

# **HOSTEL BROCHURE (2023-24)**

## **(INFORMATION, RULES AND REGULATIONS)**

### **AN OVERVIEW**

#### **Hostels are home away from home**

DCRUST offers comprehensive and independent hostel facilities for boys and girls within the campus with all modern amenities and facilities. Elegantly designed and surrounded by lawns and flower beds, DCRUST has four Boys' hostels and three Girls' hostels. They provide a comfortable, congenial and homely environment to the residents. The Chief Warden is the administrative head of the Hostel. For internal administration and day-to-day discipline, the Wardens, Hostel Supervisors, Matron and the Storekeeper assist the Chief Warden.

Each hostel is spacious, well maintained and fully equipped to provide a decent stay and the best possible learning environment. The common room with a collection of national newspapers, magazines, TV & Dish facility open to keep the students updated with current affairs. To keep the students physically fit gym, outdoor & indoor sports facilities are provided in campus. Each hostel has separate arrangement for water purifiers, bathrooms and laundry. There is a designated well-maintained visiting area for the visitors of the residents. Apart from these, a Dining Hall is maintained hygienically for students to enjoy their meals. Hygienic, fresh and best quality of food is served in the hostels/ mess is managed by the student residents on a cooperative basis. The menu of the individual mess is prepared by the students mess committee.

The hostels being an integral part of the University premises deserve a sacred status. Smoking, consumption of alcoholic drinks & narcotic drugs and the use of bad and abusive language etc. in the hostel premises is strictly prohibited. Students are also not permitted to keep-in-their possession, room crackers, dangerous weapons, firearms, contraband items or instruments that can cause serious injury to others. For security purposes, the hostel is equipped with CCTV cameras along with a security guard for 24 hours. Ragging is strictly prohibited in the hostels.

Hostel accommodation is however considered on the basis of both need and availability. The decision of the hostel Administration in this matter shall be final and binding on all students. Hostel rules have been framed keeping in mind the local culture and traditions, with a view to guide and help students to attain standards of implacable conduct. Therefore, while residents enjoy the maximum freedom, it is ensured that this is always within the framework of standard guidelines and procedures. Several hostel activities are organized during the academic session.

## **BOYS' HOSTELS**

### **K S Krishnan Hall (276 Rooms)**

*Named after Kariamanickam Srinivasa Krishnan, an Indian physicist, co-discoverer of Raman scattering, for which his mentor C. V. Raman was awarded the 1930 Nobel Prize in Physics to create a perfect citizen and a whole man with an integrated personality.*

### **Chandrashekhar Hall (276 Rooms)**

*Named after Subrahmanyam Chandrasekhar, an Indian – American Astrophysicist and Nobel Laureate in physics, to make them aware of the usefulness of science to society and of the benefits society derives from it.*

### **Hargobind Khorana Hall (276 Rooms)**

*Named after Hargobind Khorana, an Indian Organic Biochemist and Nobel Laureate in physiology or medicine to instill the qualities of self-reliance and versatility in the students.*

### **Aryabhata Hall (276 Rooms)**

*Named after Aryabhata, an acclaimed mathematician-astronomer and Nobel Laureate, to develop all the good qualities and virtues and to equip them with a sense of humility which would enable them to become a true citizen of the country.*

## **GIRLS' HOSTELS**

### **Gargi Hall (93 Rooms)**

*Named after Gargi, an enlightened woman, figuring in the Brihadaranyaka Upanishada of the Vedic age with a mission that every student emerges as a wholly developed individual symbolizing the spirit of enterprise and inquiry that characterizes Gargi.*

### **Mother Teresa Hall (282 Rooms)**

*Named after Nobel Laureate Mother Teresa, known as Saint of Calcutta and an Albanian – Indian Roman Catholic Nun & Missionary, to inculcate in every student a sense of responsibility towards the society and respect for human life.*

### **Kalpana Chawla Hall (285 Rooms)**

*Named after Kalpana Chawla, an Indian born American Astronaut and Space Shuttle Mission Specialist, to inspire and motivate the girls to become a source of encouragement to all women all over the world to follow their dreams and work hard to succeed.*

# HOSTEL ADMINISTRATION

Name & Designation	Designation	E-Mail ID	Contact Number
Prof. (Dr.) Vijay Kumar Sharma	Chief Warden (Boys)	<a href="mailto:chiefwarden.boys@dcrustm.org">chiefwarden.boys@dcrustm.org</a>	0130-2484102
Prof. (Dr.) Anita Singhrova	Chief Warden (Girls)	<a href="mailto:chiefwarden.girls.@dcrustm.org">chiefwarden.girls.@dcrustm.org</a>	0130-2484102
<b>K.S.KRISHNAN HALL (BH-1)</b>			
Dr. Naresh Kumar	Warden	<a href="mailto:warden.ksk@dcrustm.org">warden.ksk@dcrustm.org</a>	8901266683
Sh. Vikram Singh	Hostel supervisor	<a href="mailto:hostelsupervisor.ksk@dcrustm.org">hostelsupervisor.ksk@dcrustm.org</a>	9728190714
<b>CHANDRASHEKHAR HALL (BH-2)</b>			
Dr. Pardeep Singh	Warden	<a href="mailto:warden.csk@dcrustm.org">warden.csk@dcrustm.org</a>	8295723500
Sh. Pawan Kumar*	Hostel Supervisor (Addl. Charge)	<a href="mailto:hostelsupervisor.csk@dcrustm.org">hostelsupervisor.csk@dcrustm.org</a>	7988358467
<b>HARGOBIND KHURANA HALL (BH-3)</b>			
Dr. Pardeep Sharma	Warden	<a href="mailto:warden.hgk@dcrustm.org">warden.hgk@dcrustm.org</a>	9729660266
Sh. Hardeep Singh*	Hostel Supervisor	<a href="mailto:hostelsupervisor.hgk@dcrustm.org">hostelsupervisor.hgk@dcrustm.org</a>	7015025281
<b>ARYABHAT HALL (BH-4)</b>			
Dr. Saravjeet Singh	Warden	<a href="mailto:warden.arb@dcrustm.org">warden.arb@dcrustm.org</a>	8901265137
Sh. Pawan Kumar*	Hostel Supervisor	<a href="mailto:hostelsupervisor.arb@dcrustm.org">hostelsupervisor.arb@dcrustm.org</a>	7988358467
<b>GARGI HALL</b>			
Dr. Jyoti Rani	Warden	<a href="mailto:warden.grg@dcrustm.org">warden.grg@dcrustm.org</a>	9306481969
Smt. Shweta*	Matron	<a href="mailto:matron.grg@dcrustm.org">matron.grg@dcrustm.org</a>	8814915672
Smt. Suman	Hostel Supervisor	<a href="mailto:hostelsupervisor.grg@dcrustm.org">hostelsupervisor.grg@dcrustm.org</a>	9416386775
<b>KALPANA CHAWLA HALL</b>			
Dr. Rupa Rahtee	Warden	<a href="mailto:warden.klc@dcrustm.org">warden.klc@dcrustm.org</a>	9416874233
Smt. Indu	Matron	<a href="mailto:matron.klc@dcrustm.org">matron.klc@dcrustm.org</a>	9050787799
Smt. Kamlesh	Hostel Supervisor	<a href="mailto:hostelsupervisor.klc@dcrustm.org">hostelsupervisor.klc@dcrustm.org</a>	9416809620
<b>MOTHER TERASA HALL</b>			
Dr. Sudesh Choudhary	Warden	<a href="mailto:warden.mth@dcrustm.org">warden.mth@dcrustm.org</a>	9466045804
Smt. Ravita	Matron	<a href="mailto:matron.mth@dcrustm.org">matron.mth@dcrustm.org</a>	9416914709
Smt. Asha	Hostel Supervisor	<a href="mailto:hostelsupervisor.mth@dcrustm.org">hostelsupervisor.mth@dcrustm.org</a>	9416240460

\*Contractual

## FEE STRUCTURE

- **Room Rent (Yearly):**

The Hostel Room Rent is a part of University Fee and will be deposited in the University Account alongwith the list of the students as mentioned in University Brochure 2021-22.

Sr. No.	Category of Occupancy	For Fresh Allotment (Rs. per annum)	Re-allotment (Rs. per annum)	Who are exempted from Room Rent (INR)	Remarks
1	Single	6100/-	6000/-	Nil	In the beginning of Academic Session
2	Double	4050/-	4000/-		

*If the curriculum/regulations of the University permit any student to reside only for one semester in any academic year then the Room Rent will be charged equal to half of the amount as mentioned above.*

*All SC/ST category students are exempted from Room Rent as per implementation of UGC Guidelines under item no.: 25\_T-4 (i) of the 25<sup>th</sup> meeting of the Executive Council held on 2<sup>nd</sup> March, 2016 of the University.*

*The excess amount will be credited to the account of the student concerned and may be adjusted towards payment of Hostel/Mess dues.*

- **Overhead Expenses(Non Refundable):** To meet the expenditures of Salary and Allowances to be paid to Hostel/Mess workers; purchasing/repair/replacement of items required for fulfilling the needs and requirements of the students and other miscellaneous expenditures for smooth running of the Hostel/Mess, etc.
- **Hostel Security:** Newly admitted student has to deposit a one-time sum of ₹ 3000/- as hostel security to be refunded when the student would leave the University.
- **Mess Security/Advance:** Refundable/adjustable at the end of each academic year.
- **Electricity Charges (Non Refundable):** To meet the expenditures to be incurred for the payment of electricity bills and maintenance, security, repair and fuel of generator to meet electrical back up for Hostels/room. If a hostel resident is using dessert cooler in room then Rs. 1000/-per annum will be submitted over and above electricity charges.
- **HWWF:** This is Hostel Worker Welfare Fund common for boys hostels and girls hostels. It is used to meet the expenditures to be incurred for the welfare of the Hostel/Mess workers (Non-refundable).
- **CHM:** This is Common Hostel Maintenance Fund for girls and boys hostels respectively. In addition to student security and electricity expenses (electricity bills/power back-up) all the operational and operative cost for running and maintenance of Chief Wardens offices / Wardens offices/hostel offices along with other miscellaneous work related to hostel residents are borne from respective CHM Fund.

## FEE DETAILS PER ANNUM

	All UG, PG and Ph. D. Students (INR)	
	Fresh/First Time Allotment	Re-allotment
Overhead Expenses	14000.00	12000.00
Room Rent	6100.00	6000.00
Hostel Security	3000.00	Nil
Mess Advance	4000.00	4000.00
Electricity Charges	5000.00	5000.00
Hostel Worker Welfare Fund	500.00	500.00
<b>Total</b>	<b>32600.00</b>	<b>27500.00</b>

Note: Only Hostel Security and Mess Advance are refundable, whereas all others are non-refundable.

### Refund Policy:

1. In case any student vacates his/ her seat during the time of counseling conducted by the HSCS/DCRUST after taking admission in the hostel, then ₹200/-per day will be deducted from the total hostel fee excluding room rent. Half of the overhead expenses may be refunded in case a student leaves the hostel as well as the University after the last counseling date. No amount is to be refunded to him/ her afterwards.
2. If the curriculum/regulations of the University permit any student to reside only for one semester in any academic year, then OHE & Electricity will be charged equal to half of the amount as mentioned above.

## DOCUMENTS REQUIRED FOR HOSTEL ALLOTMENT

1. Print out of the duly filled and completed Hostel Form/Registration Form with two recent passport size photographs. The Registration Form must be signed by parent(s) in support of verification of filled information.
2. Duly filled performa for "Undertaking by hostel residents" with a photograph of each parent.
3. Xerox copy of residential address proof: Ration card, Aadhaar card, Passport etc.
4. Xerox copy of University fees paid for the current year.
5. Admission slip for newly admitted students (UG/PG/Ph. D.)
6. Xerox copy of caste certificate in case of SC/ST category students.
7. Details of visitors (TO BE FILLED BY EACH GIRL STUDENT) verified by parents.

*Notes: Copies of all documents must be self attested.*

## STUDENTS' COMMITTEES

Each hostel shall have the following four committees. These committees will assist hostel Administration in proper management of hostels. Also they will ensure proper utilization of funds.

1. Maintenance and Hygiene Committee
  2. Mess Committee
  3. Discipline Committee
  4. Sports/Cultural Committee
- The committees meet atleast once a month.

Note: If the work under any Committee is perceived as too massive, then the committee may further be bifurcated into various sub-committees.

## GENERAL RULES

1. Staying in the hostel is not compulsory for the students.
2. Admission to the university hostels will open at the beginning of the academic session. Only regular students will be admitted subject to availability of accommodation. Students may be allotted shared accommodation, if needed.
3. Full Time Ph. D. Scholars are also eligible for admission to university hostels, maximum for 4 years or till submission of thesis, whichever is earlier. The duration may be extendable by one more year with the recommendation of respective DRC, concern Chairman of the Department and Dean of the Faculty and further permission of Chief Warden will be sought. The Ph. D students will immediately vacate hostel on or before submitting the thesis.
4. The students are required to wear hostel Id card during his/her stay in hostel.
5. Admission to hostel shall be sought afresh in every academic session subject to the satisfaction of chief warden/ warden regarding proper conduct and regular payment of dues of hostel and mess in case of ex-residents. Admission can be denied to defaulters after checking such cases. Hostel facility shall be provided in subsequent session on production of satisfactory report from previous hostel.
6. No hostel accommodation will be given to any student, whose permanent residence is situated within 30 km of the University campus.
7. Students seeking admission to hostel must apply online on the prescribed form along with requisite documents.
8. Wrong information filled under any head in registration form calls for heavy monetary penalty (upto Rs. 5000) or cancellation of admission in the hostel or both.
9. All rights of admission to hostels are reserved by the University.
10. At the time of admission of their daughter in girls' hostel, the parents/ guardians must submit to the warden a list of relatives/ visitors (whose names, signature and photograph will be approved by the parents) who will be allowed to see the girl and accompany them. Visitors are expected to state their relation and signature in the visitors register kept in respective GH.
11. If any student gets hostel accommodation on the basis of his/her admission in a particular department and subsequently, he/ she joins another department, he/she must inform the hostel authorities accordingly.
12. Hostel accommodation is not transferable to any other person. In case of violation of this rule, the allotment shall be cancelled and disciplinary action will be taken against allottee as well as against the illegal occupant of the hostel room.
13. A student suffering from a contagious disease will not be allowed to stay in a hostel till he/she produces a certificate of medical fitness from the medical officer of University or civil surgeon.
14. If there is any change in correspondence address, Mobile Number of student/ parents, then the same must be brought into the notice of respective warden immediately in writing by the student, duly verified by their parents, so that necessary correction in the database may be made. If any wrong or un-updated information is detected later on at any stage, a penalty upto `5000/- may be imposed on the defaulter along with cancellation of hostel room.
15. In case any student resident observed indiscipline, scuffle, nuisance and damaging of property by anyone, the matter should be reported to the concerned Hostel Supervisor / Warden / Chief Warden through e-mail, phone /sms/whatsapp or written complaints. The identity of the reporter will be kept confidential.
16. The Warden/Chief Warden can inspect and seal (lock) room of any student at any time. However the reason for this action shall be informed to student and his/her parents simultaneously.
17. Keeping in view the mandate of 'New Sports Policy 2015-16' of Haryana Govt., i.e., 'Sports for All', every student (Hostel Resident) must necessarily participate in at least one sports activity including 'Yoga'. Every hostel resident must bring sports kit, i.e., sports shoes, socks, shorts, T-shirt and track-suit preferably of light blue / white color. These activities will be undertaken jointly by hostel administration, student welfare department and sports and physical education departments.

18. University students (non hosteller) can stay in the hostel after obtaining permission from warden and paying Rs. 100/- per night for stay and meal charges extra.

### ADDITIONAL RULES TO GIRLS' HOSTELS ONLY

The girls have to observe proper timings of entry in the hostel which are announced from time to time. All the girls will have to mark their attendance to the concerned matron of the hostel daily.

1. **Late Entry without prior permission:** The girls will have to make specific and correct entries in the register maintained by security guards at the main gate. It is duty of security guard/Matron to check all entries/ Identity card of the girl. If a student reports late up to half an hour, she would be fined Rs. 200/- by matron per late entry. Beyond that, the matter would be brought to the notice of warden. Matron will contact the parents of the girl and will ask them to submit a written consent. She will also keep records of telephonic conversation in a register. The Warden has the authority to fine up to Rs. 1000/- per incident. The Hostel Warden may also recommend expulsion of the girl from the hostel after inquiring the matter.
2. **Attendance:** Matron posted at girls' hostels/ assigned staff for the purpose will take attendance of students in the office of matron/warden. If any girl present in Girls Hostel does not mark her attendance in the register (kept with the matron) / biometric system, the student would be fined Rs. 200/- by matron. If any girl is found missing, then matron will bring matters to the knowledge of warden and in turn, the Warden will bring the same to the notice of Chief Warden. The Matron/Warden will take action as per clause (1). If permission is granted to any girl for late entry by the Warden, then the same information shall be made available by Matron/ Warden at the gate.
3. **Out of Station:**
  - (a) In case of Educational tour / leaving the DCRUST Campus/Hostel for any purpose, Student shall seek written permission from the Warden/Chief Warden by producing proper proof, i.e., an approval from the concerned Chairperson of the teaching department along with the consent of recommending /accompanying official. A separate register is maintained at the gate for this purpose.
  - (b) The girls while going home have to make entries in the register maintained by the security guards at the main gate. Matron will also record the same in her attendance register.  
Any girl found violating the rule 3 (a) and 3 (b), like making wrong entry/ without making an entry, etc. would be fined Rs. 500/- for first time. The matter would also be brought to the notice of Warden. The parents of the girl would be informed accordingly by Matron and the record for the same would be maintained. On repeated violation, Rs. 5000/- fine can be imposed by the respective Warden. The Warden may also recommend expulsion of the girl from the hostel after inquiring the matter.
4. A Visitor register showing details of visitor (name, place, relation with girl, etc.) and details of concerned girl (name, branch, year, room no., etc.) will be maintained at the main gate.
5. No male guard is allowed to enter into the mess or any other covered area of the hostel.

*NOTE: Imposed fine will be collected within four days by the Matron or as prescribed by the Warden / Chief Warden, failing which the student will not be permitted to avail mess facilities till the deposition of fine. The amount will be utilized for the development of a hostel.*

## HOSTEL / MESS RULES

### GENERAL:

1. No hostel allotment will be done after one week of start of Academic Calendar.
2. Residents taking admission in hostels shall automatically become members of cooperative mess. This is mandatory for all student residents. They will have to pay their mess bills regularly. If any resident fails to deposit the mess bill within the notified time, for the first time he/she will have

to pay a fine according to punishment rules/fines mentioned in Table-1. Room of the defaulter would be locked and simultaneously his / her parents will be informed about the same.

3. There will be a mess committee, elected / selected or nominated among the residents in consultation with the Warden. The Mess committee shall be responsible for the management and smooth functioning of the hostel mess as per the hostel rules and the guidelines of the University. The Committee shall take all day-to-day decisions in consultation with the warden to ensure efficient and effective running of the hostel mess. The mess committee will also ensure cleanliness in the kitchen and dining hall. If any mess committee member is found violating the hostel mess rules, his/her membership from the committee will be terminated along with fine(s) as for other residents. The committee will work closely in full cooperation and coordination with the warden to provide the best of mess services & enhance the image of the hostel. The committee will also make suggestions to the hostel warden for further improvement in the hostel and ensure proper discipline and decorum.
4. Meals will be served only in the dining hall 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 / warden. Record be arranged to be kept by the Mess Supervisor in a register for such cases & also of the utensils taken into & back from the room.
5. The mess will work as per Academic Calendar of the University. If a student wants special relaxation for joining the mess later on with some academic / only for departmental interest, he/she shall get the reason verified from the Chairperson of the respective department and submit such application to concerned Warden.
6. Students are neither allowed to carry any mess utensils outside the mess, nor they are allowed to take raw materials or unauthorized food from the mess. Defaulters will be fined each time, a utensil is found in their room. However, for utensils thrown into common areas such as stairs, corridors, grounds, washrooms, etc., or for common pilferage, a penalty common to all or groups (if possible to identify) of students shall be imposed/added in Mess Bill, as deemed fit by the Warden upto Rs. 1000/- per resident per incidence.
7. A Resident is allowed mess rebate of maximum 4 days in a calendar month. For this, he/she has to fill a rebate slip available with supervisors at-least a day before, no further rebate shall not be admissible.
8. Students seeking exemption from the mess diet on medical grounds will have to inform the hostel authorities immediately. They will have to submit the medical certificate issued by government medical institutions / Pvt. Doctors / Hospitals and verified by the university medical officer. This exemption will start only from the date the student submits such medical certificate to the Hostel Supervisor, else rebate shall not be admissible.
9. Residents (except Mess committee members) will not go into the cooking and serving counter areas, else they will be fined for each violation. Mess Committee members too shall not enter the said areas to take leverage or undue benefit of their title/position, but shall access these areas only for monitoring / checking or rendering other services.
10. Cooking in the rooms is strictly prohibited and defaulters will be fined each time for violation. On repeated violations, the Warden/Chief Warden may cancel the Hostel Allotment.
11. All residents shall come to the hostel mess in a decent / proper dress.
12. All complaints regarding Mess requiring immediate attention of the warden shall be made in writing through a member of the Mess Committee.
13. All residents are required to clear their hostel, mess & other dues and obtain a no dues certificate before they take their examination roll number / admit cards and again all their dues must be cleared before they vacate the hostel for what-so-ever reason, failing which their names will be forwarded by the Hostel Supervisor through the Warden to the Controller of Examinations/ Chairperson of the department concerned for withholding the examination roll number/ admit card/ Character certificate/ declaration of result/ award of degree, etc. and other disciplinary action, including forfeiture of their securities, may also be taken. If such a student has already completed the programme, the Hostel Supervisor may write through the Warden to the



Controller of Examinations/ Chairperson withhold his/ her character certificate until he/ she gets a clearance chit from the Warden.

14. Every resident will have to give an undertaking as appended before taking admission to hostel.
15. Consuming alcohol/liquor is strictly banned in the hostels. Any student found/reported drinking will be penalized severely, and may also be expelled from the hostel.
16. The mess bill will be displayed by 15<sup>th</sup> of every month. The students will pay by 25<sup>th</sup> of every month, failing which the fine will be levied as per table 1 (D).
17. It is the responsibilities of hostel resident (Boys & Girls) to mark their attendance everyday.

#### **GUESTS:**

1. Normally, a guest will be allowed to stay in the Hostel Guest Room with the prior permission of the warden of the concerned hostel/Chief Warden. The guest charges will be ₹200/- per guest per night. However, meal charges as prescribed for each meal shall also be payable.
2. Name and other details of the guests staying in the hostel shall be entered by Supervisor (s) / CRA or a person deputed by the Warden, in the guest register maintained in the hostel. Any person found in the hostel premises without an entry in the guest register shall be treated as an unauthorized person / outsider and shall be fined accordingly.
3. Meals to guest(s) of a student, extra items taken by his/ her guest will be served on cash coupons only.
4. In general, no female shall be allowed to stay as a guest in the boys' hostel and vice-versa.
5. Female guests are not allowed to go to the rooms of boys' hostel and vice-versa. They may meet only in the office of the warden. Any violation of the above rules will be severely dealt with, including expulsion from the hostel.
6. Guests are not permitted to take meals (breakfast, lunch, dinner) outside the mess of the hostel or outside the hostel, except with permission of the Warden.
7. A student keeping a guest without the permission of the warden shall be liable to disciplinary action as per Table - 1.

#### **ELECTRICITY USAGE:**

1. Residents using air coolers will be charged ₹1000/- extra per annum/per cooler in cash(irrespective of the duration of use of air cooler, however, keeping the cooler 'on' when the resident is not in the room, shall be punishable as per Table - 1) with the prior permission of the Warden.
2. The resident must switch off light, fan, cooler, etc. in his /her room when not in use, else a penalty as prescribed shall be imposed. The residents may also consider it as their bounden duty to switch off lights, fans, etc. in Mess & Common areas, when not in use.
3. Tampering with the electric installation shall be treated as a serious offense. When there is need for carrying out a repair, the electrician should be called in. A complaint may also be registered in complaint Register kept in each hostel.
4. The electricity bills shall be realized as per actual including diesel expenses of genset in hostels.

#### **FURNITURE AND EQUIPMENT:**

1. Students shall keep their rooms neat and tidy and shall be responsible jointly in case of shared room or individually for the furniture issued to them and for the fittings present in their rooms at the time of occupation. If a student causes (willfully or otherwise) any damages or defect in the furniture issued to him/ her or in the permanent fittings in his/ her room, the cost of any damaged / lost item (s) or double the cost of repair, along with a penalty as per Table - 1 will be realized from the resident. If a student finds anything missing at the time he/ she occupies the room, it will be his/ her duty to bring it to the notice of the warden's office, failing which it will be presumed that everything was in order at the time of occupation.

2. Furniture shall not be transferred from one room to another. The furniture belonging to the common room, or the dining hall or the hostel office or the Hostel Guest Room shall not be taken out or brought into the living rooms. Disciplinary action will be taken against the defaulter.

#### **MAINTENANCE OF LAWNS AND CLEANLINESS:**

1. The lawns around the hostels are meant for the benefit of the students and for improving the appearance & ambience of the hostels. Students are expected to take an interest and help in their maintenance. They shall avoid crossing the lawns and shall use only the passages that are provided. Hedges shall not be tampered with nor shall flowers be plucked off.
2. Students are not allowed to play any game in lawn in blocks. This will be treated as disturbing peace of hostel environment and will be fined accordingly.
3. Walls, furniture and doors, etc. shall not be disfigured, damaged or defaced with ink, pencil, chalk or knives, etc.; an individual or collective penalties may be imposed in case of default.
4. Wash basins shall not be blocked with sand, mud or any other material. For washing hands, only soap should be used.

#### **VACATION OF HOSTEL:**

1. A student who desires to withdraw from the hostel shall submit an application on the prescribed form to the warden after having cleared all hostel dues (Performa attached).
2. When a student vacates his/ her room before the summer vacation or after withdrawal or expulsion, he/ she shall return to the warden's office all hostel furniture and other property issued to him/ her, failing which he/ she shall be liable to pay the entire cost of such furniture or other property along with fines, if any.
3. Chief Warden is authorized to grant exemption from the hostel in the middle of semester to the residents if he is satisfied with the cause(s) and the case is duly recommended by the Warden.

## **CONDUCT AND DISCIPLINE RULES**

While the following regulations or the points of code are not an exhaustive set of regulations, a student may be expelled from the hostel or University or disciplinary action as deemed fit may be taken, based on assessment by competent authorities about the behavior/ action not befitting the stature of a student of a professional institution:

1. Residents are expected to conduct themselves with dignity and decorum at all times in the hostels. They should not disturb other residents by making noise, comments, etc.
2. Playing of stereo/ music system/ radio/ transistor, etc. at a pitch which causes disturbance to others is strictly prohibited. Those who violate the rule will be fined. A frequent violation of this rule may lead to expulsion.
3. Use of abusive language, gambling, consuming alcoholic drinks, tobacco products (Cigarettes, etc.) and drugs or any kind of intoxicants, tearing of page (s) from magazines, books, periodicals and newspapers, playing cards or any other act of breach of hostel discipline will be treated as violation of hostel rules and will invoke suitable punishment.
4. Residents who want to stay out after the prescribed hours must obtain the prior written permission of the warden. Those infringing this rule are liable to suitable penalty.
5. The residents must not bring or entertain any outsider in the university hostel, or bring any guest without prior permission of the warden concerned.
6. The residents must not keep iron rods/ weapons/ arms of any kind in the hostel.

7. Residents must not assault any hostel staff member; neither should they use any such words / language which is unbecoming of University Students.
8. If any resident wants to represent to higher authority, he/she should submit through Supervisor /Warden. Bypassing the proper channel is not a healthy work practice.
9. Lights, fans, electric appliances, etc. should be switched off and taps should be turned off when not required. Tea leaves or other rubbish should not be thrown into the sinks, corridors, etc.
10. Residents should lock their rooms whenever they go out. The responsibility for any loss of goods, money, jewellery, mobile phone, laptop or any other item will be that of the occupant of the room. They are advised, in their own interest, to open accounts and keep with them as little cash as possible. Theft, etc. be avoided by taking adequate precautionary and security measures.
11. No unauthorized show of pictures, or any other audio / visual item is permitted during the day or night. Those who violate the rule will be fined and are liable for any other suitable action.
12. Opening a room by breaking the 'hostel lock', window-pane, door, etc. is liable to fine/expulsion from the hostel.
13. For PG students, admission to the hostel would stand canceled at the end of the Academic session, or 30<sup>th</sup> June whichever is later. Students, who are not able to submit their Dissertation within this time, will be allowed to stay in the hostel on submitting recommendation (with period of extension duly specified) from the Supervisor/Guide & further recommended by the Chairperson. Such students may have to vacate their present rooms & may be accommodated in any hostel, depending on availability of rooms or in Guest room in sharing basis and in any case, he/she will pay Guest Charges plus meal charges as prescribed in section 'Guests'.
14. All first year UG/PG residents are required to obtain the hostel identity card from Hostel Supervisor and produce the same on demand (Performa attached).
15. Students have to vacate the hostel room after each semester examination and finally, after the completion of their last semester.
16. No resident is allowed to keep motorized vehicles in the hostel as these are totally banned. Permission in case of physically handicapped residents may be given by the university authority on the basis of merit of case(s).
17. Parking of students' motorized vehicles shall be outside gate no. 1 of the University.

*Note: For the convenience of residents, a complaint register is kept in the dining hall/common room of each hostel.*

## **GRIEVANCE ADDRESSING MECHANISM**

1. Residents should resist from breaking the proper channel for addressing any of their grievances; rather they should stick to the following order for the redressal of their complaints / grievances with regard to the hostel / mess:
2. First of all, residents need to enter the complaint in the relevant Complaint Register kept in the Mess (or with the Supervisor).
3. If the complaint is not addressed in a reasonable time-frame, then residents may speak to the Mess and / or the Hostel Supervisor.
4. If the problem still remains unresolved, they then need to talk to the concerned Warden. It is advisable to give a written application to the Warden about the grievance, also explaining therein as to which officials, they had already approached & as to what was their response.
5. In case the problem still persists, a written application may be submitted to the Hostel Supervisor / Clerk in Chief Warden Office (Boys) in case of Boys Hostels and to the office of Chief Warden (Girls) in case of Girls Hostels.

### **PUNISHMENT RULES / FINES:**

Following are the punishments / fines for various faults / unlawful acts. A committee of Wardens and Chief Warden shall decide the nature of fault v/s quantum of fine more than the minimum fine in the punishment rules. In severe cases of indiscipline, a committee duly constituted by Chief Warden / Vice Chancellor shall finalize the punishment in the ambit of the rules or even may go beyond, if the situation so warrants. Chief Warden /Warden of the concerned hostel may impose a

minimum fine from the Table below on the spot. The Chief Warden / Warden may impose additional penalties in the form of some work to be undertaken and / or some services to be rendered by the defaulters.

**Note:**

1. A) In situations / cases warranting the attention of parents, the parents of defaulters shall be called to the office of the Warden / Chief Warden/ Registrar/ Hon'ble Vice-Chancellor to apprise the parents about the gravity of the case and to seek their intervention in the remedial / correctional course (s) of action.  
B) In order to serve as deterrence to even others, almost all Notices about imposition of penalties on defaulters shall not only be placed on the Notice Board of the concerned hostel but also on the Notice Boards of other hostels and also copies thereof shall be marked to all concerned quarters such as Chairperson of concerned Dept., Dean of Faculty, Dean Students Welfare, Controller of Examinations, Controller of Finance, Registrar, Hon'ble Vice-Chancellor, District Administration / Police etc., as per the case.
2. Fine will be collected either through the direct receipt with Hostel Supervisor or through adding in mess bills. For the categories (i.e., keeping utensils, taking raw material or unauthorized food in rooms), the fines realized would be put as Mess Income (thereby leading to overall mess bill reduction) and for other categories of fines, the amounts realized would be consigned to hostel fund & will remain with the respective hostel. The amount will be utilized for the development of the hostel.
3. On repeated violations of any rule (s), Warden/ Chief Warden may increase the quantum of punishment (s) or even cancel the hostel allotment.
4. In case of expulsion from the hostel, the room of the concerned resident shall be locked immediately by the Hostel Supervisor.
5. The Competent Authority shall have the power to add to these rules or delete or amend any of the existing rules from time to time.
6. The Vice-Chancellor shall be the final authority to make the interpretation of these Hostel Rules & Regulations, in case of any dispute or ambiguity. The jurisdiction shall be confined to Sonipat only.

# UNIVERSITY CODE OF CONDUCT

While the following regulations or the points of code of conduct are not an exhaustive set of regulations, a student may be expelled from the hostel / University or disciplinary action as deemed fit may be taken, based on assessment of competent authorities about the behavior /action not befitting the stature of a student of a professional Institution / University.

1. The students are not allowed to have any kind of motorized vehicle(s) such as motorcycle, scooter or car in the University campus. Only cycles are allowed. Parking of students' motorized vehicles shall be outside Gate No.1.
2. The students are warned against any kind of ragging and all sorts of violence (physical assault or otherwise) on or off campus. Even minor forms of ragging shall attract penalties such as the withdrawal of any scholarships, book grant, cut in marks of general proficiency/ fitness for the profession, non-issuance of character certificate, disallowing use of University facilities, etc.
3. Consuming alcoholic drinks, tobacco products, (Bidi, Cigarettes, etc.) and drugs or any kind of intoxicants within the University / Hostel premises or entering the campus in inebriated condition is strictly prohibited & shall attract severe penalties.
4. The attempt of any student to present any work of someone else as his own work will amount to plagiarism and shall render the offender to immediate expulsion and other suitable actions.
5. The attempt of any student to appear in any examination or test or interview, posing as another student, shall amount to impersonation and make the offender liable to expulsion & other penalties.
6. Any student found indulging in ragging in the hostel or in the University will be immediately expelled from the hostel and the University, as also other disciplinary actions shall be initiated against him. It may be noted that the Hon'ble Supreme Court of India has set out strict guidelines against ragging and as per its orders, ragging is cognizable offense.
7. The students should approach their teachers and other staff members of the University / Hostels with respect and courtesy. The students should also treat fellow students (seniors or juniors) with dignity & respect.
8. The students should put in intellectual effort in choice of words such that the language of conversation with anyone is not filthy, provocative, abusive, or unbecoming of a student.
9. Students are advised not to form any association, union or club or organize any activity / gathering without prior written permission of the competent authority. They are advised not to indulge in any prejudicial or subversive activity, promote any political activity, organize any type of agitation or get involved in any activity detrimental to academic pursuits and the prestige of the University. They are also advised not to criticize or make derogatory remarks / comments against the University/ Hostels administration, teachers, other staff members or students, neither orally nor in any media.
10. The students are advised not to misuse or damage any University campus / hostel property, equipments, tools, instruments, library books, furniture, fixtures, fittings, etc. The cost of damages shall be charged alongwith penalties for students individually or collectively. Writing on the walls or black / green / white boards anything uncalled for and defacing these places or any property is punishable.
11. The students shall abide by the provisions made in the Ordinances of relevant academic programmes. For detailed information, the students may refer to the relevant ordinance.
12. The students are warned against possession and/ or use of obscene site(s) on computer, books, magazines, periodicals, newspapers, VCDs, Audio visual tapes, etc., else shall attract punishments.
13. Students are also advised to refer to detailed rules of the Library, & other Establishments in the Univ., for proper use of facilities.
14. The students are advised not to indulge in any kind of indiscipline or misconduct during their stay in the University campus, else they may attract penalties & / or expulsion from the Hostel / University.
15. The student shall strictly adhere to the dress code prescribed by the University. The students are not allowed to wear slippers / bathroom slippers in the classes / laboratories.
16. The students shall put on their identity cards in person while they are in the University.

**Table-1: PUNISHMENT RULES/FINES**

	Name of offence(s)	Fine (Rs.) (per incidence)
<b>A) Electricity Miss-Use</b>		
1.	Using room heater/electric oven/ refrigerator/A.C., juicer, electric kettle, etc. or using unauthorized air-cooler. The item would stand confiscated.	1000/- to 2500/-
2.	Keeping fan, light or other appliances 'on' in the room while the room is locked during anytime/Weekends/vacations or while the resident is not in the room	100/- to 1000/-
<b>B) Room Misuse</b>		
1	Keeping Room unlocked while away from the room or keep the room untidy.	100/- to 1000/-
2	Consumption of alcohol/drugs/narcotics & commercial use of room.	2500/- to 10000/- and/or Expulsion from Hostel
3	(a) Keeping extra cots without permission or moving any common area gadgets or furniture in the room.	200/- to 1000/-
	(b) Keeping unauthorized outsider.	5000/- and/or Expulsion from Hostel
	(c) Keeping other hostel resident in the room.	500/- to 5000/-
	(d) Hostel student allowing University students not allotted hostel, i.e., Day scholars found staying in any hostel room.	5000/- and/or Expulsion from Hostel
	(e) Shifting room without the permission of hostel Authority.	500/- to 2000/-
4	Keeping extra mess utensils or taking raw materials or unauthorized food from the mess.	500/- to 2500/-
5	Cooking in room or unauthorized cooking in other areas by resident(s).	500/- to 2500/-
6	Tendering wrong or un-updated information in Hostel Admission Form or in any correspondence/ documents; or not quickly updating the office about giving information whenever a change in the data occurs.	500/- to 5000/-and/or Expulsion from Hostel
7	Any damage to the hostel property such as structures, Defacing of wall, doors, windows, window panes, electronic fittings, washroom fittings, mess items, etc.	2000/- + Residents will pay cost of item & its installation or double of repair cost.
8	Smoking on the hostel premises, misuse of washrooms, etc.	200/- to 1000/-

	Name of offence(s)	Fine (Rs.) (per incidence)
<b>C) Disturbance in Hostel</b>		
1.	Indulging in any kind of ragging in hostel.	10000/- to 20000/- + immediate expulsion from hostel &/or University along with reporting to Police to set the Criminal Proceedings/law into motion & further action as per Hon'ble Supreme Court/UGC/AICTE, etc.
2.	Possession of any kind of weapons (knife, pistol, rods, sticks, etc.)/Playing game in hostel premises/Indulging in fighting/Disturbing the peace of hostel.	2000/- to 10000/- and/or Expulsion from Hostel
3.	Presence of unauthorized female/male guest in the room of boys/girls hostel respectively.	10000/- and/or Expulsion from Hostel
4.	Playing audio system very loudly.	500/- to 2500/-
5.	Presence of unauthorized motor vehicle in hostel.	1000/- to 5000/-
6.	Crossing over Hostels' Boundary Wall/Fencing	500/- to 5000/-
7.	Use of obscene site(s) on PC, or obscene material from books, magazines, or any other medial.	500/- to 2500/- and/or Expulsion from Hostel
8.	Blocking/Disturbing/Locking Common/Public Facilities of the Hostel.	500/- to 5000/-
9.	Unauthorized entry to cooking/serving counter areas.	100/- to 500/-
10.	Late entry in the hostel after prescribed timings.	250/- to 1000/-
11.	Misbehave/Use of abusive language by student/hostel worker with Hostel Authorities & by student with hostel staff.	1000/- to 5000/- each and/or Expulsion from Hostel
"Additional rules for Girls" section prescribes additional fines pertinent to girls.		
<b>D) Late Fees/Fines</b>		
1.	Late Deposit of Hostel/Mess Bills/Fine, etc.	Rs. 10/- per day from the last date of depositing bill up to 1 month beyond which Rs. 20/- per day for the next month & beyond which the following committee will take suitable action including expulsion from the Hostel: 1) Warden of concerned hostel, 2) Hostel Supervisor of concerned hostel & 3) One Chief Warden Nominee.

**OATH / UNDERTAKING BY THE HOSTEL RESIDENT**

I, \_\_\_\_\_ S/o Sh. \_\_\_\_\_ Roll No: \_\_\_\_\_ Year \_\_\_\_\_

Branch \_\_\_\_\_ residing at Hostel \_\_\_\_\_ Room No.: \_\_\_\_\_

Do hereby undertake that:

1. I have read word-by-word the rules and regulations of the hostel, understood them thoroughly, shall remain updated about them and shall abide by them fully.
2. I shall not indulge in any kind of quarrel/ fight/ theft and any other activity, including consuming liquor/ smoking in the hostel/ University premises. I shall also help the hostel administration by enrolling / motivating other fellow residents into following the rules & regulations.
3. I shall not keep/ drive any two or four wheeler (motorized) vehicle in the hostel and University premises.
4. I shall not keep any costly / valuable item, heavy cash, etc. with me in the hostel and I understand that in case of theft, the hostel/ University authority shall not be directly responsible except for the efforts that they shall put in to set up some deterrence against such acts.
5. I shall maintain full dignity in my behavior. I will not create any loss/ damage to the hostel/ University and I shall help in maintaining the hostel premises neat and clean.
6. I will not indulge in any form of ragging.
7. I understand that in case I do not abide by the rules and regulations of the Hostel/ University, strict disciplinary action, including information to / calling my parents and expulsion from the hostel/ university can be taken against me.

Photograph  
of Father

Photograph  
of Mother

**Signature of the student**

We/I as a parent, has checked all particulars (especially the address & phone nos. of parents) filled by my ward. We/I am aware of the following facts:

1. The DCRUST dispensary located in the campus in its community has limited facilities and is operable in limited periods.
2. The DCRUST dispensary may not be adequate for the treatment of any patient with chronic or serious ailments.
3. It is the responsibility of the parents/ guardians to take care of their wards for outside treatment. Despite the best efforts on the part of the University, if any untoward event happens to my ward, I shall not hold the University accountable for the same and will not seek any financial help or compensation for the same from any court of law.
4. My ward is physically and mentally fit to stay in hostel.

**Signature of Parents**

**Father**

**Mother**

**Guardian**

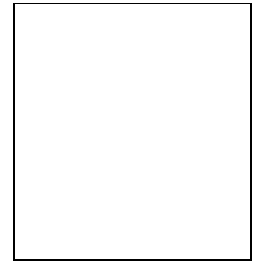




**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY  
MURTHAL-131039 (SONEPAT)**

**DETAILS OF VISITORS (TO BE FILLED BY EACH GIRL STUDENT)**

1. Name of Student : \_\_\_\_\_
2. Roll No. of student; Room No. : \_\_\_\_\_
3. Discipline/ Department : \_\_\_\_\_
4. Permanent Address of student : \_\_\_\_\_  
\_\_\_\_\_
- Mobile No. of Parents : \_\_\_\_\_
- Landline Phone No of Parents : \_\_\_\_\_
5. Visitor's Name : \_\_\_\_\_
6. Relation with the student : \_\_\_\_\_
7. Mobile No. of Visitor : \_\_\_\_\_



**Signature of the Visitor**

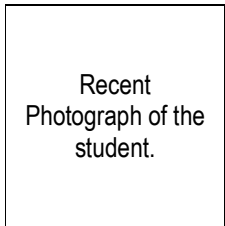
**Verified by Parents**



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY  
MURTHAL-131039 (SONEPAT)  
HOSTEL ADMISSION FORM (2023-24)**

Hostel Name: \_\_\_\_\_

1. Name of Student : \_\_\_\_\_
2. Category under which admitted: \_\_\_\_\_
3. Blood Group of Student : \_\_\_\_\_
4. Adhaar Card No. : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. University Roll No. : \_\_\_\_\_
7. Discipline/ Department : \_\_\_\_\_
8. Student E-mail ID : \_\_\_\_\_
9. (a) Father's Name : \_\_\_\_\_ (b) Mother's Name : \_\_\_\_\_
10. Parents E-mail ID : \_\_\_\_\_
11. Permanent Address : \_\_\_\_\_



Student's Mobile No. \_\_\_\_\_ Father's Mobile No. \_\_\_\_\_ Mother's Mobile No. \_\_\_\_\_

11. Correspondence Address : \_\_\_\_\_

Landline Phone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

12. Name & Address of local Guardian (if any) : \_\_\_\_\_

Mobile No. of Guardian \_\_\_\_\_ Landline Phone No. of Guardian \_\_\_\_\_

13. Distance from residence : \_\_\_\_\_ km(s)

Signature of the Student

14. Details of hostel accommodation, if any, for the immediate past session:

(a) Hostel Name: \_\_\_\_\_ (b) Room No.: \_\_\_\_\_

15. (a) Pending Dues: Rs. \_\_\_\_\_ (b) Disciplinary action taken, if any (For Ex-resident): \_\_\_\_\_

(The columns (15 (a) & (b) be completed by previous Hostel Supervisor)

**For Office Use Only**

Certified that above mentioned student has cleared all Hostel & Mess dues (Rs.....) for the immediate past session & any fines etc. on account of Disciplinary action taken, if any (for Ex-resident): \_\_\_\_\_

**Previous Hostel Supervisor / Warden**

Mess security & Overhead establishment Charges:		
Receipt No.	Dated	Amount

Student is allotted Room No. \_\_\_\_\_ on \_\_\_\_\_.

**Warden**

**Current Hostel Supervisor /Matron**

**OATH / UNDERTAKING BY THE HOSTEL RESIDENT**

Name ..... Roll No. .... Branch.....

Hostel ..... Room No. ....

Permanent Address .....

.....

....

Landline Phone No. (if any) .....Father's Mobile No.....Mother's Mobile No.....

Correspondence Address.....

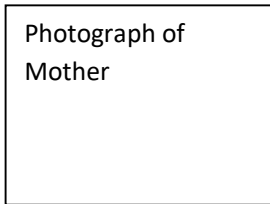
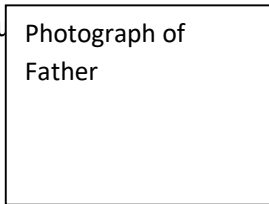
.....

Landline Phone No (if any) ..... Student's Mobile No.....

- 8. I have read word-by-word the rules and regulations of the hostel, understood them thoroughly, shall remain updated about them and shall abide by them fully.
- 9. I shall not indulge in any kind of quarrel/ fight/ theft and any other activity including consuming liquor/ smoking in the hostel/ University premises. I shall also help the hostel administration by enrolling / motivating other fellow residents into following the rules & regulations.
- 10. I shall not keep/ drive any two or four wheeler (motorized) vehicle in the hostel and University premises.
- 11. I shall not keep any costly / valuable item, heavy cash, etc. with me in the hostel and I understand that in case of theft, the hostel/ University authority shall not be directly responsible except for efforts that they shall put in to set up some deterrence against such acts.
- 12. I shall maintain full dignity in my behavior. I will not create any loss/ damage to the hostel/ University and I shall help in maintaining the hostel premises neat and clean.
- 13. I will not indulge in any form of ragging.
- 14. I understand that in case I do not abide by the rules and regulations of the Hostel/ University, strict disciplinary action, including information to / calling my parents and expulsion from hostel/ university can be taken against me.

Signature            of

stu



I as a parent, has checked all particulars (especially the address & phone nos. of parents) filled by my ward.

Counter signature of Parent/  
Guardian

**ANNEXURE-I (Part –I)**  
**AFFIDAVIT BY THE STUDENT**

1. I, (Full name of the student with admission/ registration/ enrollment number) .....,  
S/O, D/O, Mr. / Mrs. / Ms. ...., having been admitted to  
....., have received a copy of the UGC Regulations on curbing the  
Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read  
and fully understood the provisions contained in the said regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and  
administrative action that is liable to be taken against me in case I am found guilty of abetting ragging activity or  
passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the  
Regulations.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be  
constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations,  
without prejudice to any other criminal action that may be taken against me under any penal law for the time being  
in force.
6. I hereby declared that I have not been expelled or debarred from admission in any institution in the country on  
account of being part of a conspiracy to promote ragging, and further affirm that in case the declaration is found to  
be untrue, I am aware that my admission is liable to be cancelled.

Declared this..... day of ..... month of ..... year.

\_\_\_\_\_  
Signature of deponent  
Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and belief and no part of the affidavit is  
false, and nothing has been concealed or mis-stated therein.

Verified at (place) on this the (day) of (month), (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this (day) of (month), (year) after  
reading the contents of this affidavit.

**OATH COMMISSIONER**

**ANNEXURE-I (Part-II)**

**AFFIDAVIT BY PARENTS/ GUARDIAN**

1. I, Mr. / Mrs. / Ms. .... (full name of parents/ guardian) Father/ mother/ guardian of.....(full name of student with admission/ registration/ Enrollment number), have been admitted to .....(name of the university), have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the " Regulations") carefully read and fully understood the provisions contained in the said regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/ she is found guilty of abetting ragging activity or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this..... day of ..... month of ..... year.

\_\_\_\_\_  
Signature of deponent  
Name:  
Address:  
Ph. No.:  
Landline No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and belief and no part of the affidavit is false and nothing has been concealed or mis-stated therein.

Verified at (place) \_\_\_\_\_ on this the (day) \_\_\_\_\_ of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this (day) \_\_\_\_\_ of (month) \_\_\_\_\_, (year) \_\_\_\_\_ after reading the contents of this affidavit.

**OATH COMMISSIONER**



DEENBANDHU CHHOTTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY

MURTHAL - 131039 (SONEPAT, HARYANA- INDIA)

Certificate of Hostel Expenses / Dues

(Hostel Name- \_\_\_\_\_)

This is to certify that Mr. \_\_\_\_\_ Roll No. \_\_\_\_\_ Branch \_\_\_\_\_ is residing in this Hostel in room no. \_\_\_\_\_ (Block - \_\_\_\_\_) of this University.

Provisional details of dues payable by said student during the session 2023-24 are as under:

1. Hostel Charges (OHE)	Rs. _____
2. Mess Security	Rs. _____
3. Monthly Mess Bill	Rs. _____ (Annual charges Rs. _____ approx.)
TOTAL	Rs. _____ per annum

Hostel Supervisor

Hostel Warden

No.

Dated:



DETAILS OF VISITORS (TO BE FILLED BY EACH GIRL STUDENT)

**DETAILS OF VISITOR**

8. Name of Student : \_\_\_\_\_  
9. Roll No. of student; Room No. : \_\_\_\_\_;  
10. Discipline/ Department : \_\_\_\_\_  
11. Permanent Address of student : \_\_\_\_\_  
\_\_\_\_\_  
Mobile No. of Parents : \_\_\_\_\_  
Land line Phone No of Parents : \_\_\_\_\_  
12. Visitors Name : \_\_\_\_\_  
13. Relation with student : \_\_\_\_\_  
14. Mobile No. of Visitor : \_\_\_\_\_

Signature of Visitor

Verified by Parents

**DETAILS OF VISITOR**

1. Name of Student : \_\_\_\_\_  
2. Roll No. of student; Room No. : \_\_\_\_\_;  
3. Discipline/ Department : \_\_\_\_\_  
4. Permanent Address of student : \_\_\_\_\_  
\_\_\_\_\_  
Mobile No. of Parents : \_\_\_\_\_  
Land line Phone No of Parents : \_\_\_\_\_  
5. Visitors Name : \_\_\_\_\_  
6. Relation with student : \_\_\_\_\_  
7. Mobile No. of Visitor : \_\_\_\_\_

Signature of Visitor

Verified by Parents

**DETAILS OF VISITOR**

1. Name of Student : \_\_\_\_\_  
2. Roll No. of student; Room No. : \_\_\_\_\_;  
3. Discipline/ Department : \_\_\_\_\_  
4. Permanent Address of student : \_\_\_\_\_  
\_\_\_\_\_  
Mobile No. of Parents : \_\_\_\_\_  
Land line Phone No of Parents : \_\_\_\_\_  
5. Visitors Name : \_\_\_\_\_  
6. Relation with student : \_\_\_\_\_  
7. Mobile No. of Visitor : \_\_\_\_\_

Signature of Visitor

Verified by Parents



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY**

**MURTHAL-131039 (SONEPAT)**

Handing Over / Taken Over Form

Name of the Hostel : .....

Room No. : .....

Name of the Student : .....

Roll No. & Branch : .....

I am handing over the following items which were received during allotment of the room.

TABLE-13

Sr. No.	Name of item	Serial No.	Quantity	Condition	
				Taken Over	Handing Over
1	Hard Bed				
2	Table				
3	Chair				
4	Fan				
5	Tube Light				
6	Fan Regulator				
7	Switch Board				
8	Wooden Door				
9	Door Shutter (Jali)				
10	Window Shutter (Jali)				
11	Window Glass				
12	Cupboard (Big)				
13	Cupboard (Small)				
14					
15					

Remarks (if any) :

Handed over by (Beginning of Session):

Staff Name & Sign with date

Received by (Beginning of Session):

Student's full name & Sign with date

Handed over by (End of the Session):

Student full name & Sign with date

Received by (End of the Session):

Staff Name & Sign with date





**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY**

**MURTHAL-131039 (SONEPAT)**

**HOSTEL LEAVING APPLICATION**

1. Name of the Hostel : .....
2. Room No. : .....
3. Name of the Student : .....
4. Roll No. & Branch:.....
5. Father's Name : .....
6. Student's Contact No. : .....
7. Father's Contact No. : ..... Mother's Contact No. ....
8. Student address details: .....
- .....
9. Reason for Leaving Hostel / University: .....  
(With copy of Hostel fee submitted)

Student's Sign with date ..... Parent's Sign with date .....

**Office Use Only**

1. Mess Dues (if any).....  
(With Handover Form copy to be attached)
2. Detail of Amount to be returned:  
(As per rules of the hostels)

Verified by:

Hostel Supervisor / Matron

Hostel Warden

Approved for Payment:

Chief Warden

(If payment is more than Rs.3000/-)

HOSTEL IDENTITY CARD

Name of the Hostel: .....

Name of the Student: .....

Room No. ....

Enrollment / Roll No. ....

Branch .....

Student's recent  
photograph

Checked & Issued by:  
Hostel Supervisor signature with stamp & date.

THE STUDENTS MUST SUBMIT CORRECT INFORMATION REGARDING THEIR PARENTS, ADDRESS, PHONE NUMBER/ MOBILE NUMBER IN THE ADMISSION FORM INCLUDING THE PROFORMA/ AFFIDAVITS, OTHERWISE BESIDES PENALTIES, THE ADMISSION TO THE HOSTEL WILL ALSO BE CANCELLED.

### MAJOR PUNISHMENTS

(Refer to Table-1 for a complete list)

### THE RESIDENTS MAY BE SUMMARILY EXPELLED FROM HOSTEL FOR THE FOLLOWING CASES

- INVOLVEMENT IN RAGGING.
- CONSUMPTION OF ALCOHOL/ DRUGS/ NARCOTICS & COMMERCIAL USE OF ROOM.
- KEEPING UNAUTHORIZED GUEST.
- INDULGING IN FIGHTING WITH KNIFE/IRON ROD/LATHI/ OTHER SHARP WEAPONS.
- POSSESSION OF ANY KIND OF WEAPONS.
- TENDERING WRONG INFORMATION IN DOCUMENTS / ANY COMMUNICATION / CORRESPONDENCE OR NOT QUICKLY UPDATING THE OFFICE ABOUT ANY CHANGES IN INFORMATION / DATA.
- PRESENCE OF OPPOSITE SEX GUEST.