

## **Hostel Rules**

- (1) Hostellers should follow the Hostel Rules, and the Schedule displayed at the Notice Board in the Hostel and the Time Table of the University respectively.
- (2) Hostellers are not allowed to stay in the rooms during their classes Hours unless they are exempted by the School Doctor/Rector.
- (3) No Outsiders / Day Scholars are allowed to enter the hostel premises.
- (4) No hosteller is allowed to keep any kind of music system or any such articles/devices in his room which may cause disturbance to the other hostellers.
- (5) No hosteller is allowed to keep any electrical devices like Electric Kettle, Heater, Iron, Induction stove etc. in his possession.
- (6) No hosteller is allowed to keep any type of medicine in his possession without being prescribed / allowed by the Medical Officer of the University and it should be informed to the concerned Rector also.
- (7) No hosteller is allowed for smoking, consuming alcohol, Gutkha / Mawa any kind of Pan Masala or chewing tobacco or even chewing gums etc. within the Hostel premises.
- (8) No hosteller is allowed to keep Playing Cards / Uno Cards in his possession or gambling of any kind is strictly prohibited.
- (9) No hostellers should possess any kind of sharp article like knives, kirpan, swords, even sharp keychains, Kada (Bracelet) etc.
- (10) Attendance will be taken on Daily basis, and Boarders are supposed to cooperate the Hostel Authorities.
- (11) All the hostellers must inform their respective Rectors/students section regarding any change in their parental/native address and contact details, if any.
- (12) No hosteller will be allowed to attend the University or stay in the hostel during his illness if he/she has been treated outside the University premises until the medical fitness certificate and the treatment schedule has been submitted by him/her to the Rector duly countersigned by the medical officer.
- (13) No outings can be allowed between:  
**Girls: 5:00 PM to 9:00 AM**  
**Boys: 7:00 PM to 6:00 AM**  
In case of any **Emergencies**, the Rector concerned may allow the student for outing after receiving written consent from parents (from their registered mobile no. as per our records).
- (14) Return time from outings should not later than:  
**Girls: 7:00 PM**  
**Boys: 8:30 PM**
- (15) Visitors' Time:  
**Weekdays: 5:00 PM to 7:00 OM**  
**Weekends & Holidays: Girls: 10:00 AM to 5:00 PM**  
**Boys: 10:00 AM to 7:00 PM**
- (16) No visitors will be allowed to meet the hosteller other than during the visiting hours provided in the visiting schedule.

- (17) Visitors are not allowed to enter the hostel rooms; they can meet their wards at Hostel Reception / Lounge.
- (18) In case of any emergency, parents' visits can be arranged with the Rector's permission.
- (19) No hosteller will indulge himself alone or along with other hostellers in any kind of violate activity during his hostel stay or in the University.
- (20) No hostellers will do any kind of act which will disturb the university/hostel atmosphere.
- (21) No hostellers should ever instigate the other students into any sort of indiscipline or any sort of act which will hamper the other students physically or mentally.
- (22) All hostellers should respect each other's belongings. No hostellers will spoil any article of the hostel which is provided to them for their daily use or the furniture & fixture provided in the hostel.
- (23) Boarders should lock their cupboards properly whenever they go out of their room. Any loss of their valuable articles or Cash will be their personal loss as they are not allowed to keep any valuable articles/cash in their possession during their stay in hostel.
- (24) No hostellers will behave in a different manner keeping in their mind difference of caste/race or religion.
- (25) No hostellers should disregard any staff/his seniors and never be aggressive to his juniors.
- (26) No hosteller should use abusive language while talking to their colleagues.
- (27) All the hostellers should maintain the decorum of proper dressings during their stay in Hostel.
- (28) Birthday celebration is not allowed in the hostel Rooms. It can be enjoyed at designated places other than hostel rooms, as per the directives of the concerned Rector.
- (29) No hostellers will leave the Hostel premises without prior information to the Rector in writing and the same must be given at the Main Gate Security before leaving.
- (30) Permission to visit home during vacations, leave will be granted by the Rector but if the classes are going on, the Leave will be granted by the Principal/HoD/Dean. The formalities must be done in advance during office hours (except in emergency cases).
- (31) Before issuing the Gate Pass the Rector will ensure to receive the written consent and undertaking from parent's registered mobile number / email.
- (32) Students and their parents are responsible for the self – outings.
- (33) All the hostellers are bound by the Hostel/University Rules/Code of Conducts.
- (34) A floor Captain & 2 Vice-Captains from each floor (designated by the concerned Rector) will cooperate with the Rector and will also be responsible for the maintenance, cleanliness and discipline of assigned floor. They will ensure that fans and lights have been switched off when not in use. They will be awarded with a Certificate at the end of their academic session for their services.
- (35) No residents are allowed to shift from one room to another without the prior written permission of Hostel Administration.
- (36) Hostel fee will be applicable from the start date of the session or student's joining date in hostel, whichever is earlier.
- (37) Hostel Room Category can't be changed during midterm. In exceptional cases the request for the same may be considered subject to availability and with the condition that the student should be ready to pay the Hostel Fee applicable for the higher category of Room for that Term.
- (38) In case of room change request for lower category room, no fee will be refunded.
- (39) No furniture should be shifted from one room to another without the prior written permission of the Hostel Administration.
- (40) Each resident is responsible for the care and maintenance of his room, furniture & fixtures provided in the Room. Any loss or damage will be recovered individually or collectively from the roommates.
- (41) Surprised/Random checks may be done by the hostel / university authorities, Boarders will cooperate them.
- (42) The Hostel Administration can without assigning any reason, change room allotted to a hostel inmate. Non-compliance of any order in this regard is to be treated as a serious breach of discipline inviting penal action.
- (43) Gross indiscipline of any kind, irregularity in payment of dues and poor class attendance record will be treated as disqualification for re-admission in Hostel.

- (44) Hostel Rules & Regulations are subject to change from time to time and the same will be notified as and when required. Residents are liable to fine /expulsion for breach of these directives.
- (45) In case of any loss or damage to the hostel property where management is unable to identify the student/s involved in the same, the cost will be realized through general fine.
- (46) Hostel Rector is the first point of contact. In case of any emergencies / problems, students must contact the concerned Rector / Security Staff without any hesitation.
- (47) Boarders are expected to show acceptable form of behavior, maintain discipline and decorum in the hostel/university complex.
- (48) Students will be punished for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors.
- (49) Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms.
- (50) Any hosteller falling sick or injured will report / inform to the Rector / Security Staff immediately.
- (51) A student once admitted in the hostel will continue to be a hostel inmate throughout the year unless otherwise debarred from the hostel on disciplinary grounds. Unless they clear the dues, they shall not be allowed to take university examinations.
- (52) Students should vacate the hostel during summer vacation/Session Break.
- (53) Those students who are not interested to continue Hostel Facility for next Academic Year/Term, must vacate the Hostel immediately after completion of semester-end examination of respective term before going on Semester break/Vacation. The application to vacate the Hostel must be given in prescribed format to respective wardens well in advance.
- (54) Change of room (in same category) may be permitted in exceptional cases, provided it is deemed necessary/justified by the Rector/Chief Warden. Unauthorized occupation of any room or exchange of rooms shall be treated as serious violation of Hostel Rules. Residents found guilty of such violation shall be expelled from the hostel without any further enquiry.
- (55) No resident of the hostel is permitted to take any article/utensils etc., outside the hostel/mess premises and even to his/her room.
- (56) No hostel inmate shall take the law into his/her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him/her or to the other hostel inmates, he/she should lodge a complaint in writing with the Rector concerned.
- (57) Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the university or both by the appropriate authority.
- (58) Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled from the hostel.
- (59) First-aid facilities are available at Rector Office for emergencies. However, for any other treatment requiring specialist/expert medical care and treatment, the Rector will inform the parents of further treatments and may send the sick student for a Medical Consultation on parent's request and the medical expenditure will be borne by the parents.
- (60) A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
- (61) Fans and lights must be switched off when the students leave their rooms. Lights must be switched off positively when they go to bed.
- (62) Boarders must spend the minimum time in bathrooms and toilets to give others a chance to use them. They must ensure that the bathrooms and toilets are clean after use. They must make sure that all taps are closed.
- (63) Inmates should not play cricket, football etc. inside rooms, corridors or in front of hostels. It causes not only damage to the hostel property but also disturbs the peace of the surroundings. Penalty may be imposed and will be collected from all students on the Block/floor through general fine.
- (64) Using or playing with dry or wet colors, bursting or lighting the fire-crackers inside the hostel premises even in festivals and celebration is strictly prohibited.

- (65) Students should not go to other's room without the permission of the Rector. If they do so, the Rector may impose penalty for the same.
- (66) Boys are not allowed to enter Girls Hostel and similarly Girls are also not allowed to enter Boys Hostel.
- (67) Attendance on National Days like Independence Day, Republic Day and other such celebrations is compulsory if present in hostels. Absence without prior approval will be viewed seriously and may invite drastic disciplinary action.
- (68) All Hostel students must vacate residences at the end of each academic year on the last day of exam. A grace period of three (3) days will be given. Any extra days of stay will attract penal action.
- (69) The Hostel observes Silent Hours from 11:00 pm to 5:30 am. All students must ensure to keep the movement to NIL on the floors as a sign of respect to other residents.
- (70) All students are required to carry the Hostel ID cards with them while they are on Hostel/Mess premises and need to show when asked by the Hostel/Mess or Security staff.
- (71) Students are not allowed to carry out any cooking in any room in the building, if they are found to do so, then all materials will be confiscated, and disciplinary action will be taken.
- (72) No hostellers should bring any food from outside except tucks; however, parents, local guardians or relatives may bring home made foods.
- (73) Ragging is offensive, wrong and banned. No student inside or outside of the Hostel premises should engage in any form of ragging, bullying or teasing whether physically or verbally, whether directly or indirectly. No student should involve themselves in an act that is even construed as ragging, bullying or teasing to fellow student/s whether male or female. A severe action including removal from the Hostel/University and information to the nearest police station will be taken against the accused.
- (74) Ragging is criminal and is a non-bailable offence. In legal terms, ragging is "display of noisy, disorderly conduct doing any act which cause physical or psychological harm or raise apprehension or fear, shame or embossment to a student in any academic institution and includes teasing, abusing, of playing practical jokes on or causing hurt to such student, or asking the student to do any act or perform something which such student will not in the ordinary course will be willing to do."
- (75) If you or someone you know is a victim of any form of ragging or you witness any form of ragging, please inform your Rector / Warden / Chief Warden immediately.
- (76) Students are expected to speak up about ragging in case they see or experience something.
- (77) If the management can't identify the persons committing or abetting ragging, then an appropriate collective punishment will be given to all.
- (78) All residents are expected to sign an anti- ragging undertaking form.
- (79) The Hostel/University management reserves all rights to take disciplinary action against any student who is observed to have violated any of the Hostel Rules at any time.
- (80) The Hostel/University management reserves all rights to review and revise the rules and regulations from time- to- time to include/amend relevant information.

By Order

**Registrar - GGU**