



SHARDA  
UNIVERSITY  
*Beyond Boundaries*



# HOSTEL MANUAL



## **RULES & REGULATIONS**





# HOSTEL

## RULES AND REGULATIONS

### For Students:

1. Ragging is strictly prohibited in any form. If anyone is found guilty, strict action will be taken against defaulters, under the Ragging Prevention Act (as per the supreme court of India ruling).
2. Substance abuse, Smoking/chewing of tobacco and related substances, consumption of alcohol, use of drugs and narcotics and even possession of such things is strictly banned in the hostel. Disciplinary action will be taken against anyone found indulging in the use of such things as per University policy prevalent.
3. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
4. All girl students are expected to be back in the hostel by 9.00 pm (in summers) & by 8.00 pm (in winters) in the night. Any student who fails to do so/refuses will be liable for disciplinary action. The parents and guardians will also be notified regarding their absence and explanations will be sought in writing.
5. Students on maternity ward postings have to submit the schedule signed by concerned HoD well in advance to the warden and seek permission for the same.
6. External/unauthorized person/student are not permitted in the hostel room/mess without prior permission of Warden/ Manager.
7. The Permission of the warden should be obtained in advance while going out of the hostel. The student will have to make entry to that effect in the register maintained at the hostel office. She must write the address of the place where she is going, along with contact telephone number.
8. Students are not authorized to go out of station/leave station/night leave without prior Parents' approval and permission of the Warden. Any student going on leave/home or somewhere else without prior permission from the Hostel Warden / Manager will be dealt seriously as per University norms.
9. Students are responsible for the safekeeping of their valuables like Cash, Jewelry, Laptop, Mobiles and any other expensive items. Students should use their own locks and should take proper care of their belongings.
10. Students are not allowed to take Hostel's newspapers to their room at any time.
11. Students should handle hostel equipments, furniture, mess property carefully and not abuse or tamper with it. If they do so, then applicable fine will be charged by the hostel management.



12. Students must switch off all lights and fans, and electrical appliances including mosquito repelling machines, if any, before leaving their rooms.
13. Care is to be taken to avoid misuse of water coolers.
14. Students are not supposed to use any electrical Equipments / Gadgets in the hostel room such as Induction Plate, Room Heater, Electric Kettle, Electric Iron, Immersion Rod, Refrigerator etc. without prior permission of authority.
15. Private cooking is not allowed in the hostel premises. If anyone is found guilty, disciplinary action will be taken as decided by authority.
16. Every case of illness and accident must be reported immediately to the hostel authorities. Students suffering from contagious disease will not be allowed to stay at hostel. Decision of the Warden in this regard will be final and binding.
17. No function or celebration shall be organized at hostel premises except with the permission of the Warden.
18. Playing music/record player etc. loud enough to cause disturbance to his/her neighbor(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room.
19. Students are not permitted to take mess utensils in their rooms.
20. Students will not enter rooms of other students without permission of the inmates.
21. All matters relating to differences among students and complaints against theft shall be brought to the notice of the hostel management. No police complaint will be lodged by the student before taking prior permission from the hostel management.
22. Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/Institute.
23. Students are requested not to paste or sketch on the walls and doors of their rooms. The furniture and fixture as per inventory list must be handed over to the designated staff member. Any damage/breakage to hostel property will be charged to the occupants of the room along with penalty from the security fees. Disciplinary action will also be initiated
24. Enter your complete details in the in-out register. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable.
25. Students during their stay in the hostel will be governed by the hostel management rules. Students are instructed to co-operate with Warden/Manager as well as other staff of the Hostel/Institute.
26. Maintain discipline and keep hostel neat and clean. Spitting is strictly prohibited
27. The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against him/her.

28. Students are requested to read the notice board regularly. All instructions/ notices displayed on notice boards in the hostels will be deemed to have been read by all students and excuses for non-compliance of rules and instructions put up from time to time will not be accepted.

#### **For Guests/Visitors:**

1. Guests are not allowed to stay in the hostel.
2. Visitors (Parents, relatives, local guardians) are allowed to visit the hostellers in the Guest Room only with permission of warden/manager after entering their details in the visiting Register available at the Hostel Reception with the security guard.
3. Visitors must leave the premises before 7.00 P.M. except on special occasion on which the Warden has given permission for a longer stay.

#### **Regarding Room Allotment:**

1. Allotment of room will be entirely at the discretion of IHA authorities.
2. Hostel accommodation (room) can be changed by the university at the end of every academic year or if necessary at any point of time in exceptional circumstances.

Student & Parents are expected to comply with the same, violation of rules and regulations of the Hostel will lead to disciplinary action including punishment as per University policy.