

HOSTEL RULES AND REGULATIONS

1. ALLOTMENT OF HOSTEL ACCOMMODATION

- 1.1 Admission in the hostel cannot be claimed by any student as a matter of right.
- 1.2 Students shall have to apply for hostel accommodation at the start of the semester.
- 1.3 Allotment shall be made keeping in view
 - a) The programme of study being pursued by the student. First preference shall be given to Ph.D students followed by M.Phil students and then Master's Degree students.
 - b) The distance of the actual place of the residence of the students from the University.
 - c) In case number of applicants for the hostel accommodation is more than the accommodated in the hostel, the University shall maintain a waiting list and when there is a vacancy in the hostel, it shall be filled from the waiting list.

2. BEHAVIOUR AND DISCIPLINE

- 2.1 Hostelites or Hostellers are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- 2.2 Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex is not allowed.
- 2.3 Parties, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the officer Incharge / Warden.
- 2.4 Hostelites must return to the hostel by 9.00 pm everyday and are not allowed to leave the hostel before 6 .00am except for valid reasons with prior permission.
- 2.5 The hostelites will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission granted in writing by the concerned Officer/Warden.
- 2.6 Vandalism is a very serious offence. Hostelites found guilty of committing such an offence would be evicted from the hostel.
- 2.7 In case of any unacceptable behavior by the room-mate, the other room-mate must Report it to the University authorities.
- 2.8 A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostelites at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television, Radio etc provided in the Common room must be switched off or volume toned down after 10:00 pm. These rules are intended to ensure a conducive environment for all hostelites.

3. UPKEEP OF THE HOSTEL

- 3.1 Hostelites are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times.
- 3.2 All fans, lights and electrical appliances must be switched off when not in use.
- 3.3 Cooking, making tea etc is not allowed in the hostel.
- 3.4 Common hostel furniture must not be moved without the permission of the concerned officer/Warden.

- 3.5 Any damage to the hostel property must be reported immediately to the officer concerned/warden. Hostelites will be charged for all damages except damages caused by normal wear and tear.
- 3.6 Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- 3.7 The hostel management reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
- 3.8 Electricians, contractors or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the officer concerned /warden. However, every effort will be made to respect the privacy and dignity of the hostelites.
- 3.9 The hostel management reserves the right to move hostelites to other hostel units if there is a necessity.

4. VISITORS

- 4.1 Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hours as follows:
Weekdays (Monday-Friday) - 5:00 pm to 7:00 pm & 7:30 am to 8:30 am
Weekend (Saturday, Sunday) and holidays- 9:30 am to 8:00 pm
- 4.2 All visitors must register at the hostel gate and provide all details and documents as requested by Security before entering the hostel complex. All visitors must leave the hostel complex by 8.00pm.
- 4.3 Hostelites are not permitted to allow visitors (Including Close relatives) of the opposite sex into rooms at any time for whatever reason. Any hostelites found violating this rule will be evicted from the hostel.
- 4.4 Non-Hostel students are prohibited in the hostel without the permission of officer concerned/Warden. The student who violates this is answerable to the Warden.

5. RENTAL

- 5.1 Hostelites are required to pay their rental in advance. The rental is paid on a semester basis and must be paid along with each semester fees.
- 5.2 The University reserves the right to increase the rental at any time if the situation so warrants.

6. TERMINATION OF TENANCY

- 6.1 Hostelites can terminate the hostel tenancy by giving at least one month's written notice. Failure to give one month's advance notice will result in forfeiture of one month's rent.
- 6.2 The hostel management can end this tenancy at any time if: (a) the hostelite fails to pay any sums due to the hostel within fifteen days of the due date (b) if the hostelite fails to comply with the terms of this tenancy.

7. SECURITY

- 7.1 Hostelite are required to carry their identity card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.
- 7.2 Hostelites are advised to lock all doors at all times for security reasons.

- 7.3 The hostel management is not responsible for any loss of private property. Hostelites are strongly advised to keep their valuable e.g. mobile phones, laptop, watches, money etc under lock and key at all times.
- 7.4 Hostelites are not permitted to change rooms or sleep anywhere other than in their own rooms.
- 7.5 Any hostelite who finds his/her room-mate missing for more than 24 hours, must report to the officer concerned/ warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident takes place.
- 7.6 Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband Drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as T.V, VCD, heater, iron, oven etc in the rooms is also prohibited.
- 7.7 Pets are not allowed in the hostel complex.

8. LATE NIGHT PASSES

- 8.1 Hostelites should return to the hostel by the stipulated time. Occasionally, if the hostelite expects to be late (not beyond 10:30 pm), he/she should obtain a late night pass from the officer concerned/warden in advance and this pass must be produced to the security guard on returning to the hostel.

9. EMERGENCY

- 9.1 In case of any emergency, please contact the security guards at the guard house or call hostel/University authorities. Important telephone numbers are provided with these guidelines?

10. REVISION OF RULES AND REGULATIONS

- 10.1 The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelite informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

11. MESS

- 11.1 The mess timings are as follows for strict adherence.

Breakfast	07:15 hrs to 08:30 hrs
Lunch	11:30hrs to 12:00hrs & 12: 30 hrs to 13:00 hrs
Tea	15:45 hrs to 16:30 hrs
Dinner	19:30 hrs to 21:00 hrs

The mess will be closed at 09.00 pm.

- 11.2 The system of self service will be followed in the mess. All students, after eating, collect their respective eating plates/glasses and drop in bins marked.

11.3 Wearing of Lungis or any informal dress in the mess is prohibited.

12. MESS PAYMENT

12.1 Once a student joins a hostel he shall be deemed to have become a permanent member of the hostel mess for the entire period of his stay in the hostel.

12.2 The student shall have to deposit mess charges in advance latest up to 05th of the month

12.3 If a student does not deposit the mess advance up to 05th of the month he shall be considered a defaulter and shall not be allowed to dine in the mess .

12.4 A student may be allowed to make delayed advance payment on valid reasons by the officer Incharge.

13. LEAVE FROM MESS / MESS REDUCTION

13.1 Leave from the mess will be permitted only by the officer Incharge for valid reasons, for a maximum period of seven days . Afterwards the students will be Charged as per norms.

13.2 Mess reduction is admissible to the residents of hostel on following grounds

(i) Approved long holidays and semester vacation declared by the University.

(ii) Leave duly sanctioned by the officer Incharge.

(iii) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.

Application for mess reduction should be made in the form prescribed and it should be forwarded to the Deputy Registrar .An acknowledgement may be obtained from the officer Incharge at the office for having applied for mess reduction.

13.3 Students will be entitled for mess reduction only in case the absence period Sanctioned is for more than three days.

13.4 No student can claim mess reduction unless he/she had intimated his /her absence in advance by applying for mess reduction in the form prescribed.

13.5 In addition, students granted mess reduction should also sign the mess leaving register kept in the mess at the time of their leaving the mess and at the time of joining back the mess the student should again sign the mess register .

14. RAGGING

14.1 Ragging in any form is strictly prohibited. Those found indulging in ragging will be expelled from the hostel and from the University. Students shall have to give a written undertaking at the time of admission.

15. COMPLAINTS AND SUGGESTIONS

15.1 Any complaints, suggestions or enquiries are always welcome and should be put in the suggestion/complaint box or directly communicated to the officer concerned / warden in writing.

CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Srinagar - 190004

Undertaking by the Student

1. I _____ S/o D/O Mr./ Mrs. _____
have carefully read and understand the hostel rules as laid down by the Central University of Kashmir.

2. I hereby undertake that
 - a) I will adhere to the rules and not indulge in any behaviour or act that may come under the definition of violation of rules.
 - b) I will not participate in or abet or propagate violation of hostel rules in any form.
 - c) I will not create public nuisance nor participate in or propagate political, religious or regional issues which lead to disharmony or cause law and order problem during my stay in the hostel.
 - d) I have not been expelled or debarred from any educational institution on disciplinary grounds.

Dated:

Place:

Signature