

HOSTEL MANUAL

CENTRAL UNIVERSITY OF JAMMU

Rahya-Suchani (Bagla), District Samba-181143, Jammu (J &K)



HANDBOOK OF HOSTEL RULES

**CENTRAL UNIVERSITY OF JAMMU
RAHYA- SUCHANI (BAGLA)
DISTRICT SAMBA-181143
JAMMU (J&K)**



(Prof. Sanjeev Jain)

VICE CHANCELLOR'S MESSAGE

Dear Students,

It is my pleasure to welcome you to the Central University of Jammu. As you embark on this new chapter of your academic journey, I extend my warmest greetings and best wishes for your success and personal growth during your time here.

Our university is committed to providing not only a robust academic environment but also a supportive and nurturing residential experience. The hostel life at the Central University of Jammu is designed to foster a sense of community, camaraderie, and personal responsibility. It is a space where lifelong friendships are formed, diverse cultures are celebrated, and personal and intellectual growth is encouraged.

This Hostel Manual is a comprehensive guide to help you navigate your residential life. It outlines the rules, regulations, and services available to ensure a harmonious and productive living environment. Adherence to these guidelines is essential for maintaining a respectful and safe community for all residents.

We believe that the hostel experience plays a crucial role in your overall development. It is here that you will learn the values of cooperation, discipline, and independence. Take this opportunity to engage actively with your peers, participate in various activities, and contribute positively to the hostel community.

Our dedicated staff is always available to assist you and address any concerns you may have. Do not hesitate to seek their guidance whenever needed. We are committed to making your stay comfortable and enriching.

Remember, your time at the Central University of Jammu is what you make of it. Embrace the challenges, seize the opportunities, and strive for excellence in all your endeavors. I am confident that you will find your hostel life to be a memorable and integral part of your university experience.

Welcome once again to the Central University of Jammu. I wish you all the best for a fulfilling and successful academic year ahead.

Warm regards,

Prof. Sanjeev Jain
Vice Chancellor,
Central University of Jammu

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1. About the University Hostels

Hostels of Central University of Jammu were established in the year 2013 to provide accommodation to the full-time students of the University. A hostel serves as a second home. The central University of Jammu makes an effort to meet the specific requirements and expectations of students who travel from distant locations to this Centre of learning by offering them safe, secure, and cost effective accommodation. The University Hostels go to great lengths to provide their students with a tidy, clean, and comfortable living space. A warden and the hostel staff are on duty constantly. The hostel has a dining room, water coolers, a visitors' lounge, Gym, badminton court, among other amenities. The mess offers a nutritious diet at reasonable rates. The Common Room has a decent selection of recent magazines and newspapers. Indoor games, an LED TV, and a sound system are available. In every hostel, Wi-Fi access to the internet has been made available. The hostels' architectural layout is pleasing, with lots of open space and greenery. Hostel residents are urged to live in harmony, like a huge family, providing assistance to one another as needed and working together to make hostel life fulfilling and enjoyable. There is no doubt that relationships and friendships are formed during these formative years in the hostel. This will be remembered as a time that was especially prosperous. The university experience is a significant turning point in a person's life and the first step toward an adult life of responsibility and compassion. The Central University of Jammu's hostels work to create the best environment for a person's healthy, all-around personality development and serve as a platform for an exciting future career. For a bright future and a positive perception of our institution, living in a hostel requires a high degree of integrity, consciousness, teamwork, tolerance, and hard work.

2. Admission to the Hostel

2.1 General Rules

- (a) All rights of admission to the University hostels are reserved with the competent authority.
No student can claim admission as a right.

- (b) All the students of the University, including those residing in the Hostel shall be under the disciplinary control of the Vice Chancellor, and of the authorities of the University.
- (c) Application for admission to the hostel should be made on the prescribed form (**Annexure I**) that can be downloaded from the Central University of Jammu website <https://www.cujammu.ac.in>. The application form duly filled in, along with prescribed enclosures, has to be submitted to the hostel office before the last date as notified by the University from time to time.. The admission shall be made as per the rules of the hostel. These rules shall be applicable to all the residents and shall be binding on them. Hostel admission shall be primarily based on the merit of the students admitted to a given programme. The seats shall be divided among various Departments and Programmes of study as per the policy of the University. The Warden may issue necessary directions regarding hostel admission rules from time to time and the same shall be displayed on the University website before admission.
- (d) The warden shall be the final authority for admission to the hostel. In case the seats remain vacant, the warden shall allot the seats following due procedure. The distribution of seats for admission to the hostel shall be based on the availability of seats.
- (e) Late admission to the hostel shall be subject to the prior permission of the DSW. Late admission means any admission after the last date of admission as specified by the University from time to time.

2.2 Eligibility for Admission:

The students satisfying the following eligibility criteria shall be considered for admission:

- a. Applicant should be a full-time bonafide student of the University.
- b. Students enrolled in Undergraduate, Postgraduate programmes of the Central University of Jammu shall be eligible for admission to the hostel. However, seats may allotted in order of priority among various programmes of study.
- c. Accommodation to Hostel cannot be claimed as a matter of right by any student who is eligible for admission to the University Hostels
- d. She/he has not been debarred from the hostel on earlier occasions.

- e.** She/he is not employed or has joined any course outside the Central University of Jammu.
- f.** Her/her parents are not residing within 35 kilometers from the University campus. Except for the special cases, i.e. B.tec and MBA and depending on the university's concerns.
- g.** She/he doesn't have the permanent address within the same distance limit mentioned at point no. (e) above.
- h.** Admission shall not be granted to a student in case there is any disciplinary action pending against her/him.
- i.** No dues must be pending against the student for being eligible for admission to the hostel.
- j.** A student will be granted admission to the hostel only after she/he has paid in full the semester charges of the hostel, security deposit (if applicable) and the advanced mess charges for the month in which admission is granted.
- k.** Hostel seats will be reallocated at the beginning of each semester
- l.** In addition to the fulfillment of the eligibility, the admission of students who had earlier stayed in the hostel will be subject to good conduct and behaviour during her/his earlier period of stay.
- m.** During the academic year, the student will lose the Hostel seat if she/he is expelled from the University or Hostel on disciplinary grounds, deregisters herself/himself from the full time programme of the study in Central University of Jammu
- n.** Admission shall not be granted to a student against whom disciplinary action was taken by a department/hostel of the Central University of Jammu.
- o.** Suppression of information or giving wrong information pertaining to any of these eligibility criteria would make the student ineligible for admission in the hostel.
- p.** Each student has to take fresh admission at the start of each academic session. The fee applicable for admission will be announced at the start of an academic calendar.
- q.** Admission shall be sought afresh in the beginning of every academic session. A student may be refused admission if her/his conduct during her/his earlier stay in any of the hostels was not satisfactory or she/he was a defaulter.
- r.** Any student alleged to be involved in any misconduct will be liable to be suspended from the University and on proving the commission of misconduct the student shall be liable to be expelled from the University.

- s. An incorrect statement/address filled by the student in the hostel admission form would result in cancellation of admission and confiscation of securities.
- t. The hostel accommodation to Ph.D. Research Scholars will be granted as per the decision taken by the competent body/authority from time to time.
- u. Residents , who have to continue their projects, dissertations etc. may be permitted to stay in the hostels during the vacation on the specific recommendation of the Head of the Department, Supervisors and warden.
- v. Residents have to provide a certificate indicating the satisfactory progress of their study/research work from the supervisor duly forwarded by the Head of the Department.
- w. A student who has passed one course/programme from Central University of Jammu shall not be eligible for hostel on her/his admission in the Course/Programme of the same level.
- x. It is mandatory for the applicant to submit a medical fitness (except PWD) certificate (**Form 1,1**) from the university health centre. PWD residents need to submit their disability certificate duly signed by the medical officer.

2.3 Criteria for Allotment of Seats:

- a. Seats will be allotted Department-wise and programme-wise.
- b. Merit in the Entrance Exam in case the admissions are offered through the Entrance Test and Merit of the previous year's exam in case of second/third-year students.
- c. Distance to be determined based on Permanent Address/ residential address.

2.4 Duration of Stay in Hostel

- (a) All bonafide students will be considered for hostel accommodation only for the duration of their respective courses of study. No resident shall be allowed to stay beyond the prescribed duration of the programme. However, the extension, if any, can be granted on the basis of valid reasons duly supported with documents and recommendation of the Head of the concerned Department.
- (b) Hostel administration may ask the residents to vacate Hostel rooms at the end of the academic year or during the winter breaks for renovation/ electricity fittings or any other such purposes. In any situation hostel resident will not insist on retaining the same room in the next academic session.

A resident shall vacate the hostel:

- Within a week of the end of the academic calendar.
- Within one month of her/his submission of dissertation/thesis.
- Within a week of her/his cancellation of admission.
- Immediate after termination from the hostel.

2.5 Withdrawal of the Hostel Accommodation:

A resident may not be entitled to continue in the event of:

- a. Non-payment of hostel/mess dues for two consecutive months.
- b. Indulging in any anti-social/ anti-national activities in or outside the hostel.
- c. Causing any damage to the hostel property.
- d. Ceasing to be a regular and full-time student.
- e. Violation of norms of hostel/university rules or for not conforming to academic requirements as stipulated in the academic ordinances of the university or otherwise notified by the university.
- f. The warden will initiate the expulsion process in consultation/without consultation with university authorities.

2.6 Accommodation of Students:

Because of the limited number of hostel rooms, accommodation will only be offered on a sharing basis. Whenever feasible, research scholars if any will be accommodated in rooms shared by two individuals, while UG/PG residents will share their rooms with two additional residents. However, the warden may assign one additional resident to each hostel room as necessary due to the shortage of available rooms.

2.7 Vacating Rules

The students will have to vacate their room and leave the hostel within one week from the last date of their end-semester examination. If the resident fails to vacate the hostel within the specific period then she/he would be declared to have unauthorized possession of the room leading to her/his expulsion from the hostel. Before leaving the hostel, every resident shall obtain clearance from (**Annexure VI**, Form 6) and 6.1) the warden and personally hand over the charge

of the room and hostel property to the hostel attendant on duty. The resident will be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture will have to be paid by the resident along with a minimum penalty of Rs. 500/- for not handing over the charge. Gate pass (**Annexure VII**, Form 6.1) is mandatory for the resident to show it to the security guard on duty before taking their belongings out from the hostel. Resident has to submit the Hostel Security Form (**Annexure V**, Form 5) for her/his security refund.

3. Hostel Committees and its functions

There will be the following major committees to be constituted by the Warden for smooth functioning of the hostel:

3.1 Mess committee:

Every hostel will have mess committee to assist the warden. It will consist of

- a) The warden, as the ex-officio chairperson
- b) Three student representatives nominated by the Warden
- c) Any other member nominated by the Warden.

3.1.1 Functions of Mess Committee

The Mess Committee shall;

- a) Supervise the working of the mess and will ensure proper arrangements for mess facilities.
- b) Ensure execution of mess rules.
- c) Ensure the safety and security of kitchen and dining areas
- d) Prepare the mess menu to be adopted for three months in tune with the agreement between the university and the mess contractor or otherwise.
- e) Supervise/monitor the quality and shall suggest improvement of food and services in the mess.
- f) Devise ways and means of achieving maximum economy, avoiding abnormal expenditure on special dinners, etc.

3.2 Infrastructure Maintenance Committee:

This committee will ensure proper maintenance of hostel infrastructure. The committee will consist of the following:

- a) Warden: Ex-officio Chairperson
- b) One nominee of XEN

3.3 Cultural and Literary Committee:

The objective of this committee is to develop an academic ambience in the hostel life of the residents. This committee will organize various events for the holistic development of the residents. The committee will consist of the following:

- a) Warden: Ex-officio Chairperson
- b) Three residents nominated by the Warden

4 Rules of Residence

4.1 General Rules

- a) Orders/decisions notified from time to time, by warden, will be binding on the residents.
- b) Residents are not permitted to transfer to a different room or move furniture without prior approval from the Warden.
- c) Students will have no right to occupation of a room during the period of summer vacation. Permission may be granted to a student to stay in the Hostel after the end semester examination, if the Head of the Department in which the student is enrolled gives in writing to the Hostel authorities that she/he is doing some work related to the course being pursued in the Central University of Jammu. The students permitted to stay in the hostel during the vacation will be required to pay the additional charges for the extended period of stay.
- d) The hostel mess may or may not function during the summer/winter vacation for those who are otherwise permitted (in writing) to stay in the hostel during this period. If the Mess functions, the charges shall be as per the arrangements made.
- e) Before vacating the hostel, residents must properly hand over their room and obtain a clearance certificate (**Form 6**) from the hostel office. A copy of gate pass (**Form 6.1**) must be submitted to the Security Guard on duty before departing from the hostel premises.
- f) The resident, who takes up a job, discontinues her/his studies or research, in the middle of the session, shall inform the hostel office in writing and leave the hostel within 15 days after clearing all dues.

- g)** The resident who does not inform the Warden about her/his taking up a job and does not obtain special permission to stay, shall be charged penal rent as decided by the hostel authorities for the stay period and terminated from the hostel.
- h)** The resident shall not engage anyone for personal service in the hostel.
- i)** The residents are expected to come to the Dining Hall, Common Room and Visitor's room properly dressed.
- j)** Every resident shall inform the Hostel administration in writing about her/his absence from the hostel. She/he should also give her/his contact address (including email and telephone) during her/his absence from the hostel.
- k)** If a resident plans to leave the hostel's 30-kilometer radius, they must notify the management and give a guarantee for their safety.
- l)** Any kind of excursion/picnic requires the approval of the competent authority.
- m)** The resident is required to use their own locks and not to leave the room unlocked when she/he is not in her/his room, in order to safeguard their personal belongings against theft. The hostel will not be responsible for any loss.
- n)** It is not permitted for the residents to keep a vehicle at the hostel.
- o)** Any objectionable material, defamatory or critical post on social media is strictly prohibited.
- p)** Residents are permitted to host their guests exclusively in the visitor's room or reception area only. Guest visits are restricted to the hours between 9 AM and 7 PM. In case of any emergency, only parents will be allowed to visit with the permission of the warden.
- q)** The use or possession of tobacco products, alcoholic beverages, narcotics, and drugs is strictly forbidden within the hostel premises. Any resident or their guest found violating these regulations will face disciplinary action, which may result in the resident's expulsion from the hostel. Additionally, the university will take appropriate measures against the residents involved.
- r)** Possession of any weapon, iron rods, electrical appliances, lathi, etc. is strictly prohibited in the hostel premises. Anyone found in possession of or using such items will be charged with a fine of Rs 500. The hostel authorities will have the right to seize and unauthorized electrical/mechanical appliances.

- s) The Warden has the power to investigate any resident's room and possessions at any time.
- t) Any of the competent authorities has the right to inspect the room of any resident at any time in consultation with hostel warden/s, if considered necessary or expedient.
- u) All residents are expected to adhere strictly to the hostel rules and regulations. Any form of misbehaviour, including but not limited to, disrespect towards hostel staff, disruptive activities, or any actions that violate the hostel code of conduct, will not be tolerated.
- v) Parents and guardians are expected to engage with hostel authorities respectfully. Any form of misbehaviour or inappropriate conduct by a resident's parent or guardian towards hostel staff or authorities will be considered a serious offense.
- w) The University reserves the right to take strict disciplinary actions against any resident found guilty of misbehaviour or rule violations. This includes, but is not limited to, fines, suspension, or rustication from the hostel. Additionally, inappropriate conduct by a resident's parent or guardian can also result in disciplinary action against the resident, up to and including rustication.
- x) In order to maintain peaceful academic ambience in the hostel, loud music, shouting or hooting is not permitted.
- y) Residents must refrain from indulging in any act, covert or overt, that may destroy or disturb the peace and harmony in the hostel.
- z) Formation of association of students on the basis of region, caste, creed is not permitted inside the hostel.
- aa) Hostel authorities will have the right to change the room of a student without any prior notice if it is found necessary at any point of time.
- bb) A restriction hour at the hostel is imposed at 10:00 PM regularly. The resident may use the room for study with the consent of the roommates or use study rooms. The Warden has the authority to make changes to the restricted hours.
- cc) Any kind of political, communal or partisan activity in the hostel shall invite disciplinary action.
- dd) Celebration is allowed with the permission of the Warden. Holding of any meeting, assembly or organizing any celebration in the hostel premises without the permission of hostel authorities may lead to disciplinary action.

- ee)** The residents are required to obtain 'No Dues Certificate' (**Annexure IV**, Form 4) from the hostel office at the time of taking admit cards for their University examinations.
- ff)** Any information found false may lead to disciplinary action. In case of any contagious disease, the resident may be asked to vacate the hostel and the parents may be intimated accordingly.
- gg)** If a research student gets scholarship/fellowship under which resident is entitled for house rent allowance, she/he shall pay HRA as per entitlement to the University hostel.
- hh)** Hostel administration believes in managing the hostel with the active participation of residents. Warden may assign appropriate responsibility to any of the residents for the smooth functioning of the hostel.
- ii)** No UG/PG students are allowed inside the hostel during the class time without prior permission of the warden with genuine reason.
- jj)** The resident will be responsible for her/his attendance to be marked between 08:00 PM to 08:30 PM inside the hostel. Anyone found violating this rule will be fined Rs 500/-.
- kk)** In the light of ensuring the safety and security of our residents, as well as maintaining discipline within the hostel premises, the residents' in and out timings will commence at 5:30 AM in the morning and concludes at 8:00 PM. Any delay will result in penalty for the same. You need to take a note of the following:

(i) Late Arrival without Prior Notification: Residents who will arrive late without informing the hostel authorities in advance will be levied a fine of Rs 500.

(ii) Late Arrival due to Genuine Reasons: If any resident anticipates being late due to a valid reason, such as traveling home, they must provide relevant proof (e.g., train or air ticket) to justify the delay. In such cases, upon verification, the fine will be waived off. It's essential to understand that these measures are put in place primarily for residents safety and the effective management of hostel resources. In case of any anticipated delay, residents need to notify the hostel management at the earliest to avoid any unnecessary inconveniences.

Note: In case of disciplinary action or violation of the rules of the hostel, the matter may be reported to the parents/ guardians of the residents.

- ll) All matters relating to differences among students and complaints against theft should be immediately brought to the notice of the hostel authorities.
- mm) No police complaint should be lodged by any student before taking prior permission from the competent authority.
- nn) Any student who is found guilty of misconduct or guilty of infringement or refuses to abide by any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the University by the competent authority.
- oo) The student shall have to vacate the Hostel as and when asked for without prior notice

4.2 Mess Rules

- a) Every resident shall have to pay a one-month advance mess fee as security which will be refundable after vacating the hostel.
- b) Every hostel resident shall have to join the Hostel Mess.
- c) For continuous absence for atleast 15 days or more from the mess, a 40 % waiver would be granted.
- d) For 11-14 days of continuous absence from the mess, a 30% waiver would be granted.
- e) For 5-10 days of continuous absence from the mess, a 20% waiver would be granted.
- f) In case a student has to go out for a long duration for a research project, fieldwork or health grounds, her/his case, mess charges may be waived off for the said period with the permission of concerned HOD.
- g) In order to avail mess fee waive off, she/he has to submit leave form (**Annexure II**, Form 2) to the hostel authorities at least one day before leaving and the mess waive off will be granted only after the verification of the concerned course HOD and warden.

h) Mess Payment Procedure:

- i. Display of Bill: Within the first week of every month.
- ii. Last date of Payment of Bill: within the week of display of the bill.
- iii. After due date of every month, a fine of Rs. 50/- per day shall be imposed till the day of clearance. This clause is allowed maximum for a period of 10 days. After this the case will be forwarded to the concerned HOD and DSW.

iv. The leave form (**Annexure II**, Form 2) is mandatory for claiming any waive off in mess fee.

- i) The hostel administration can take suitable action against the defaulters.
- j) The residents shall have to take Hostel and Mess Dues Clearance Certificate (**Annexure IV**, Form 4) without which they shall not be allowed to take University End Semester Examinations.
- k) The guest may be allowed to eat in the mess on payment of guest charges after prior permission of the warden. Meal payment charges would be as follows: Breakfast: Rs 40 per person, Lunch Rs 80 Person and Dinner Rs 80 per Person.
- l) Every resident shall be given an undertaking that she/he will shoulder the responsibilities as assigned to her/him and observe the rules of mess.
- m) No meals will be served in the rooms. Meals should be taken only in the Dining Hall.
- n) Outside/Online (Zomato, Swiggy, etc.) food orders are not allowed inside the hostel premises. There may be circumstances where residents require alternative arrangements. In such cases, residents need to seek permission from the hostel authorities in advance.
- o) Only Vegetarian food will be served in the mess. Non Vegetarian food will not be allowed inside the hostel.
- p) The mess will work as per the rules framed for the purpose by the Hostel authorities.
- q) No rebate of any kind shall be given to the member for breakfast, lunch or dinner missed by her/ him except the rules defined for mess fee waive off.
- r) Residents shall have their meals in the Dining Hall as per the schedule notified from time to time.
- s) In case of illness, a resident may be served food in her/his room with the permission of the warden.
- t) Residents are not allowed to cook food inside their rooms. Anyone found violating this will be fined Rs 500 and there will be disciplinary action against the resident.

4.3 Rules for Guests of Hostel Residents:

- a) A resident shall inform the warden well in advance (at least before one day) about the arrival of her/his guest. Female guests are not permitted to enter the rooms of boys and similarly

male guests are not allowed to enter the rooms of female residents. All requests for permission for the guest to stay should be addressed to the warden who has the right to cancel the permission for the stay of the guest at any time.

- b) The resident shall be directly responsible for the conduct of her/his guest. The guest should also produce the photo identification card while availing the guest facility in the hostel.
- c) No guest shall be allowed to stay in the Guest Room for more than three days. In case an extension of stay, permission has to be obtained from the Warden. A visitor cannot become guest of a resident too often.
- d) A resident shall not entertain a person as a guest who has been expelled from the hostel or university, or against whom disciplinary action is pending.
- e) Guest shall be charged at the rate decided by the warden in consultation with the university administration from time to time. Guest has to stay in the guest room only. All guest charges should be paid in advance. Guest rooms will be booked on a first come-first-serve basis with at least one-day advance booking.
- f) If an outsider is found illegally living in the room of a resident, the resident shall be liable to (a) expulsion from the hostel; (b) a fine of minimum of Rs. 1000/-; (c) daily charges from the date of illegal occupation of the room to be determined by the Warden and (d) be debarred from seeking admission in any of the University hostels and this will be communicated to her/ his parents/guardian.

4.4 Leave Rules for Resident:

a) Application Process:

- ✓ Residents intending to visit their home or local guardian must submit a leave application (**Annexure III**, Form 3) to the Warden or to the designated authority.
- ✓ The leave application should include the reason for leave, duration of absence, and contact details of the local guardian if applicable.

b) Duration of Leave:

- ✓ Residents are typically granted leave for a specified duration, as indicated in their leave application.
- ✓ The duration of leave may vary depending on individual circumstances and the discretion of the hostel administration.

c) Permission Requirements:

- ✓ Leave to visit home or local guardian will be granted at the discretion of the Warden or designated authority.

d) Notification:

- ✓ Residents must inform their respective wardens or designated authorities of their departure and return dates as specified in their leave application.

e) Local Guardian Visit:

- ✓ Residents are permitted to visit their local guardian in accordance with the hostel regulations as specified by the warden of the respective hostel.

f) Leave Extensions:

- ✓ Requests for leave extensions beyond the initially approved duration must be submitted in writing to the warden or designated authority well in advance of the scheduled return date.

g) Leave Cancellation:

- ✓ In the event of unforeseen circumstances or changes in plans, residents must promptly inform the hostel administration to cancel or amend their leave request.

h) Return Procedure:

- ✓ Residents are expected to return to the hostel premises by the agreed-upon date and time.
- ✓ Late return without prior approval may result in disciplinary action.

i) Compliance:

- ✓ Residents are required to comply with all hostel rules and regulations before, during and after their leave period.
- ✓ Failure to adhere to these rules may result in disciplinary measures.

j) Emergency Leave:

- ✓ In case of emergencies or urgent matters requiring immediate leave, residents should inform the hostel administration as soon as possible to expedite the approval process.

k) Leave Record:

- ✓ The hostel administration will maintain a record of residents' leave applications and approvals for reference and administrative purposes.

5 Internet Facility

Hostel is equipped with the Wi-Fi facility, intended to provide internet facility to the residents. Every resident shall submit a written undertaking to the hostel authorities that she/he shall abide by the Wi-Fi access policy of the University. Non-compliance with the internet usage rules shall invite disciplinary action.

6 Electricity:

Residents shall not tamper the electrical appliances fitted in the room or in the hostel premises. They are not allowed to use electric heater, electric kettles, iron air conditioner, refrigerator, induction heater, immersion rod or any such equipment. However, they are allowed to use personal computers and air coolers with due permission on the payment of specified charges.

7 Hostel Fees

Fees structure shall be notified at the beginning of the academic year.

8 Discipline:

8.1 General Discipline:

- a) Every resident should get an identity card from the Hostel office and keep it in her/ his personal possession for verification on demand.
- b) Every resident will strictly follow hostel timings as notified by university authorities from time to time w.r.t entry from main gate, hostel building and mess timings.
- c) Visitors/Guests shall be received only in the Visitors' Room/area of the Hostel. They shall not be entertained in the living room of the residents.
- d) Every resident shall follow the Entry/Exit policy of the hostel.
- e) No resident shall be allowed to leave the hostel beyond permissible hours and in case of special circumstances, the resident shall have to submit the permission/consent of the parent/guardian to the Hostel Warden. With approval from the hostel warden, the resident can thereafter depart.
- f) At the time of admission, every student shall be required to sign a declaration that She/He submits herself/himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the Hostel (**Form 1.2 and Form 1.4**).

- g) In case any furniture/fixture issued/allotted to the resident is found missing or damaged, the cost of the article or damages to articles as may be fixed/worked out by the warden, will be recovered from the student, taking into account the original price of the article.
- h) The hostel authorities shall have the right to enter a resident's room to make an inquiry or search, whenever required. The residents are expected to co-operate in this regard.
- i) Residents are expected to give due respect to the hostel staff. In case of any complaint the resident shall report the matter to the Warden and disciplinary action will be taken against them by the Warden/DSW.
- j) No resident shall indulge in any activity other than academic and co-curricular.
- k) No notice can be put upon the notice boards of the hostel without endorsement from the Hostel administration/Warden. Sticking of any bill, poster or notice on any of the public spaces within the Hostel premises is prohibited.
- l) Notwithstanding any provision in the aforesaid rules, the Provost/ Warden/ Proctor shall be the final authority in the matters of discipline, admission and over all functioning of the hostel. In special circumstances, the competent authority may relax any of the conditions except prescribed fees.
- m) Any kind of provocative meeting or assembly by a group of students shall amount to an act of indiscipline.
- n) For organizing any group event of cultural or religious significance, resident/residents concerned shall take prior permission of the Hostel authorities.
- o) In any case the resident has to pay minimum mess fee except the official visits with the approval of concerned Head of the Department, DSW and Warden.
- p) Any application to the higher authority should be forwarded through proper channel. In case of violation of this a request will not be entertained.

8.2 Procedure for Taking Disciplinary Action:

The Hostel Warden can, for any default on the part of the resident, take action for any act of indiscipline, including suppression of information in the application for admission, violation of any of the rules, indulgence in indecent or violent behaviour, or any other reason deemed sufficient for taking a disciplinary action. The Warden may issue any warning, intimate the

parent/guardian, Head of Department/Supervisor, if any, impose fine, double lock the room, cancel the allotment of room/expel or evict a resident at the risk and cost of the resident or take any disciplinary action, including banning the entry to the hostel depending upon the gravity of the act of indiscipline on the part of a resident. The following procedure shall be followed:

- a) In the case of any severe breach of discipline the Provost/Warden may require the defaulting resident to vacate the hostel within 24 hours of reporting the incident.
- b) On receipt of representation from the concerned resident, the Warden may get the entire matter enquired into by any appropriate person/committee and take the necessary action.
- c) If no reply is received from the defaulting resident within the stipulated time, the Warden may take appropriate disciplinary action.
- d) The disciplinary action taken by the Warden shall be final which may be communicated to the DSW/ Head of the Department or Research Supervisor concerned, if any, and the parent/guardian.
- e) In the absence of the Warden, the cases of indiscipline shall be reported to the Joint Warden.
- f) The eviction shall be undertaken by an Eviction Committee to be constituted by the DSW/Warden and, if necessary, with the inclusion of University Security.
- g) If the resident does not comply with the eviction notice within the specified time the lock of the room will be broken open in the presence of three senior officers/hostel authorities.

8.3 General Regulations:

- a) All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor.
- b) The Vice-Chancellor may delegate all or such powers as she/he deems proper to the Warden and to such other persons as she/he may specify in this behalf.
- c) Without prejudice to the generality of power to enforce discipline, the following shall amount to acts of gross indiscipline:
 - i. Physical assault, or threat to use physical force against any member of the teaching or non-teaching staff of any Institution/Department or against any student within the University.
 - ii. Carrying of/use of/ or threat to use any weapons;

- iii. Violation of the status, dignity and honour of students belonging to the Scheduled Castes and Scheduled Tribes, Minorities, Women or Persons with Disabilities
- iv. Any attempt of bribing or corruption in any manner;
- v. Destruction of institutional property
- vi. Creating ill-will or intolerance on religious or communal grounds;
- vii. Causing disruption in any manner of the academic functioning of the University system; and
- viii. Ragging is strictly prohibited

d) Without prejudice to the generality of her/his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as considered appropriate, the Vice-Chancellor, on the recommendations of the committee, may in the exercise of her/his powers aforesaid, order or direct that any student or students:

- i. Be expelled; or
- ii. Be rusticated for a specified period; or
- iii. Be not for a stated period, admitted to a course or courses of study in the University; or
- iv. Be fined with specified sum of rupees; or
- v. Be debarred from taking any University Examination for one or more years; or
- vi. Be disqualified from the Examination(s) in which he/she has appeared.

8.4 Prohibition of and Punishment for Ragging

- a)** Ragging in any form is strictly prohibited, within the premises of hostel/Department and any part of Central university of Jammu system as well as on Public transport.
- b)** Any individual or collective act or practice of ragging constitutes gross indiscipline and the guilty resident would be immediately evicted from hostel without serving show cause notice on him/her and he/she would be further liable to punishment according to law.
- c)** Ragging, ordinarily means any act, conduct or practice by which dominant power or status of senior student is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which:

- i. Has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- ii. Is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- iii. Has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- iv. Prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- v. Exploits the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Involves physical assault or threat to use of physical force.
- vii. Violates the status, dignity and honour of women students/students belonging to the Scheduled Castes and Scheduled Tribes; Exposes students to ridicule and contempt and affect their self-esteem; Entails verbal abuse and aggression, indecent gestures and obscene behaviour.

Following will also be covered under the act of ragging:

- (i) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- (ii) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (iii) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

- (iv) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
- (v) The Warden shall take immediate action on any information of the occurrence of ragging.
- (vi) Notwithstanding anything in Clause (iv) above, the Provost/Proctor may also submit to enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
- (vii) The Provost/Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
- (viii) If the Provost/Proctor or Warden is satisfied that, for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.
- (ix) When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
- (x) The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a programme, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
- (xi) Abetment to ragging, whether by way of any act, practice or incitement of ragging, will also amount to ragging.
- (xii) All the Hostels within the Central University of Jammu shall be obligated to carry out instructions/directions issued under this Manual, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the same.

For any clarification regarding curbing the menace of ragging, the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, may be referred at UGC/University website. Besides, students are advised to consult dedicated anti-ragging website <http://www.antiragging.in>.

9 Prohibition of and Punishment for Sexual Harassment

Cases of sexual harassment shall be governed by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and Central University of Jammu Ordinance which is available at the University Website www.cujammu.ac.in

10 General Instructions

- a) Residents are required to abide by all instructions from the Hostel authorities, which are displayed on the Notice Board from time to time or conveyed otherwise.
- b) Residents are expected to actively participate in the Hostel activities including managing of dining hall and the maintenance of gardens, etc.
- c) Residents shall not plead ignorance of the Rules and Regulations contained in this Manual and/or any notified modification made from time to time.

The Warden shall be the appropriate Authority in all matters relating to Hostel administration. In case of any ambiguity or lack of clarity pertaining to the Rules contained in this Manual, the Warden shall be the competent authority to clarify the same with due permission of university authorities. Any appeal against the orders of the Warden may lie with the Vice Chancellor.