

Chaudhary Charan Singh University, MEERUT-250004



BROCHURE GIRLS' HOSTEL

Eligibility

A female bonafide student of C.C. S. University Campus not doing part time or full time job of any type (Government or Private) can seek admission to the girls' hostels and must complete the form after taking admission only in a full time course of the campus.

Admission procedure

1. The duly filled and signed form should be submitted to the Warden's office through the office of the concerned HOD, with the certificate of physical fitness by the registered medical practitioner, certified list of visitors allowed to meet the resident during visiting hours (in triplicate), signed by the parents and visitors, proof of residence outside Meerut (at least more than 40 Km. away from the city or cantonment, certified by concerned local authorities) and two recent passport size photographs of the student.
2. As per G.O. no. 177/15-10-95-15130/95 dated 27.09.95. 21% seats will be reserved for students of the SC category, 2% for ST and 27% for OBC in the Hostel.
3. Admission will be on the basis of merit.
4. Upon the recommendation of the HOD and permission of the Warden student can deposit the Hostel/mess fees against allotted Hostel seat. Fee slips should be duly signed by the Warden. Room will be allotted for the duration of the academic session.
5. The Hostellers can change their rooms only with the written approval from the Warden. Any change not approved will be deemed as illegal occupation and result in disciplinary action.
6. Parents of the student approved for admission to the Hostel are required to appoint a responsible person not less than 35 years of age, as local guardian, who will represent parents and can take care of the ward in the case of any illness or any unforeseen emergency.

Readmission Procedure

1. Admission to the Hostel must be sought afresh at the beginning of each academic year.

2. An application form has to be filled in along with fresh certificate of physical fitness, outstation resident certificate and certified list of visitors duly signed by the parents and the visitors.
3. In case of scarcity of seat or any other reason Hostel authorities have full right not to readmit a student in the Hostel.
4. At the time of seeking readmission to the Hostel, an inmate will have to produce no dues certificate, obtained in the last session at the time of vacating the Hostel, from the Warden, failing which she will not be consider for readmission.
5. Following will not be given readmission:
 - (a) Those who have not appeared in the University examination of the class for which they have sought admission to the Hostel.
 - (b) Those who have violated the Hostel rules or have been guilty of misconduct or breach of Hostel discipline and have been reprimanded by Warden/DSW/Proctor/HOD.
 - (c) Those who have remained absent without informing Hostel authorities.
 - (d) Those who have obtained a job (part time or full time).
 - (e) Those research fellows who are getting HRA.

Rules and Regulations/Disciplinary Procedure

1. At any time, the admission shall be given for one academic session/10 months, whichever is earlier.
2. M.A./M.Sc. student may be provided accommodation in the Hostel for two academic sessions. The final year students shall vacate their Hostel room on the last day of the session as declared by the University.
3. For M.Phil. student, accommodation in the Hostel may be provided only for one academic year, which may be extended up to the completion of the course or up to a period of six months whichever is earlier, on the recommendation of the supervisor and head of the department concerned after submitting the fee for one academic year.
4. The total duration of stay in the Hostel can be only five academic sessions (including P.G., M.Phil., Ph.D.). However, the stay period can be extended with the special permission of the Vice Chancellor.
5. Any resident's parent's change of place of residence must be intimated to the Warden in writing failing which the resident is liable to disciplinary action including cancellation of seat in the Hostel.
6. No Hostel property shall be removed from dining room or any other room.
7. Students are advised not to bring any jewelry or large sum of money or other valuables in their rooms. If any personal item of any of the Hostel inmates is stolen, it will not be claimed from the University.
8. Vehicles (only bicycles, mopeds or scooters) or laptop computers can be kept at resident's own risk after taking the written permission from the Warden. Vehicles are to be parked only at the parking place.
9. All residents will have to show the tuition fee receipt for each semester at the beginning of the semester.

10. All students must sign the attendance register every day at the pre-announced time.
11. Residents are expected to keep their rooms neat and tidy. Rooms are subject to checking by the Warden/Deputy Warden at any time. Residents are required to maintain cleanliness and sanitation near their rooms, bathrooms and corridors. A fine of Rs. 100/- will be imposed on offenders.
12. Residents are strictly prohibited to use any electrical appliance in the room other than laptop computers, good night machines, transistors and cassette players. Forbidden articles such as room heaters, immersion rods, irons, convectors etc. if found in the room, will be confiscated and can result in suspension/expulsion from the Hostel.
13. Radio, cassette player and T.V. should not be played on high volume. Any violation of these regulations will lead to confiscation of these articles for the duration of their stay in the Hostel.
14. No student should be found misusing or sleeping in the common room, study room or visitor's lobby. It will be considered as an act of indiscipline and will invite disciplinary action.
15. No resident shall carry on activities in the room in the Hostel which cause disturbance or annoyance to the residents or to the Hostel or University authorities. Disciplinary action will be taken against such students by the Hostel authorities.
16. Every student when going out of her room must switch off the light and fan.
17. Plucking flowers is not allowed. Throwing garbage anywhere in the Hostel premises is strictly prohibited. Offenders would be fined Rs. 100/- per incident.
18. Cooking of any type and ironing of cloths are strictly prohibited in the rooms.
19. Use of objectionable drugs or liquids is strictly prohibited. Violation of this rule will result in expulsion from the Hostel.
20. All movements from and to the Hostel should be recorded in the register kept with the security guard at the entrance of the Hostel and should be properly signed. No Hosteller is allowed to stay out of the Hostel after 9:00 p.m. without prior written permission from the Warden/Asstt. Warden/DSW/Proctor in advance. Violation of this rule could lead to disciplinary action.
21. Any resident who is late in coming back and wants to enter the Hostel after 9:00 p.m. should explain the reason, in writing, for being late. Gates would be locked at 9:00 p.m. and entry would not be possible without the written permission of the Warden/Deputy Warden/Matron.
22. Beyond two, late night entries shall be reported to parents/DSW/Proctor for necessary action.
23. Students who forge parents/local guardian's signatures may be expelled from the Hostel without any hearing.
24. No meeting is allowed without the prior permission of the Warden in the Hostel.
25. Collection of donation for any purpose (religions/otherwise) is strictly prohibited.
26. For displaying any information on the notice board, the resident will have to seek prior permission from the Hostel authorities.
27. Newspapers and magazines are the Hostel properties, hence, should not be removed from the reading room.

28. All the letters addressed to residents will be received by the Warden's office. Personal handling is prohibited.
29. Any complaint against a worker should be given in writing to the Warden; Student should not take any action by them.
30. Guests are not allowed to stay in the Hostel. However, if the space permits, not more than one guest (female) and for not more than five days, can be allowed on guest charges of Rs 100/- per day after taking prior written permission from the Warden and depositing the guest charges.
31. Delegates of conferences (organized by the University and UGC sponsored) Workshops/Symposia/Refresher courses etc. can stay in the Girls' Hostel provided accommodation is available and they are not accompanied by any ward. They will have to pay the charges as decided by Hostel authorities. The same applies to the guest of faculty who comes to consult library or to work in labs.
32. The Hostellers have to inform in writing to the Warden/Matron before leaving the Hostel during weekends and holidays specifying the dates of their arrival. In addition they have to check out and check in the register kept with the security guard of the Hostel.
33. There would be surprised roll-call after 9:00 p.m. now and then. Those who are found absent without information would be fined and reported to their parents.
34. Residents who want to be absent from the Hostel for academic work will have to produce a written authority from the respective supervisor/Head before proceeding on an assignment which necessitates the absence from the campus.
35. Residents, who are away from the Hostel for more than fifteen days without a proper academic reason, and without prior permission of the Warden, may be asked to vacate the Hostel.
36. In any case, Hostel rooms have to be vacated at least for 30 days for repair and maintenance before the re-allotment. In case examinations in certain department are postponed after the vacations, student of such department would be provided accommodation one week before the commencement of such examination.
37. An inmate vacating the Hostel room must hand over room to the Warden and get clearance to the effect failing which he will not be entitled to claim her Hostel security.
38. Student must hand over all issued items in proper conditions at the time of leaving the Hostel after the session or when they discontinue their stay and must sign the 'Residents Record Register'. A no dues certificate should be produced from the mess contractor to claim return of security deposit.
39. Strict action will be taken against students who abet other student, in breaking the rules or in undermining the discipline of the Hostel.
40. There would be Hostel committee consisting of five residents in the Hostel with Warden as in-charge. This committee would be selected by the block representative from amongst themselves in consultation with the Warden. The decision taken by the committee would be binding for all the residents.
41. Students with chronic medical problems will be asked to vacate the room immediately.
42. A student who takes job of any type in any concern outside or inside the campus after her admission in the Hostel, cannot be allowed to stay in the Hostel;

- however the Hostel inmates who are registered for Ph.D on the campus and take up non-paid part time teaching assignments in the University Teaching Departments can be allowed to stay in the Hostel but not beyond their eligible time of stay.
43. Students taking admission in another course leaving the semester exams of the course admitted in shall not be eligible to stay in the Hostel.
 44. Students claiming HRA will not be allowed to stay in the Hostel.
 45. An expelled student from the University has to vacate the Hostel immediately on the day of expulsion from the University. His/her continuance in the Hostel will be treated as unauthorized occupation.
 46. In case any unauthorized person is found in any room, she/he will be treated as trespasser and will be handed over to the Police. The concerned student will not be allowed to continue to stay in the Hostel.
 47. A student engaged in part/full time employment shall not be allowed to continue Hostel accommodation. If it is found, at any stage, that the resident has not stated the facts correctly about her employment, she shall be expelled.
 48. Residents who are found involved in undesirable activities will not be entitled for Hostel accommodation and the decision taken by the Warden/Deputy Warden will be final.

Ragging

1. Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/she will be expelled and may also be liable for prosecution.

Visitors

1. Authorized visitors are not allowed to enter the resident's room without Warden/Deputy Warden//Matron's permission. Authorized visitors can meet the residents only during specified hours in the visitor's lobby.
2. Day scholars are not allowed in the Hostel for night stay. Their entry in the Hostel is permitted only with the consent of the resident to whom they want to visit. This entry can be sought after the submission of their identity card to the security guard at the entrance.
3. Visitors are supposed to leave their vehicles outside well away from the Hostel gates.
4. Residents are restrained from talking to their respective visitors at the gate or along the boundary wall. If found flouting, they will be either penalized or expelled from the Hostel.

Visiting Details

Summer Timing (May 1 to September 30)	4:00p.m.....7:00p.m.
Winter timing (October 1 to April 30)	3:30p.m.....6:30p.m.

In exceptional circumstances parents/visitors (who have signed the residents` admission form) can be allowed to see their ward after seeking written permission from the Warden/Deputy Warden/Matron.

Mess rules

1. Mess membership is compulsory for all the residents.
2. Except for the sick-diet, no food can be carried out of the dinning hall. Special sick-diet can be requested from the mess contractor.
3. Mess fees can be deposited as per the contract.
4. The resident can avail only one month leave adjustment in a year from the Hostel apart from prescribed Universities holidays.
5. No resident is allowed to take food outside the dinning hall.
6. No resident should be found possessing mess utensils. It will be punishable.
7. If the student notifies and remains absent for five days continuously, he/she can seek rebate for the reported period.
8. Guest diet will be charged according to the contract.
9. The mess is likely to be run by a private contractor under the supervision of the mess committee.
10. The timing of meals will remain the same even for the guests.

Refund of the Hostel/Mess Security

1. Hostel/Mess security will be refunded only after the student has left the Hostel within the eligible period of stay and the same must be claimed within six months after leaving the Hostel, otherwise, the deposit will lapse to the Hostel account.
2. Refund shall be held up if University or Hostel dues or both have not been cleared in time.
3. Application for refund should be made on the prescribed form available from the Hostel office. The form should be supported by the original fee receipt through which the security was deposited. Application should be made by the student in person. In case it is not possible for the student to come herself, she should authorize someone attesting her signatures. If the signatures of the applicant do not match with her specimen signatures on the admission form, the refund application would not be processed.
4. If a resident does not leave the Hostel within eligible time of stay or leaves it without intimating the Hostel authorities by the way of not signing the 'Residents Record Register' the clearance/refund will be claimed only after the payment of the Hostel fee up to the current session and the penalty decided by the University authorities.

5. In any case no refund/adjustment will be made if the resident leaves the Hostel without completing the session, or faces disciplinary charges.

If the Vice-Chancellor feels the necessity of getting the Hostel vacated, the residents shall have to comply with the orders, failing which the rooms will be forcibly vacated by the authorities.

Regarding all the controversies pertaining to the Hostel, the decision of the Warden/ Hostel committee will be final.

The Hostel rules can be revised from time to time.

The Hostel and mess fees may be revised from time to time.

Hostel Committee

DECLARATION OF THE STUDENT

I have read all these rule carefully and agree to abide by the same. If I am found guilty of not abiding the rules, my admission to the hostel may be cancelled.

(Signature of Parent/ Gardian)

(Signature of Student)

Cashier,

Please accept Rs.....from

Mr.....

For the period of 10 month from.....to.....Latest by.....

Allotted Room no.....

(Warden's Signature)

Admission of Ms/Mr.....in ----- Girls` Hostel is valid upto ()

Declaration by the Candidate-

I Ms/ Mrs._____residing in _____in Room no._____hereby declare that I am leaving the Hostel on _____with all my bag and baggage after handing over the room allotted to me at the time of admission to the Hostel in the same condition to the Hostel authorities.

(Signature of Student)