



Ref. No. : SGTU/BOM/3.5/2014

Dated : 10th March, 2014

HOSTEL RULES AND REGULATIONS

Students admitted to the hostel are assumed to be a prudent person, having sufficient maturity to enable them to live in an adult environment. Such living involves full respect for the rights of others, regard for self-discipline, high standard of honesty, and enviable moral conduct. These regulations have been framed not to restrict the conduct of individuals but to ensure that a multitude of students should live and work harmoniously together with the minimum of discord.

1. Hostel residence is optional for all categories of students except Junior Residents (MD/MS Students), for whom it is compulsory.
2. On completion of the course, those who join the Internship shall shift immediately to the hostel, marked specially for Interns without any fail.
3. All the hostellers who proceed for vacation or outside the University shall deposit the key of their room with the respective Hostel Warden.
4. Hostel accommodation (if available) will be provided to the students for a period equal to the duration of the concerned course. However, if a student fails in the year-end examination (two semesters) and, hence, is not promoted to the next higher classes as per the provisions of the course ordinance, he/she shall not be allowed to stay in the hostel.
5. Up-gradation of hostel room is allowed if available and permitted, subject to clearance of difference of charges. Furthermore, this facility can only be availed once in each academic year.
6. Once paid, the hostel fee (in part or full) will neither be refundable nor transferable.
7. Students seeking admission to the hostel shall apply separately on the prescribed form which is available on ERP/online.
8. Each hostel resident should bring one lock (with three keys), dustbin and a bucket with a mug for his/her personal use. These items will not be provided by the University.
9. Once allotted, rooms cannot be changed by hostel residents unless permitted otherwise. Furthermore, request for room allocation with a specific location or partner(s) cannot be assured.
10. Each hostel resident shall enter leave details in the 'Movement Register' kept in the Hostel.
11. Hostel residents must show their Hostel Identity Card if so required by any officer of the University at any point of time.
12. All the hostellers must take permission for leaving the hostel through ERP only and before leaving the campus, the hosteller must get endorsed the out time at Security Gate otherwise will be liable for disciplinary action as per the rules of the University. On working days, no permission to leave the hostel will be granted unless the student has obtained written permission from the parent/local guardian. Movement plan is

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- mandatory for leaving the hostel; if a student is not reporting consistently for 3 days then the matter shall be reported by the respective warden to the hostel committee/concerned HOD/Dean.
13. If any hostel resident provides false information about his/her night stay out of the hostel, it will be considered as an act of indiscipline and will, warrant penal action.
 14. Hostel residents are permitted to watch TV located in the Common Room of the hostel until 10.00 P.M.
 15. Attendance in the hostel will be recorded using the biometric system. Those who are found out of the room after the specified time will be marked absent. If any student is found absent from the room during a surprise check at night, the matter will be reported to the Hostel Committee for further necessary disciplinary action, as per the hostel rules and regulations.
 16. Ragging and/or harassment of any kind to other students is strictly prohibited. Necessary disciplinary action shall be taken against the offenders as per the Hon'ble Supreme Court's guidelines on ragging.
 17. Possession or consumption of drugs/alcoholic drinks/tobacco in any form/any other intoxicant or possession of any kind of ammunition/weapon of assault/fire-arm is strictly prohibited in the hostel and on University campus. Those, who are found to be involved in such activities, will be expelled from the hostel and the matter will be further reported to the District administration/police.
 18. Association of any hostel resident with any unlawful organization is strictly prohibited. If a hostel resident is found/reported to be involved in such activities by the University, the concerned hostel resident will be expelled from the hostel.
 19. Use of electrical appliance of any kind is not permitted, except the room cooler during the summer months (April to September). Lights & fans should be switched off and water taps shut off when these are not in use.
 20. Consumption of 50 units per month/per student for non-air-conditioned rooms and 100 units per month/per student for air-conditioned rooms is free, subject to modifications by the competent authority. The charges exceeding the permissible limit will be shared by all the occupants on a pro-rata basis and charged monthly.
 21. Misuse of mobile phones in any manner including MMS, activities amounting to cybercrime and viewing of questionable websites in the campus is strictly prohibited.
 22. Washing & drying of the clothes is not permitted except in the dedicated washing and drying area in each hostel.
 23. Hanging of clothes in the balcony is not permitted.
 24. Hostel residents are advised not to keep valuables with them in the room. Such items, if any, should be locked in their respective cupboards or any other safe place for safekeeping. The university shall bear no responsibility for the loss of such personal belongings.
 25. Each hostel resident shall be responsible for the furniture and the electrical fittings provided in his/her room. He/she should get his/her room checked for furniture, fittings & fixtures etc. at the time of allotment and hand over the charge of the same along with the room key while vacating the room to the Warden.
 26. In case of damage to any building, furniture or other university property, the cost of repair and/or replacement along with the appropriate penalty will be levied on those found to be immediately responsible. But, if the individual(s) causing the damage is unidentifiable, the cost of repair and penalty charge shall be recovered from all the residents of the hostel/block/room on a pro-rata basis.

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27. While vacating the room, the resident must ensure that bills of all services availed by him/her are duly paid for speedy settlement of caution money. Submission of 'No Dues Certificate' on the prescribed form is essential.
28. The University reserves the right to open any room whenever required.
29. Hostellers will not be allowed to keep their vehicles in the campus (except PG students of Medical and Dental).
30. Hostel residents are required to divulge information if they have any medical problem(s) or are allergic to any medicine, immediately.
31. If any hostel resident(s) is suffering from a communicable disease or any other disease which requires constant medical attention, he/she shall vacate the hostel unconditionally and immediately on knowing the disease/ailment.
32. In case of any emergency/hospitalization, the University will contact the parents/local guardian of the hostel resident to inform them of the situation and take their advice. In the scenario where, due to any reason, the parent/local guardian could not be contacted, then the decision(s) made by the University will be final and acceptable by the parents/local guardian. All expenses incurred for the resident's treatment will be borne by the parents/local guardian.
33. Hostel Committee will appoint one or more student 'prefect(s)' based on academic merit/conduct/discipline to maintain harmony among the residents and the warden(s).
34. Hostel residents are permitted to entertain their guest(s)/local guardian/parents in the Visitor's Room of the hostel only as per following visiting schedule:

Weekdays	:	05.00 P.M. to 07.00 P.M.
Sundays/Holidays	:	10.00 A.M. to 07.00 P.M.

However, in exceptional circumstances, parents may be allowed to visit their wards out of visiting hours with the prior permission of the Warden.
35. No other individual(s) other than the hostel residents and university staff are allowed to enter the hostel premises.
36. Parents/local guardians/guests are not permitted to stay overnight in the hostel.
37. The hostel residents are required to take their meal(s) in the mess only. The timings of meals shall be strictly observed. At present, the timings are as follows:

(a) Breakfast		
Working Days	:	07.45 A.M. to 08.45 A.M.
Sundays and Holidays	:	08.00 A.M. to 09.00 A.M.
(b) Lunch	:	01.00 P.M. to 02.00 P.M.
(c) Dinner	:	07.45 P.M. to 08.45 P.M.
38. No hostel resident is permitted to take meal(s) in the hostel premises/room(s). However, in case of illness, this may be allowed with the permission of the hostel warden.
39. The hostel residents must be dressed properly while going to the mess. They are not allowed in shorts or similar attire in the mess/campus.
40. The food in mess will be served in buffet style. Wastage in any form should be avoided.
41. Defaulting hostel residents shall be liable to fines/penalties for violation of rules as prescribed by the University (see point 44 for more details).
42. An appeal against fines/penalties/other actions shall lie with the vice-chancellor who will have full authority to reject the appeal or reduce, enhance or modify the action taken by the competent authority.
43. The hostel rules are subject to change from time to time with the approval of the competent authority.

44. Maintenance of discipline is a prerequisite for admission to the hostels of SGT University, Gurugram. The defaulting hostel residents shall be liable to the following fines/penalties for violation of rules:

Sr. No.	Act of Indiscipline	Fine/Penalty for Each Act of Indiscipline	Competent Authority to Take Action
(a)	Changing of hostel room without permission	Rs 5000/-	Warden with the approval of the concerned Dean
(b)	Damage to hostel property	Rs 5000/- + replacement of the damaged item(s) along with installation/service charges	Warden with the approval of the concerned Dean in case of Hostel
(c)	Taking meal out of the mess	Rs. 5000/-	Warden with the approval of the Dean
(d)	Unauthorized stay of any outsider in the hostel	Rs 5000/- & disciplinary action	Warden with the approval of the concerned Dean
(e)	Use of drugs/alcohol in the hostel	Rs 10000/- & legal action	Warden with the approval of the concerned Dean
(f)	Misconduct—uncivilized/objectionable/unwarranted behavior/causing disturbance to others in Hostel	Rs 5000/-	Warden with the approval of the concerned Dean
(g)	Fighting with or assault on another person in the hostel	Rs 5000/- + offender will be handed over to the Police	Warden with the approval of the concerned Dean
(h)	The student without proper dress in Mess	Rs 1000/-	Warden with the approval of the concerned Dean
(i)	Use of prohibited electrical appliances in the hostel	Rs 5000/- and confiscation of the appliances	Warden with the approval of the concerned Dean
(j)	Playing of loud music and use of loudspeakers in the hostel	Rs 5000/-	Warden with the approval of the concerned Dean
(k)	Cooking in the hostel room	Rs 5000/-	Warden with the approval of the concerned Dean
(l)	Going out of hostel without permission	Rs 5000/-	Warden with the approval of the concerned Dean
(m)	Coming late from an outing or absenting from the hostel for the night	Rs 5000/-	Warden with the approval of the concerned Dean
(n)	Home leave without information	Rs 1000/- per day	Warden with the approval of the concerned Dean
(o)	Celebration in the hostel without permission and/or beyond permitted hours	Rs 2000/-	Warden with the approval of the concerned Dean

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(p)	Staling/theft	Rs 5000/- + legal action.	Warden with the approval of the concerned Dean
(q)	Gambling/indulgence in any immoral activity..	Rs. 5000/- + Disciplinary action	Warden with the approval of the concerned Dean
(r)	Over speeding in the campus	Rs. 5000/-	Concerned Dean
(s)	Missing classes without permission/Loitering around in the campus/using the playgrounds/sitting in the canteen during teaching hours without proper explanation.	Rs. 2000/-	Concerned Dean

For a healthy and joyful life, always treat the hostel as your home and keep it neat and clean.

Certified that we have gone through the above Hostel Rules and Regulations (From SI No. 1 to 44) and undertake to abide by the same in letter and spirit.

Signature of Student

Name :

Place :

Date :

Signature of Parent/Local Guardian

Name :

Place :

Date :

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