



कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(A" Grade, NAAC Accredited)

Policy for maintaining and utilizing Hostel

HOSTEL RULES & REGULATIONS

AND

HOSTEL ADMISSION FORM

2021-22



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)

(Category-I University, 'A+' Grade, NAAC, Accredited)

Website: www.kuk.ac.in

8. HOSTEL FACILITIES AND ADMISSION PROCEDURE

University Authorities make best efforts to provide maximum facilities to the hostellers viz. UV purified cold water, geyser, common room, LED TV with cable broadcasting facility channels, library/Reading hall, Newspapers & magazines, Computer Lab. Gym, First Aid Centre, Facility of washing machines in Girls hostel complex, Indoor games, quality food to provide quality atmosphere for effective teaching learning.

(A) Submission of Admission Forms

- i. Students seeking admission to the hostel must apply online through University web portal.
- ii. The admission in the hostel will be made through the concerned HOD/Director. The HOD/Director will forward list of the students applying for the admission to hostels strictly on the basis of distance from the residence and academic merit. The distance will be measured from the residential address city/village as mentioned in the Admission Form and on the basis of Residential Proof.
- iii. Hostel accommodation is not provided to any student having permanent residence within a radius of 30 kms for Boys and 20 kms for Girls from the University Campus. However, the accommodation relaxing the criteria may be provided to the needy and deserving students on valid grounds with prior permission of the Chief Warden.
- iv. Hostel facility is not available to the students availing Bus Pass/ Train Pass Facility. An undertaking to this effect shall be submitted by the candidate applying for hostel accommodation.
- v. Incorrect information in the Application Form /Leave Form will be considered as misconduct and may invite disciplinary action or expulsion from the hostel.
- vi. A student suffering from an infectious disease will not be allowed to stay in the hostel till he/she produces a certificate of medical fitness from the R.M.O. of the University or Civil Surgeon/CMO.
- vii. The students from BPL category seeking concession in hostel charges will have to submit the proof of BPL Category duly attested by the Officer of Food and Civil Supplies Department along with Hostel Admission Form. The official rubber stamp should be legible.

(B) Eligibility for admission

- i. No student shall be admitted to the University Hostels beyond a period of duration of two academic courses to which he/she has been admitted as regular student.
- ii. Admission is to be sought afresh for each Academic Session subject to the satisfaction of the Warden/ Chief Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen etc.
- iii. No employee of the University or any other Organization/Office/Department joining any course in the University in the evening or in the morning session without obtaining leave from his/her employer, for the total duration of the course will be allowed accommodation in any of the University Hostels.


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- iv. The admission in the hostels will not be allowed to the students of part-time/evening courses/certificate/diploma & short term courses.

(C) Allotment of hostel accommodation:

- i. All rights of admission to the University hostels are reserved with the concerned Chief Warden. Hostel accommodation will be allotted on the recommendation of the Chairpersons/Directors/Principals of respective Teaching Department/Institute if the applicant is otherwise eligible. Any of the rules contained in this rule book can be changed without prior notice.
- ii. Rooms will be allotted by the Warden subject to approval by the Chief Warden.
- iii. 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.
- iv. **3% seats are reserved for Differently Abled Students; 20% seats are reserved for SC/ST students.**
- v. If any student gets hostel accommodation on the basis of his/her admission in a particular Department/Institute and subsequently joins another Department/ Institute, he/she must inform the Chief Warden through concerned warden.
- vi. A resident cannot shift from his/her allotted room without the permission of the Hostel Warden.
- vii. Differently Abled Persons /Pregnant Women will be allotted accommodation preferably on ground floor. They can share their room with a friend who can help them to manage their daily routine.
- viii. If the hostel authorities are not satisfied with the character, past behavior and antecedents of a student, they may refuse accommodation to him/ her in order to ensure discipline and peaceful atmosphere of the hostels.

9. VIOLATION OF RULES

- i. Admission of a student in the hostel shall stand automatically cancelled on cancellation of his/her admission to a course in the University or in case the student himself/herself discontinues studies.
- ii. Hostel accommodation is neither exchangeable nor transferable to any other person. In case of violation of this rule, the allotment along with the admission to concerned course of the allottee as well as illegal occupant of the room may be cancelled.
- iii. In case somebody is found living in any room without due allotment or staying with any other person without prior permission, and more than the permitted duration of three days, the room will be got vacated and strict disciplinary action with recovery of rent and fine beginning from Rs. 500/- to Rs. 1000/- (as deemed fit) will be imposed against the defaulter(s). Subletters and Sublettees both are liable to be expelled from the University and liable to handover to the Police under section 147, 148 & 448 of I.P.C.


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- iv. No refund of any kind of fee including the Hostel Security & Mess Advance can be claimed by the resident, if a resident has to vacate the hostel any time during the session due to any Disciplinary Matter or decision of the Proctorial Board,

10. GRIEVANCE REDRESSAL MECHANISM

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 may 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 Proctor of the University and if the problem still remains unresolved, the same may be submitted to Vice-Chancellor.

11. HOSTEL RULES

- i. 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.
- ii. Residents are required to observe the decorum in the dining room and common rooms.
- iii. Prior permission of the hostel Warden is mandatory for the residents desiring to be away from the hostel for a bonafide purpose.
- iv. The residents staying in the department after the regular departmental hours should submit written permission from the Chairperson of the department to the hostel Warden.
- v. 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.
- vi. 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. 500/- or actual loss and expulsion from the hostel as per decision of hostel authorities.
- vii. 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 University Authorities.
- viii. Loud music is not allowed in the hostel premises to maintain the peaceful academic atmosphere. No programme of lecture/speech etc. by any group of students will be arranged in any hostel at any time.
- ix. The hostellers are required to vacate their rooms immediately within 24 hours after their examinations are over. In case of non-vacation of room, a fine of Rs. 50/- per day will be imposed up to 10 days after which the student may be expelled from the hostel.


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- x. Gambling, use of alcoholic drinks and drugs, in any form within or outside the hostel, are strictly prohibited. Those violating this rule are liable to be expelled from the hostel immediately.
- xi. Hostel staff is not to be mistreated. Any complaint of indiscipline or insolence against hostel servants must be reported to the Warden for necessary action. The hostel residents will not entangle with mess workers in any way.
- xii. Residents should lock their rooms while going out. The responsibility for any loss of goods, money, jewellery, Mobile Phones, Computer/Laptop or any other item will be that of the occupant of the room. They are advised in their own interest to open accounts in the Bank/Post Office and keep with them as little money as possible. In no case should they keep valuables or jewellery with them.
- xiii. Games must be played in an orderly manner without bet / gamble. Nothing should be removed/ taken away from the common-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/- for the first instance and Rs. 2000/- or more in any subsequent instance and cancellation of room.
- xiv. No multimedia is permitted in the hostel. Residents violating the rule will be fined and also liable to other disciplinary action.
- xv. Students must read the Hostel Notice Board regularly.
- xvi. In case of medical exigency, residents 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 hosteller(s) shall be taken care of by the parents before sending to the hostel. In no case a girl resident is taken to a private hospital unless referred by the Resident Medical Officer of the University Health Centre.
- xvii. Indulgence in political activities and holding of demonstration in the hostel-premises is not allowed. Strict disciplinary action including cancellation of admission in hostel as well as in the department would be taken for such violation.
- xviii. Students will not arrange any agitation within the hostel premises without prior intimation to the Chief Warden.
- xix. A hostel resident will be completely 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.
- xx. 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 double/triple seated rooms.


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- xxi. The room of any resident in the hostel can be inspected at any time by the Warden/Chief Warden or any Authorized Officer of the University. Inmates are advised to keep their ID cards with them and show on demand.
- xxii. Residents should not break or try to break the lock of the occupied/vacant rooms of the hostels.
- xxiii. 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.
- xxiv. If a student 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.
- xxv. No Ph.D. Scholar/any other candidate 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
- xxvi. Exemption from Mess Charges on medical ground under extraordinary situation may be allowed only after obtaining approval from the Chief Warden.
- xxvii. 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, rather an appropriate disciplinary action or prosecution as per law shall be initiated against such resident.
- xxviii. The residents are not permitted to keep iron rods/lathi/danda/any type of lethal weapons/arms in the hostel. Any student using any of these items shall be treated defaulter and his/her admission will be cancelled and room vacated immediately.

12. RULES FOR DINNING/MESS

- i. Every resident residing in the hostel must dine in the hostel mess only. Individual/group cooking in the rooms is strictly prohibited. If found doing so, they will be fined /expelled from hostel by concerned Warden.
- ii. All the University hostels have contractual or co-operative mess system run on no-profit no-loss basis. The cooperative messes are managed by the Mess Committees. The Convener of the Mess Committee and its members are elected from among the residents on quarterly basis by adopting proper election procedure in the beginning of the session.
- iii. Chief Warden may constitute an Ad-hoc Committee consisting of student representatives and hostel functionaries to run the mess smoothly till the completion of hostel admissions and constitution of mess committee. The Mess Committee should ordinarily be elected after every three months. However, the mess committee may continue after three months without objection of the residents of the concerned hostel.
- iv. A Quality Control Committee consisting of the residents of concerned hostels where messes are run by the Contractors is appointed by the Chief Warden so as to monitor the quality of food served by the Contractors, cleanliness and hygienic condition of the mess etc.
- v. All the residents shall take their meals in the hostel dining hall at the prescribed timings. No food will be served to the resident after mess timings.


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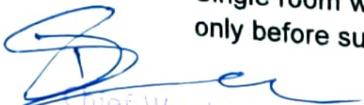
- vi. Room Service is strictly prohibited. Residents violating this rule shall be fined Rs.100/- at first instance, Rs. 500/- for second instance and after the second instance the room will be cancelled immediately.
- vii. All the residents should come in the mess in formal clothes.
- viii. Residents will not go into the cooking areas except Mess Committee Members.
- ix. No student is allowed to take meal or utensils to their rooms. Heavy penalty will be imposed, if this rule is violated. However, under special circumstances (severe illness), the resident may be allowed to take food in his / her room with prior permission of the Warden.
- x. Student, if not taking food, will not be given exceptional treatment (like giving extra milk, fruits etc.) while making payment of mess bill.
- xi. Exemption from Mess Charges on medical grounds may be permitted under extraordinary situation only after obtaining prior approval of the Chief Warden.

13. GUESTS/ VISITORS/ PCP/SHORT TERM COURSES

- i. Residents will enter the name, address and phone number of their guests in the Guest Register maintained by the office.
- ii. No resident shall be allowed to accommodate more than one guest at a time.
- iii. Only female will be allowed to accompany the students into the girls hostel.
- iv. Visiting parents/brother guest will have to show identity proof at the main gate of girl's hostel and submit their Identity Card to the Security man on duty.
- v. Guests are not permitted to stay overnight in the room of the students without prior permission of the Warden.
- vi. Women guests are not allowed to go to the rooms of Men's hostels. They may meet only in the Office of the Warden. Under no circumstances they can be allowed to stay in the hostel for night. Any violation of the above rule will be severely dealt with, including expulsion from the hostel.

14. SPECIAL RULES FOR PH.D STUDENTS

- i. The admission Forms of Ph.D. students shall be signed by the Chairperson and the Supervisor. Except in hard cases, no Research Scholar shall be allowed to stay in University hostel beyond 6 years from the date of enrolment/ registration or after the submission of thesis whichever is earlier. The research scholar will vacate hostel room after submission of the Ph.D Thesis within 72 Hours. But foreign students may be allowed to continue hostel facility till viva-voce Examination. Such Students shall clear the hostel dues & mess dues every month positively. No excuse in this regard shall be accepted.
- ii. Only those Research Scholars who have been registered (not simply enrolled) under URS & JRF Scheme on a whole-time basis and who are getting fellowship, are eligible for admission in hostels. Further, subject to availability of accommodation, the unpaid Research Scholar may also be allowed accommodation by the Chief Warden only on surety of his/her Supervisor for payment of hostel dues duly countersigned by the Chairperson.
- iii. Single room will be allowed to the Ph.D. students during the last 3 months i.e. only before submission of the Ph.D Thesis.


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17. SPECIAL RULES FOR FOREIGN STUDENTS

- i. Only ICCR sponsored foreign students are eligible to get admission in International Hostel. The Foreign students without ICCR Fellowship will get admission in other hostels as per their admission in different courses.
- ii. No International students receiving any type of stipend/scholarship/fellowship shall make any excuse in regard of deposit of Hostel dues, Mess dues & Electricity charges on the basis of pendency/non-payment of stipend/scholarship/fellowship and he has to pay hostel fees and electricity charges on monthly basis. Electricity charges should be deposited on monthly basis by 10th of every month, irrespective of the fact that the student has received stipend/scholarship/fellowship from the ICCR, New Delhi or not.
- iii. In case, any student leaves Kurukshetra city he/she has to submit duly filled in Prescribed Station Leave Proforma providing complete information to the Hostel Warden. This is mandatory for all foreign students. Foreign students cannot leave country without obtaining prior permission of Warden/Chief Warden.
- iv. The foreign students are required to pay electricity charges @ Rs.600/- p.m. (July to June).The electricity charges are taken on average basis and these charges will be applicable along with room rent irrespective of the fact whether a resident has consumed electricity or not.
- v. All the residents are expected to use the electric appliances on actual need base. In case any student locked his/her room for any reason and the electric appliance(s) is/are found/noticed operative/functional in his/her room, a fine of Rs.1000/- per occasion would be charged from him/her.
- vi. The use of Alcohol, Smoking Intoxicants/Drugs/non-veg. food, in any form within or outside the hostel, is strictly prohibited. Those violating this rule are liable to be expelled from the hostel immediately.
- vii. Online delivery of non-veg. food into hostel is also prohibited.
- viii. Women guests are not allowed to go to the rooms of Men's hostels. Only parents of the foreign students may meet the hostel resident in the office of the Warden with prior permission. Any violation of the above rule will be severely dealt with, including expulsion from the hostel.
- ix. All the students are required to clear their hostel, mess, electricity or any other dues to obtain a No Dues Certificate from hostel concerned before they take examination Roll Numbers. Again all their dues must be cleared before they vacate the hostel failing which their names will be forwarded to Controller of Examinations/Chairpersons/Directors for withholding their Roll Number/DMCs/Degrees etc., other disciplinary action as deemed fit will also be taken.


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- x. If Guest of any foreign student wants to visit him/her, he/she has to show ID proof to the Security Guard on duty. Further, he/she has to make entry in the Visiting Register. He/she has to provide all required information as per columns given in Entry Register e.g. Name, Country, Mobile No., Passport No., Address in India/Abroad etc. Any misconduct with Security personnel or interruption in their duty by Guest or Host shall invite disciplinary actions against responsible person(s). In an exceptional circumstances, if any male guest wants to stay with Foreign Student in his room during night, the host student has to seek prior permission of the Warden of International Hostel by submitting an application along photocopy of guest's ID (passport's photocopy).
- xi. All the Foreign Students are required to mark their attendance in the Hostel Attendance Register on daily basis. Marking attendance in place of other student shall attract disciplinary action against responsible person(s).
- xii. All the foreign students are required to submit duly filled in Hostel Admission Form every year to issue Hostel ID Card for current academic year. All the foreign students have to produce Hostel ID on demand.
- xiii. Prescribed **Grievance Redressal Mechanism** has to be followed if the hostel residents are experiencing any problem.
- xiv. Mess Facility is compulsory for girls and optional for boys. Boys may arrange their food at their own from outside the hostel premises or may avail the mess facility of other hostels operated by mess contractor. Cooking food in room shall not be allowed in any case.
- xv. Foreign students studying in the University and who are not in the final year may be allowed to stay in the hostel during vacations by the Chief Warden. Those foreign students who are in final year may be allowed to stay in the hostel on payment of guest charges @ Rs. **200** per day without meal.
- xvi. Hostel Residents have to clear their hostel/mess dues monthly. Accumulation of dues beyond prescribed limits must be avoided.
- xvii. Girl Residents may be allowed for night only if the request is forwarded / recommended by the Chairperson/Director/ International Student Advisor.
- xviii. If any foreign student wants to leave the hostel and to stay outside the University campus, he/she has to obtain 'No Objection Certificate' from the Warden of the hostel concerned after clearing all pending dues viz. electricity charges, hostel dues, mess dues etc. After obtaining NOC, he/she has to submit an application to the Warden/Chief Warden and ICCR, Chandigarh regarding vacating of hostel room.


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- xix. The realization of Hostel dues and Electricity charges from the International students shall be effective from the month in which they are admitted for the first time and up to the month in which they leave the Hostel. For example : If a foreign student admitted in the hostel on 20th of the month then he is required to pay Hostel charges & Electricity charges for full month, and similarly, if he leaves the Hostel on 10th of any month, he is required to pay Hostel charges & Electricity charges for full month.
- xx. If a boy student has any two wheeler vehicle, he has to park the vehicle only in parking area of the hostel. No boy student is allowed to park the motor bike in hostel building or in front of his room. If a boy student has any four wheeler vehicle, then he has to park his car in the parking area adjacent to the International Boys Hostel.

18. FEE STRUCTURE

| | Annual |
|---|----------|
| University Share | |
| Accommodation/ Room Rent | 720 |
| Water | 300 |
| Electricity Charges | 5280 |
| Hostel Annual Charges | |
| Utensils and Furniture Fund | 660 |
| Dilapidation Fund | 420 |
| Establishment Fund & Addl. Estt. Fund | 480+9600 |
| Common Room Fund | 780 |
| Mess Development Fund | 275 |
| Ambulance Maintenance Fund | 200 |
| Tube light fittings | 340 |
| Sanitation Charges | 200 |
| Medical Fee | 55 |
| Admission Form & Hostel I D Card | 150 |
| Mess Advance (Refundable) | 3000 |
| Hostel Security (Refundable) | 1000 |
| PCP/Examination/ Temporary Allotment/ Guests with Accommodation (Charges Per Day) | 250 |
| PCP/Examination/ other Guests without accommodation (Charges Per Day) | 150 |


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