should be a full time bona-fide student of the University.
- 4.5 Admission to the University Hostels will open at the beginning of the academic session.
  - 4.5.1 The regular students will be admitted through the verification of Dean/Chairpersons of their respective Departments strictly based on merit list approved by the seat allotment committee/ Last result declared in case of existing student of 2<sup>nd</sup> year onwards.



- 4.5.2** No. of seats for the hostel admission will be allotted by the chief warden whereas merit list for the admission will be prepared by the chairperson of concerned department.
- 4.5.3** Admission application form will be signed by the chairperson of Concerned department.
- 4.6** Priority will be given to those students who are enrolled first time in Diploma/UG/PG programs in the University.
- 4.7** In case of ex-students, admission shall be sought afresh in every academic session subject to the satisfaction of the Chief Warden/Warden regarding proper conduct behaviour and regular payment of dues of hostel, mess and canteen etc.
- 4.8** No hostel accommodation will be given to any student whose permanent residence is situated within 30 Kms of the University Hostel campus.
- 4.9** If any student gets hostel accommodation on the basis of his/her admission in a particular department/faculty and subsequently joins another faculty/department then, must inform the hostel authorities, and accordingly allotment will be made as per merit in that department.
- 4.10** Hostel accommodation is not-transferable to any other person. In case of violation of the rule, the allotment shall be cancelled, and disciplinary / legal action will be taken against the resident as well and as the illegal occupant of the room according to law.
- 4.11** A resident suffering from any communicable disease will not be allowed to stay in the hostel until he/she produces a certificate of medical fitness from the Medical Officer of the University or Civil Surgeon.
- 4.12** When the number of accommodation available will be less than the number of applicants, the allotment of accommodation shall be on the basis of academic merit.
- 4.13** In case the available accommodation will be less than the number of application then seat allotment committee have the right to develop the further criteria for the seat.
- 4.14** No employee or scholar cum employee will be allotted rooms in the Hostel.
- 4.15** Guidelines issued by the state government in respect of hostel and management will be observed accordingly.
- 4.16** Suppression of the fact or wrong information would make the student liable to disciplinary action as deemed fit by the hostel administration.
- 4.17** Admission to hostel will be cancelled if the student fails to take possession of the room within a period of 15 days and fee will be refunded as per rules applicable.
- 4.18** 3% seats of hostel accommodation are reserved for Differently Abled students and 20% seats are reserved for SC/ST students.

## **5. GRIEVANCE REDRESSAL**

- 5.1** Complaint, if any, against admission list of the hostel should be given in writing to the Chief Warden within 3 days of the display of the list. These complain, if necessary, would be reviews in a meeting of the hostel allotment committee.
- 5.2** Hostel residents have to submit their grievances to the concerned Hostel Warden. The Hostel Warden is required to redress the grievance within 72 hours failing which, the grievance is to be reported to the Chief Warden. If the Chief Warden fails to resolve the problem within a week, the same may be submitted to the University Students Grievances Redressal Cell. If the problem still remains unresolved, then the same may be submitted to Vice-Chancellor.

## **6. RESIDENT'S ATTENDANCE AND LEAVE RULE**

- 6.1** Resident will compulsory mark their attendance by 8 PM either in the register or biometrically on regular basis. Those who will be not observe this rule will be considered absent and fine will be imposed.
- 6.2** Register will be maintained for the said purpose by the security guard in which due entries will also be made by the boarders coming late in the night or after the closing time of the hostel gate whichever is applicable
- 6.3** . A resident absenting himself/herself from the hostel without getting his/her leave sanctioned may be subjected to disciplinary action.
- 6.4** Leave/ absence from the department shall not automatically entitle a resident to leave the hostel without the permission of the Warden. When a resident wish to leave the hostel for more than one day, he/she shall apply to the Warden in writing and get it sanctioned before leaving the hostel.

## **7. HOSTEL COMMITTEES**

Each Hostel shall have committees for running the hostel functioning smoothly. Each committee shall have team members who shall be responsible for the work related to that committee. Participation of the residents in these committees shall be ensured.

### **7.1. Admission Committee**

Chief Warden (Girls/Boys) + All Warden (Girls/Boys)

Admission committee shall be responsible for admission and allotment of hostel rooms.

### **7.2 Discipline Committee**

All Warden (Girls/Boys) + Residents (Girls/Boys)

Discipline committee shall responsible for maintaining order, enforcing rules and regulations and promoting a conducive living environment within the hostel premises.

### **7.3 Mess Committee**

All Warden (Girls/Boys) + 02 Residents (Girls/Boys)

The mess committee shall be responsible for planning and finalize the menu keeping



in mind the preferences and dietary requirements of the residents and ensuring the quality and hygiene of the meal served.

#### **7.4 Cultural Program Committee**

Seven Residents (Girls/Boys)

The hostel cultural committee shall be responsible for organizing and promoting cultural activities and events within the hostel.

#### **7.5 Sports Committee**

Seven Residents (Girls/Boys)

The Sports Committee will be responsible for planning, overseeing and managing sports related activities and events of the group or organization.

#### **7.6 Cleanliness Committee**

All Wardens (Girls/Boys) + Hostel Supervisor (Girls/Boys) + 04 Residents (Girls/Boys)

Cleanliness committee shall be responsible for ensuring overall cleanliness of the hostel.

#### **7.7 Anti-Ragging Committee**

Chief Hostel Warden (Girls/Boys) + All Wardens (Girls/Boys) + Hostel Supervisor (Girls/Boys) + Senior Residents

#### **7.8 Grievance Committee**

All Wardens (Girls/Boys) + 04 Residents (Girls/Boys)

### **8. HOSTEL MESS**

The hostel mess which is being run on contract basis will provide hygienic food and water with clean utensils and proper furniture for the hostel residents. Police verification and medical check-up of the mess workers will be ensured by the mess contractor to ensure the safety and health of the resident. Periodic inspection will be conducted by the Wardens and mess committee representatives to maintain the standards and quality of the meals.

#### **Hostel Mess Rules:**

- 8.1 Every resident shall compulsorily be the member of the hostel mess.
- 8.2 A resident of hostel will pay minimum 10 days diets cost for the stay in the hostel irrespective of the diets taken or not.
- 8.3 All Hostel mess shall be supervised by the mess committee.
- 8.4 Hostel residents shall observe and follow the process and criteria for serving the meals. All the residents are required to take their meals in the hostel mess.
- 8.5 All the residents must carry their hostel I-card to the mess while taking meals, failing which they shall be first warned and then fined according to hostel rules.
- 8.6 Meals will be served only in the hostel mess during the hours notified. However, in case

of illness, meals can be served in the room on the recommendation of the Medical Officer of the University.

- 8.7 Residents are not allowed to go into the cooking area, excluding mess committee.
- 8.8 Cooking in the hostel rooms is strictly prohibited.
- 8.9 No residents shall take meals from the mess to which he/she does not belong. A resident is not permitted to take food in place of another resident.
- 8.10 In case resident didn't pay the bill for 01 month up to due date, the mess account of the resident will be suspended by the hostel. Further, an amount of Rs. 500/- per month will be charged.
- 8.11 The residents who will default in payment (hostel/mess or any other dues) shall not be admitted in hostel in next session / semester.

*The timing of meals will be:*

S.No	Meals	Timing
a.	Breakfast	08.00 AM to 09.00 AM
b.	Lunch	01.00 PM to 02:00 PM
c.	Dinner	08.00 PM to 09.30 PM

These timings are subject to changes with the consent of the Wardens.

## **9. MAINTENANCE OF THE LAWNS AND BUILDINGS**

- 9.1 The lawns around the hostels are meant for the residents and for improving the ambiance of the hostels. Residents are expected to help and take an interest in the maintenance. They shall avoid crossing the lawns and shall take use only of the passages that are provided.
- 9.2 Hedges shall not be tampered with and flowers will not be plucked.
- 9.3 Parking is strictly prohibited on lawns and verandas.
- 9.4 The walls, furniture, door, etc. shall not be disfigured or damaged with ink, pencil, chalk, or any other equipment.
- 9.5 Wash basins/sewage lines shall not be blocked with any type of extraneous material.

## **10. HOSTEL CONDUCT RULES**

- 10.1 Residents are expected to conduct themselves with dignity and decorum at all times in the hostel and should not disturb other residents in any manner otherwise the hostel authorities may expel any resident student at any time.
- 10.2 No resident is allowed to shift from one room to another room without prior permission of the Chief Warden.

- 10.3 Every resident will be responsible for the hostel property he/she uses. Residents found responsible for any damage to the hostel property will be charged for damage, individually or collectively, as the case may be, a disciplinary action may be taken as per rule.
- 10.4 Residents are required to observe the decorum in the dining room and common rooms.
- 10.5 Prior permission of Hostel Warden is mandatory for the residents to take leave from the hostel.
- 10.6 The residents staying in the department after the regular departmental hours have to seek written permission from the Chairperson and submit that to the hostel Warden.
- 10.7 Use of abusive language, tearing of pages from magazines, periodicals and newspapers, playing of cards or any other act of hostel indiscipline will be treated as violation of hostel rules and will invoke necessary punishment.
- 10.8 Residents should not damage the hostel property. In case of any such incident, the hostel resident/ residents will have to bear the cost of the repair of the property damaged by them and shall be liable for a fine not less than Rs. 1000/- or the actual loss and expulsion from the hostel as per decision of Hostel Authorities.
- 10.9 The Chief Warden may expel a resident from the hostel on the recommendations of the Warden if any kind of dues to be paid by him/her exceeds the prescribed limit notified by the hostel authorities.
- 10.10 No multimedia device is permitted in the hostel. Residents violating the rule will be fined and also liable to other disciplinary action.
- 10.11 Loud music is not allowed in the hostel premises. Any resident found playing loud music will be imposed fine of Rs. 1000/- to maintain the peaceful academic atmosphere.
- 10.12 The residents are required to vacate their rooms immediately within 48 hours after their end-term examinations are completed. In case of non-vacation of room, a fine of Rs. 200/- per day will be imposed for up to 10 days after which the resident may be expelled from the hostel.
- 10.13 Students will bring their own lock for the main door of room. Whereas the key of Almira will be given by the hostel administration. In case some students will lost the key or not return the same as amount of Rs. 500/- shall be charged.
- 10.14 University has Zero tolerance for Gambling/smoking/use of alcoholic drink/drugs, in any form within/outside the hostel. Those violating this rule are liable to be expelled from the hostel immediately such residents shall also be subjected to punitive actions



as per law.

- 10.15 Hostel resident will not mistreat/misbehave with the hostel staff. If any complaint received, strict disciplinary action will be taken if found guilty.
- 10.16 Residents should lock their rooms while going out. The responsibility for any loss of goods, money, jewelry, Mobile Phones, Computer/Laptop or any other item will rest on them. Resident are advised, in their own interest, to open accounts in the Bank/Post Office to keep their valuable safe.
- 10.17 Games must be played in an orderly manner without bet/gamble. Nothing should be removed/ taken away from the common/sports room. The residents should not mishandle the T.V. or stereo or any other property in the common room. Playing cricket or any other game within the hostel buildings or lawns can damage/spoil hostel property and it is strictly prohibited. Violation of this rule shall attract a fine of Rs.1000/- or the actual loss/damage for the first instance and Rs. 2000/- or more in any subsequent instance and cancellation of room.
- 10.18 In case of medical exigency, students would contact the concerned Warden who will make the required arrangements. If a resident falls sick, his/her family/parents would be informed immediately including local guardians. It shall be responsibility of the parents to get their ward medically treated on their own. Hostel will not be responsible for the same. The medical requirements of resident shall be taken care of by the parents before sending to the hostel. In no case a resident will be taken to a private hospital unless referred by the Resident Medical Officer of the University Health Centre and the expenditure incurred by the private hospital will be borne by the resident/ resident family members.
- 10.19 Indulgence in political activities of any nature and holding of demonstration in the hostel premises is strictly prohibited. Strict disciplinary action including cancellation of admission in hostel as well as from the department may be taken for such violation.
- 10.20 The hostel residents will be solely responsible for all his/ her possessions including her Cycle/Laptop/Computer/Electronic Gadgets etc. and other valuables. The hostel authorities will not be responsible for any loss incurred or theft etc. residents are advised not to keep valuables in the hostel rooms. They should lock their rooms properly when they go out for their bath, mess etc. Each room-mate must keep a key of the door lock of her room, particularly in the case of triple/four seated rooms.
- 10.21 The room of any residents in the hostel can be inspected at any time by the Chief Warden/Warden or any Authorized Officer of the University. Inmates are advised to keep their ID cards with them and show on demand.

- 10.22 Residents should not break or try to break the lock of the occupied/vacant rooms of the hostels.
- 10.23 The local issues of a particular hostel will be resolved only by the residents and Warden of the concerned hostel. Intervention by the residents of the hostels in the matter relating to other hostels will invite disciplinary action.
- 10.24 If a resident is expelled from the hostel/institute for any reason he/she should immediately vacate the hostel on the day of expulsion. His/her continuance in the hostel will be treated as unauthorized occupation.
- 10.25 No Ph.D. Scholar/any other student receiving any type of scholarship shall make any excuse for making payment of hostel and mess dues on the basis of pendency/non-payment of scholarship.
- 10.26 Exemption from Mess Charges (during absence from hostel) on medical ground under extraordinary situation may be allowed only after approval from the Chief Warden.
- 10.27 The hostel administration shall not be responsible for any wrong/unwanted/illegal act such as attempt to commit suicide etc. on account of depression or for any other reasons, being done/ committed by any resident, an appropriate disciplinary action or prosecution as per law may be initiated against such resident.
- 10.28 The residents are not permitted to keep iron rods/lathi/danda/any type of lethal weapons/arms in the hostel. Any resident using any of these items shall be treated with appropriate fine and his/her admission will be cancelled and room will be vacated immediately.
- 10.29 Each resident should take permission from the Warden, before leaving the University campus.
- 10.30 Residents shall keep their rooms neat and tidy. The furniture/fans fittings and any other items present / issued in their roommate the time of allotment will be joint responsibility of the residents. If a resident observes any damages or defect in the above at the time of allotment, it will be his/her duty to bring it to the notice of the hostel office, failing which it will be presumed that everything was in order at the time of allotment.
- 10.31 Furniture shall not be shifted from one room to another. The furniture belonging to the common room, dining hall, hostel office, and Guest Room etc. shall not be taken out into the rooms. Anyone found in such activities he/she will be subject to disciplinary action.
- 10.32 When a resident vacates his/her room before the summer break or after withdrawal or expulsion, he/she shall return furniture and other property issued to him/her to the hostel office in good condition, failing to which he/she shall be liable to pay the entire cost of such furniture/equipment or other property. Repair charges for any damage to the furniture



will have to be paid by the resident(s). In case of any willful damage to the University property (including furniture, canning of chairs, etc.) the cost of damage along with penalty will be charged to the defaulter (s) and appropriate action will be taken according to law.

10.33 No program of lecture/speech/meeting/assembly etc. by group of residents will be organized in the hostel without prior permission of hostel Warden.

10.34 In case somebody is found living in any room without due allotment or staying with any other person without prior permission of the hostel Warden, and for more than the permitted duration of three days then, the room will be vacated and strict disciplinary action with the recovery of rent and a fine of Rs. 1000/- will be imposed on each of the defaulter(s). Sub letters and Sublette both are liable to be expelled from the University.

10.35 Residents should read the Hostel Notice Board on regular basis.

## **11. RULES FOR Ph.D. STUDENTS**

11.1 Research Scholar shall be allowed to stay in university hostel maximum up to 4 years. In case there will be need for further extension then same may be accorded for a term of 6 months at a time (maximum for a total period of two years) on the recommendation of scholar's research Supervisor from the date of enrolment/ registration or after the submission of thesis whichever is earlier.

11.2 The research scholar must vacate hostel room within one week after the submission of Ph.D. thesis. Foreign students may be allowed to continue hostel facility till viva-voce Examination. Such foreign residents shall clear the hostel dues & mess dues every month positively.

11.3 All the Research Scholar(s) residing in hostel will get 'No Dues Certificate' from the concerned hostel before conduction of them via-voce examination failing which their degree will not be awarded.

11.4 A resident-student of Ph.D program is required to submit a certificate from the Supervisor concerned every 6 months that he/ she actively engage in research and his work is satisfactory failing which his/ her residence in the hostel will be terminated.

## **12. SPECIAL RULES FOR GIRLS HOSTEL**

12.1 Residents will be required to fill-up the details in the outgoing register available with the hostel office for leaving hostel for out-station.

12.2 Resident in girl's hostels shall present themselves in person for attendance/biometric attendance at 7:30 PM to 8:00 PM. Strict disciplinary action (fine/ expulsion) will be taken against the defaulters.

12.3 The permission for late arrival/early leaving should be taken by the hostel residents

preferably one day in advance and not on last moment. Coming late to the hostel or being absent for the night from the Hostel without prior permission will be treated as misconduct.

- 12.4 Late entry of the girl(s) shall be reported to the parents/guardian through Telephone/SMS/Email.
- 12.5 Prior permission of the Warden must be obtained by the residents who wish to visit persons or families living on the University campus or local guardians living in the city.
- 12.6 Hostel residents will not leave the hostel during odd hours without prior permission of the Warden. Residents will apply for permission in writing in advance stating the reason for leaving and the address of destination. In case, the female residents going to their home, it will be mandatory to make entry in the out-going register maintained by the girl hostel office. In case the resident visits some other place than her home, she herself will be responsible and the Warden concerned will inform her parents through telephone/SMS/Email.
- 12.7 An application for being absent from the hostel, for more than a week, must then be supported by the resident guardian's permission and confirmation by parents (Telephonically/ SMS/ Email).

### **13.HOSTEL TIMINGS FOR RESIDENTS.**

**General Timings for the Residents of Hostels will be as Under:**

S.No	Months	Entry Timings	Attendance	Days
1.	April to	7:00 PM	7:30 PM	Monday to Friday
	September	7:30 PM	8:00 PM	Saturday & Sunday
2.	October to	6:30 PM	7:00 PM	Monday to Friday
	March	6:00 PM	7:00 PM	Saturday & Sunday

In case of late entry, wrong information or uninformed absence, a fine to the extent of Rs. 2000/- may be imposed by the concerned Warden or may invite expulsion from the hostel. During the period of absence, for any accident or fatality that may occur, the responsibility does not lie on the University. During the examination residents will be allowed to study in the library with the prior permission of the hostel Warden.

**NOTE:**

- No entry without hostel identity card in general and without making register entry will be allowed.
- Residents are not allowed to enter the hostel premises beyond hostel timings or they may seek prior permission of the concerned Warden.
- Timings are subject to change as per requirements.

#### **14. RULES FOR GUESTS OF HOSTEL RESIDENTS**

- 14.1 The resident shall be directly responsible for the conduct of their guest.
- 14.2 The guest should also produce a photo identification card while availing the guest facility in the hostel.
- 14.3 No guest shall be allowed to stay in the Guest Room for more than 03 days. In case an extension of stay is required permission must be obtained from the Chief Warden. A visitor cannot become a guest of a resident too often.
- 14.4 A resident shall not entertain a person as a guest who has been expelled from the hostel or university, or against whom disciplinary action is pending.
- 14.5 Guest shall be charged at the rate decided by the Warden in consultation with the Chief Warden from time to time. The guest has to stay in the guest room only.
- 14.6 No guest shall be allowed to stay with the resident during the night.
- 14.7 All guest charges should be paid in advance.
- 14.8 Guest rooms will be booked on a first-come-first-serve basis with at least one-day advance booking.

#### **15. RULES FOR SPORTS STUDENTS/SPORTS PERSON**

- 15.1 The sports person/students will submit the advance information to the hostel concerned in respect to attending coaching camps or sports activities, etc.
- 15.2 The prior information about the early exit/late entry (with exact timings) should be given to the Warden in this regard.
- 15.3 The sport students will be required to take meals in the hostel in which they are staying and not with the University coach in any other hostel.
- 15.4 The department will issue identity cards to such students who have to take coaching.

#### **16. USE OF ELECTRICAL APPLIANCES**

Desert Cooler /Electric Press/Electric Kettle may be used by the residents with the prior written permission of the Warden of the concerned hostel on payment of the charges Rs 1000/- per month for Dessert Cooler, Rs 500/- per month for electric press and / or electric kettle per resident respectively. However, the residents are required to use these appliances on actual need basis only. Use of all unauthorized electrical appliances such as coolers/heaters/electrical rods/ electrical kettle/Juicer & Mixer etc., are strictly prohibited. In case any resident is found using these appliances, a fine of Rs.5000/- and cancellation of room may be imposed by the concerned.

#### **17.FACILITIES AVAILABLE IN THE UNIVERSITY HOSTELS**

- 17.1 Cubical and dormitories furnished with required furniture etc.



- 17.2 CCTV surveillance.
- 17.3 Wi-Fi Internet facility.
- 17.4 Indoor and Outdoor sports facilities.
- 17.5 Integrated facility of GYM.
- 17.6 Well-furnished common room equipped with LCD, newspapers, and magazines as per the requirement of resident.
- 17.7 Potable drinking water
- 17.8 First Aid facility.
- 17.9 Hot water facility for bathrooms during the winter season.

#### **18. EXTRA-CURRICULAR ACTIVITIES IN THE HOSTELS**

- 18.1 Inter-hostel sports and culture events.
- 18.2 Celebrations of festivals.
- 18.3 Hostellers Fresher Night (Hostellers Night.)
- 18.4 Farewell Parties for residents.
- 18.5 Inter-hostel debates and quiz competition.

#### **19. WITHDRAWAL/REMOVAL OF RESIDENT FROM THE HOSTEL AND VACATING HOSTEL ROOM**

- 19.1 A resident who desires to withdraw from the hostel shall apply (through an application) to the Supervisor on the prescribed form, after having cleared all hostel dues, will leave or vacate the hostel immediately.
- 19.2 Even though a resident vacates his/her room, he/she shall be liable to pay all hostel and mess dues and fines, standing against his/her name.
- 19.3 Before permitting a resident to withdraw from the hostel, the Supervisors shall ensure that he/she has:
  - 19.3.1 Cleared all his/her dues, including the mess dues.
  - 19.3.2 Returned all the hostel property issued to him/her in good condition.
- 19.4 The Warden can temporarily suspend the hostel allotment of the student if their hostel dues, mess dues, or any other dues are in arrears for more than two months.
- 19.5 The Dean / Chairperson shall not issue the roll no. of the examination / provisional certificate / transcript to the students unless he/she produces a NO-DUES CERTIFICATE from the Warden office. Where a resident has left the hostel, for whatever reason, without clearing his/her dues to the hostel, the Chairperson of the concerned department may affect the recovery of the outstanding dues from the security deposits. In case, the outstanding amount exceeds the amount of security deposits, the matter shall be reported by the Chairperson to the Registrar, Sri

Vishwakarma Skill University, Palwal, who shall withhold the result or issue of a provisional certificate / transcript of degree till the outstanding / balance is paid by the student. If such a student has not completed the programme, the Chairperson may withhold his/her character certificate until he/she gets a clearance from the Warden.

**19.6 Refund of hostel and mess security money:** No fee is refundable except the hostel and mess security money which will be refunded after the resident has paid all the dues and vacated the hostel.

**19.7** The refund of hostel security money can be claimed in the prescribed form not later than one year at the date of their leaving the hostel.

## **20. FEE AND SECURITY (Hostel allotment charges for session 2023-24)**

Hostel will be provided for academic session on first come first serve basis

S.No	Nature of fee/ Security payable	Amount (Rs.)
1.	Hostel Security	5000.00 (Refundable)*
2.	Hostel Mess Security	5000.00 (Refundable)*
3.	Hostel Charges	11000.00 (per semester)

### **Bifurcation of Hostel charges**

S.No	Nature of fee/ Security payable	Amount (Rs.)
1.	Room Charges	6000.00 (per semester)
2.	Electricity Charges	3000.00 (per semester)
3.	Basic Enmity	2000.00 (per semester)

## **21.ZERO TOLERANCE ON RAGGING**

- 21.1 Ragging in the University Campus is totally banned.
- 21.2 Any student found indulging in the act of ragging shall be liable to disciplinary action as per the University rules and be punished according to law.
- 21.3 Anyone who finds ragging or being ragged in the campus can submit his / her complaint to Proctor on Email and given phone number.
- 21.4 Anyone who finds ragging or being ragged in the hostels can submit this / her complaint to Warden, Supervisor, Warden and Chief Warden.



## 22. UNDERTAKINGS TO BE SUBMITTED

- 22.1 Each admitted student has to attach undertaking against ragging as per UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and “The Haryana Prohibition of Ragging in Educational Institution Ordinance, 2012”.
- 22.2 Each admitted student has to submit undertaking to Comply Hostel Rules.
- 22.3 Each admitted student should bring six latest passport size photographs
- Regulations on curbing the menace in higher educational institutions as conveyed by the UGC vide letter dated April, 2009 in view of the judgement of Supreme Court in Civil Appeal No. 887 of 2009 ‘University of Kerala Versus Council of Principals of Colleges-Kerala and others, given below shall be adhered to strictly:
- (i) Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the Institute, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of withholding scholarships or other benefits
- (ii) Debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess, and the like (v) lodging of FIR to local police. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment can be awarded to act as a deterrent, Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any other student, indulging in rowdy or indiscipline activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher’s or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment, so as to adversely affect the physique or psyche of afresh error a junior student will be deemed to be an act of ragging.
- Hon’ble Supreme Court of India in SLPI No. 24295/2004 in the matter of University of Kerala V/s Council of Principals, Colleges of Kerala and others has ordered that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain, and if his explanation is not found satisfactory, the authority would expel him from the Institution.