



Ref. No.: SGTU/RO/03/2024/1652

Dated: 21<sup>st</sup> May 2024

## HOSTEL RULES AND REGULATIONS

The students admitted to the hostel are assumed to be a prudent persons, 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.
2. Hostel Fee:
  - a) First year Student will apply and get the hostel room allotment from the warden and after the room allotment he/she will deposit the hostel fees with the accounts department. On receipt of the fees, room allotment will be confirmed.
  - b) Second year onwards, all the students staying in the hostel will get the re-allotment from the respective warden on the request for continuation by the students.
  - c) For MD, MS, MDS, MBBS, BDS, and BAMS (Annual) Programmes, hostel allotment will be done on annual basis and from start of the academic session as per council norms and fees will be deposited for the full year in one instalment.
  - d) For all the other Programmes, where tuition fees are collected for the semester, hostel will be allotted on annual basis, but student will have the option to deposit the fees for each semester.
  - e) Hostel fees for Medical/Annual Programmes will be collected for full year in advance even if the student occupies the hostel later or leave the hostel before completion of the year, so no pro-rata collection/refund will be made.
  - f) For semester Programmes, although the hostel will be allotted for full year, fees for first semester will be collected in advance for the period of 6 months, i.e. Aug-Jan in July and for Feb-July in Jan.
  - g) If any student takes the late admission, he/she occupies the hostel in the month of Aug, he must pay the full semester fees, and if he/she occupies the hostel from September onwards, prorata hostel fees will be collected till Jan and from second semester onwards, he/she will be depositing the hostel fees as regular.
  - h) If any student leaves the hostel before completion of the full year, even then he/she must deposit the full year hostel fees.
  - i) If the payment is not deposited in time, as specified by the accounts, a fine will be imposed at Rs. 500/- per day up to one month, if hostel fees is delayed by more than one month, then management has the right to get the room vacated.
3. Partial Hostel fee will not be accepted by the University.
4. Once paid, the hostel fee will neither be refunded nor transferred.
5. On completion of the course, those who join the Internship shall shift immediately to the hostel, marked specially for Interns without any fail.

  
**Registrar**  
SGT University  
Budhera, Gurugram



6. All the hostellers who proceed for vacation or outside the University shall deposit the key of their room with the respective Hostel Warden.
7. 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.
8. 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 with the approval of hostel administration.
9. Students seeking admission to the hostel shall apply through ERP (student Login) immediately on confirmation of admission to the 1<sup>st</sup> year/1<sup>st</sup> semester of the course. A copy of latest medical certificate should be submitted to the respective hostel warden.
10. 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.
11. Hostel residents are not permitted to inter-change their rooms without the permission of the Hostel Administration. The decision to allot rooms will be prerogative of the administration.
12. Each hostel resident shall enter leave details in the 'Movement Register' kept in the Hostel.
13. Hostel residents shall show their Identity Card if so, required by any officer of the University at any time.
14. 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 the hosteller 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 register is mandatory for leaving the hostel. If student is absent during attendance time parents/local guardian will be informed by warden on same day. 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.
15. 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.
16. Hostel residents are permitted to watch TV located in the Common Room of the hostel till 10.00 P.M.
17. All hostel residents are expected to be in their rooms by the time fixed by Chief Warden/Hostel Warden. Those who are found out of room after the specified time will be marked absent. In case, a room-mate is found absent after 10.00 P.M. without leave or prior intimation, the other room-



mate shall report the matter immediately to the Hostel Warden/Chief Warden/some senior staff in the campus. If any student is found absent from the room during a surprise check at night, the room-mate will be considered to be in collusion with the absentee and will also be held responsible for not reporting the matter.

18. 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.
19. 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 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.
20. Association of any hostel resident with any unlawful organization or indulging in any anti national /social activity 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.
21. Use of electrical appliance of any kind is not permitted, except the room AC during the summer months (April to September). Lights & fans should be switched off and water taps shut off when these are not in use. If electrical appliances other than AC and ceiling fan are found, it will be confiscated, fine will be levied besides initiation of disciplinary action and such appliances will be returned after course completion only.
22. Consumption of 100 units per month/per student for air-conditioned rooms is free, subject to modification by competent authority from time to time. The charges exceeding the permissible limit will be shared by the occupants on pro rata basis and charged monthly.
23. Misuse of mobile phones in any manner including MMS, activities amounting to cybercrime and viewing of questionable websites in the campus is strictly prohibited. Students are not permitted to make audio/video recordings of hostel or mess premises or upload the same on the Internet. Students are expected to be vigilant and avoid posting derogatory or insulting comments in social media platforms.
24. Washing & drying of the clothes is not permitted except in the dedicated washing and drying area in each hostel.
25. Hanging of clothes in the balcony is not permitted.
26. 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.



27. 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.
28. 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.
29. 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.
30. University reserves the right to break/open any room which is not vacated, pack up the belongings and store it. No complaints of breakage or loss will be entertained. University can also break open the rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
31. Hostellers will not be allowed to keep their vehicles in the campus (except PG students of Medical and Dental in designated parking area).
32. Hostel residents are required to divulge information if they have any medical problem(s) or are allergic to any medicine, immediately.
33. 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.
34. 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.
35. DSW will, appoint one or more student as "Prefect(s)" on the basis of academic merit out of top five students to coordinate between the Warden and the residents.
36. 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.
37. No other individual(s) other than the hostel residents and university staff are allowed to enter the hostel premises.



38. Parents/local guardians/guests are not permitted to stay overnight in the hostel.
39. 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:

<b>Working Days</b>	
Breakfast	<b>07:15 AM to 08:15 AM</b>
Lunch	<b>01:00 PM to 01:30 PM</b>
Dinner	<b>07:30 PM to 08:45 PM</b>

<b>Non-Working Days</b>	
Breakfast	<b>07:30 AM to 09:00 AM</b>
Lunch	<b>01:00 PM to 02:00 PM</b>
Dinner	<b>07:30 PM to 09:00 PM</b>

40. Hostel Residents are not allowed to take out meals and any utensils/crockery from the Mess. If Mess utensils/crockery are found in rooms then he/she will be penalized. However, in case of illness, this may be allowed with the permission of the hostel warden.
41. The hostel residents must be dressed properly while going to the mess.
42. The food in mess will be served in buffet style. Wastage in any form should be avoided.
43. Defaulting hostel residents shall be liable to fines/penalties for violation of rules as prescribed by the University (see point no. 64 for more details).
44. 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.
45. The hostel rules are subject to change from time to time with the approval of the competent authority.
46. If the hostel resident is not feeling well, he/she should seek medical help at the appropriate time. However, in case of emergency necessary help will be provided by the University on the request of the hostel resident to reach the hospital.
47. Students may also be asked to shift to alternate accommodation at short notice due to administrative reasons. Students shall be required to make their rooms available for inspection, repairs, maintenance or disinfection, whenever required and shall vacate the rooms when leaving for the vacations/holidays. Students should vacate the rooms only on working days and during the office hours.
48. Once a student vacates the hostel at his/her own request, he/she will not be re-allotted hostel accommodation for a minimum period of six months. Residents who wish to vacate the hostel are to meet the warden to start the formalities. Permission of the parents is mandatory for vacating the hostel.



49. Pets of all kinds are prohibited inside the hostel. Feeding stray dogs or cats in the hostel premises is not permitted.
50. Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps also are not permitted (as well) BURSTING CRACKERS, CARRYING CRACKERS TO THE ROOMS AND LIGHTING OF LAMPS/CANDLES ARE STRICTLY PROHIBITED IN AND AROUND THE HOSTEL PREMISES AT ALL TIMES.
51. Giving the room keys to any person other than the Block Supervisors/ Caretakers/ Wardens, in good faith is at their own risk.
52. Students shall not write or display slogans, posters, flags in his/her room or anywhere in the premises.
53. The university authorities will not be responsible for any self-harm actions by any student.
54. Personal belongings of the students proceeding on vacation may be left behind in the hostel till they return. All such articles must be packed, properly labelled, and entrusted to the hostel clock room for safe custody. Students are advised not to leave behind any costly items in the hostels when they go on vacation. The university reserves all rights to allocate the room for another academic activity or undertake repairs/maintenance work during holidays/vacations.
55. The rooms allotted to students will be changed every year after summer vacation. He/she may be allotted room in same or another hostel. The decision of the university will be final and binding in this regard.
56. Playing loud music or disturbing fellow hostel inmates will not be permitted. Use earphones while listening to music. Playing outdoor games inside the hostels/corridors is not permitted. Silent Hours will be observed from 10:00 p.m. to 07:00 a.m. on all days. No noise of any sort will be permitted during the Silent Hours. Serious action will be taken on the breach of this rule as per university rules.
57. The gate closing time for both Girl's and Boys' Hostel is 09:30 PM.
58. The gate pass automatically cancels once the student has entered the hostel premises.
59. Wardens are authorized to issue gate passes exclusively for declared vacations and off days. If a hostel resident requires a gate pass during the academic term, they must obtain approval from the respective Dean then hostel warden.
60. No furniture should be shifted from one room to another without prior written permission of hostel administration.
61. Residents should inform to the Hostel office of any change in address, email address, Mobile phone number and Telephone Nos. of local guardians and parents immediately.



62. Residents are expected to give due respect to Hostel staff (employees, mess and housekeeping staff, gardeners, and security staff etc.) If and when residents encounter any problem with or lapse on the part of any employee/s he/they may report the same to Warden. In case the resident (s) is/are not satisfied with the action taken by the Warden in this regard, the matter may be brought to the notice of Chief Warden. However, residents shall not take the law in their own hands and do anything to hurt the honour and dignity of hostel employees. Any act of misconduct towards the hostel employees on the part of a resident will be treated as an act of serious breach of discipline & liable for disciplinary action.

63. Notwithstanding any provisions in these regulations, the Registrar is the final authority in the matters of discipline, admission, and overall functioning of the Hostel.

64. 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/-	Concerned Dean on recommendation of the Hostel warden
(b)	Damage to hostel property	Rs. 5000/- + replacement of the damaged item(s) along with installation/ service charges	Concerned Dean on recommendation of the Hostel warden in case of Hostel
(c)	Taking meal out of the mess	Rs. 5000/-	Concerned Dean on recommendation of the Hostel warden
(d)	Unauthorized stay of any outsider in the hostel	Rs. 5000/- & disciplinary action	Concerned Dean on recommendation of the Hostel warden
(e)	Use of drugs/alcohol in the hostel	Rs. 10000/- & legal Action	Concerned Dean on recommendation of the Hostel warden
(f)	Misconduct—uncivilized/ objectionable/unwarranted behaviour/causing disturbance to others in Hostel	Rs. 5000/-	Concerned Dean on recommendation of the Hostel warden
(g)	Fighting with or assault on another person in the hostel	Rs. 5000/- + offender will be handed over to the Police	Concerned Dean on recommendation of the Hostel warden
(h)	The student without proper dress in Mess	Rs. 1000/-	Concerned Dean on recommendation of the Hostel warden
(i)	Use of prohibited electrical appliances in the hostel.	Rs. 5000/- and confiscation of the appliances	Concerned Dean on recommendation of the Hostel warden
(j)	Playing of loud music and use of loudspeakers in the hostel	Rs. 5000/-	Concerned Dean on recommendation of the Hostel warden

(k)	Cooking in the hostel room	Rs. 5000/-	Concerned Dean on recommendation of the Hostel warden
(l)	Going out of hostel without Permission	Rs. 5000/-	Concerned Dean on recommendation of the Hostel warden
(m)	Coming late from an outing or absenting from the hostel for the night	Rs. 5000/-	Concerned Dean on recommendation of the Hostel warden
(n)	Home leave without information	Rs 1000/- per day	Concerned Dean on recommendation of the Hostel warden
(o)	Celebration in the hostel without permission and/or beyond permitted hours	Rs. 2000/-	Concerned Dean on recommendation of the Hostel warden
(p)	Stealing/Theft	Rs. 5000/- + legal action.	Concerned Dean on recommendation of the Hostel warden
(q)	Gambling/indulgence in any immoral activity.	Rs. 5000/- + Disciplinary action	Concerned Dean on recommendation of the Hostel warden
(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
<b>Note: Along with above fines the disciplinary committee may also recommend suspension or expulsion from the hostel based on the intensity of indiscipline.</b>			

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 Sr. No. 1 to 64) and undertake to abide by the same in letter and spirit.**

Signature of Student		Signature of Parent/Local Guardian	
Name:		Name:	
Place:		Place:	
Date:		Date:	

  
**Registrar**  
 SGT University  
 Budhera, Gurugram