



Hemchandracharya North Gujarat University, Patan

Accredited by NAAC with "A" Grade (CGPA 3.02)

University Road, Patan (N.G.) – 384 265

Ph.No. 02766 237000

Fax No. 02766 230743

Email : regi@ngu.ac.in

Website : www.ngu.ac.in

HOSTEL RULES AND REGULATIONS FOR THE STUDENTS 2.0

A Student pursuing his / her studies at Hemchandracharya North Gujarat University, may reside in Hostel, owned and maintained by University during the studentship of the academic programme. The University may provide hostel at its campuses. The information regarding hostels is being provided on the University website as well as in the prospectus. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates.

1. Admission and Termination

1.1 Admission

Admission to a Hostel is provisional and will be confirmed only after approval from the Hostel warden and is also subject to satisfactory medical examination and payment of fee as given below:

- a. Hostel Fee: The student shall pay Hostel fee for one year as onetime payment, along with interest free refundable deposit in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the concerned department. The fee shall be paid by Demand Draft /Electronic Transfer.

1.2 Mandatory Accommodation

The hostel is treated as an extension of the department and observance of rules and regulations of the Hostel is compulsory for all the students.

1.3 Room Allotment/Shifting

Room allotment is done by the Hostel rector in consultation with the HOD of the respective department. Each room can accommodate maximum of 4 students. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the Hostel warden. The Hostel warden has the right to shift any student from his/her room to another room in the hostel.

1.4 No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the University, from time to time.

1.5 Re-allotment of Hostel Accommodation

The student has to apply every year for re- allotment in the specified Performa. Accommodation to candidates who apply for re- allotment will be provided subject to availability. Re- allotment can be denied to students on the basis of low academic performance and those indulging in acts of indiscipline.



1.6 Local Guardian

The student will register details of local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get a fax/e-mail from guardian / parent for night outs.

1.7 Safety & Personal Belongings

The hostel warden shall provide keys of the allotted room to the respective student. The Student is personally responsible for safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile, ornaments and other valuables unguarded. Student will not change lock and key without permission of the Hostel warden and are advised to get duplicate keys made with the permission of Hostel warden to guard against loss of keys.

1.8 Furniture & Fixture

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or missing from their room due to careless / negligent handling. The student will also be required to pay twice the charges of the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

- a. Interchange of Furniture/Fixture: Student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another.
- b. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

1.9 Electricity Restrictions

Electric appliances shall not be permitted in the room, defiance of which shall enable the Rector /Campus Administrator to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Hostel warden. Table lamps can be used for study purpose after lights out time.

1.10 Use of Water

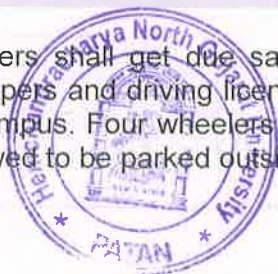
The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water and further aggravate the water problem.

1.11 Room Checking

Hostel Wardens or any other Officials of the University along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.

1.12 Vehicles

The student who have two wheelers shall get due sanction from the Hostel warden by submitting a copy of registration papers and driving license. Vehicles with Symbiosis sticker only will be permitted inside the campus. Four wheelers of the students are neither allowed inside the Hostel/ Campus nor allowed to be parked outside along the perimeter.



1.13 Notice Period

A boarder is expected to stay in the hostel till the completion of the academic year. In exceptional circumstances, other than disciplinary cases, one month notice is necessary in case a student desires to vacate the hostel. The balance of hostel fee and mess charges will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall have to vacate the hostel within five days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the HOD is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Hostel warden in the presence of a senior officer with no responsibility of the Management for the loss, if any.

1.14 Expulsion from Hostel

The University Hostel warden reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the respective department, will also be expelled from the hostel and hostel fee will not be refunded.

1.15 Storage of Baggage during Vacation

During the vacation, belongings should be kept in the cupboard under lock. However, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period starts, an application endorsed by the Director of the department to the campus administrator must be submitted informing the warden about the student's official vacation period. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him/her.

2. Attendance, Hostel Timings, Leave and Visitors

2.1 Attendance Register

Attendance is taken by the warden between 10:00 pm and 10.30 pm every night. Each boarder has to personally sign the attendance register / biometric attendance record every day between 10.00 pm to 10.30 pm (and 11.30 pm on Sundays/Holidays). After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.

2.2 Returning to Hostel

The student shall return to the hostel before 10:30pm (11:30 pm on Saturday/Sunday/Holidays) after which gates will be closed. The gates will reopen at

6.00 a.m. the next day. Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her Department, parents and local guardians. Three late coming entries will lead to cancellation of permission to stay in hostel and fee will not be refunded. The same shall be informed to his/her parents, local guardian.

2.3 Outside Competitions

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with parent's consent to the Rector and getting permission of the Rector. The student will intimate the Warden and make an entry in the Outstation Register kept with the Warden.



2.4 Celebration of Festivals and Birthdays

The student shall take prior permission of the warden for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one to two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

2.5 Night Out

Night out shall be permitted by the Hostel warden only under following conditions and circumstances:

- When permitted in writing by the Head of Department for academic reasons.
- On holidays with written consent from parents/local guardian.
- Once night out permission is accorded; student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the warden directly.
- In case where the student has the permission for more than one night out, student shall not be allowed in the hostel during the period mentioned even during the day timing.

2.6 Visitors/Parents

Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

3. Mess and Dining Facility

3.1 Mess

The student shall pay mess fee for one year in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Rector and medical certificate by should be given to supervisor for serving food in the room.

3.2 Wastage of Food

Only members of the mess are permitted to dine in the mess. Outside food / dabbas are strictly forbidden in the Mess. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food.

3.3 Guests

Guests are allowed in mess only with prior permission of the Hostel warden and on payment of charges applicable.

3.4 Mess Timings

Breakfast	-	7.30 am to 9.30 am (upto 10.00am on Sundays)
Lunch	-	11.30 am to 1.30 pm
Dinner	-	7.30 pm to 9.30 pm (upto 10.30 pm on Saturday and Sundays)

These timings shall be strictly adhered to by all hostellers.



4. General

4.1 Silence

Strict silence shall be observed in hostel from 12.00 midnight to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed. Recreational facilities will be turned off at 10.30 pm.

4.2 Cleanliness

The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/balconies. The warden may confiscate any such clothes hung for drying in the balconies. No student shall store any cooked food in the room.

4.3 Registration of Personal computers, use of licensed antivirus software and compliance to internet policy

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software. The student shall abide by the Internet Usage Policy of H.N.G. University.

4.4 Hostel Staff

The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel.

5. Strictly Prohibited Activities

5.1 Ragging

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the department. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Warden / Security Personnel / Registrar/ Vice-chancellor directly at any time of the day / night.

5.2 Alcohol / Drugs / Smoking

The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Department and action as per law of land.

5.3 Gambling

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the department.



5.4 Misuse of Internet and Online Social Media

Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Department or any other person or organization will invite disciplinary action. Student should strictly refrain from indulging in any act of violating the code of internet use.

5.5 Political or Communal Activity

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

5.6 Information to Media

The student shall take prior written permission of the Warden / Vice-chancellor before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

5.7 Firearms

Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and department.

5.7 Pets

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

6. Violation of Hostel Rules

Disciplinary action

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the University Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

Recovery of Damage/Losses to Property

If any common property is lost/damaged/disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. In case the damage/loss cannot be pinpointed to student(s), then collective fine to recover the loss will be levied by the Campus Administrator.

Suggestion Box/Register

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.

Place : Patan

Date : 21/06/2022



(Dr. R. N. Desai)
I/c. Registrar

DECLARATION BY THE STUDENT

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

Date: _____

Name of the Student: _____

Batch: 20 - 20 Programme: _____ Room No: _____

Signature of the Student: _____

Signature of the Hostel Warden

Signature of the Local Guardian



UNDERTAKING BY THE CANDIDATE / STUDENT

1. I _____,
S/o. D/o. Mr./Mrs./Ms. _____ have
carefully read and fully understood the law prohibiting ragging and the directions of
the Supreme Court and the Central / State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging
in Higher Educational Institutions, 2009, and have carefully gone through it.

I hereby undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging.
- I will not participate in or abet or propagate ragging in any form.
- I will not hurt anyone physically or psychologically or cause any other harm.

3. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per
the provisions of the UGC Regulations mentioned above and /or as per the law of the
land.

Signed this on _____

Signature of the Student _____

Name _____

Address _____



UNDERTAKING BY PARENT

1. I _____, F/o.M/o. _____
_____ have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
2. I assure you that my son/ daughter / ward will not indulge in any act of ragging.
3. I hereby agree that if he /she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law of the land in force.

Signed this on _____

Signature of the Parent/Guardian _____

Name _____

Address _____



